



DIOCESE OF PENSACOLA-TALLAHASSEE
EMPLOYEE HANDBOOK

Revised – May, 2016

VERIFICATION OF RECEIPT OF EMPLOYEE HANDBOOK FOR THE

DIOCESE OF PENSACOLA-TALLAHASSEE

By signing below, I acknowledge that I have received a copy of and agree to abide by the Employee Handbook of the Diocese of Pensacola-Tallahassee. I understand that I have been given the booklet for information purposes only and the booklet does not create an express or implied employment contract of any kind. I understand that the policies and other information referenced in this booklet are subject to change or deletion at the Diocese's discretion. I also understand that my employment with the Diocese of Pensacola-Tallahassee is at "at-will" and may be terminated at anytime by myself or the Diocese with or without cause.

EMPLOYEE SIGNATURE

DATE

Please remove signed form and return to the Human Resource office.

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OVERVIEW AND EMPLOYMENT RELATIONSHIP

INTRODUCTION

This handbook is designed to help answer many of the questions you may have about policies, procedures and benefits. Because all employees are to the success of the Diocese's ministry and mission, we hope this handbook helps you understand your role as a member of the team.

The information contained herein represents policies and benefits in a generalized way. When the need arises, you may obtain more complete information about these policies and benefits from your supervisor or from the Human Resources Department. You will also receive more information about benefits when you become eligible and during open enrollment.

These policies can be changed at any time, but any change in the policies contained in this handbook is invalid unless approved in writing. The Diocese of Pensacola-Tallahassee reserves the right to revise or discontinue the benefits, policies and procedures described in this handbook and/or to institute new policies, procedures or benefits at their discretion. Should any discrepancy exist between the handbook and the actual statutes, ordinances, laws and regulations. The statute, ordinance, law or regulation will control.

The guidelines of this handbook do not create an expressed or implied contract of employment. In the absence of a written contract to the contrary, all employment is "at will".

HISTORY

The Diocese of Pensacola-Tallahassee was established on November 6, 1975 and Bishop Rene H. Gracida was installed as the First Bishop. Sacred Heart Church, Pensacola, was named the Cathedral and St. Thomas More Church, Tallahassee, the Co-Cathedral. The new diocese was placed under the patronage of St. Michael the Archangel, St. Thomas More and St. Elizabeth Ann Seton. In 1983 Bishop Gracida was transferred to the Diocese of Corpus Christi, Texas and Bishop J. Keith Symons was named the Second Bishop of the diocese. In 1990 Bishop Symons was transferred to the Diocese of Palm Beach. The diocese was then placed under the administration of Monsignor James Amos as administrator for one year. In 1991 Bishop John M. Smith was appointed as the Third Bishop of the diocese. When Bishop Smith was transferred to Trenton, New Jersey in 1995, Monsignor Amos again served as the diocesan administrator. In 1997 Bishop John H. Ricard, SSJ, was named the Fourth Bishop of the diocese. Bishop Ricard retired in March, 2011 and the diocese is currently operating under the administration of Archbishop Thomas Wenski. In March, 2012 Bishop elect Gregory Parkes was named the new Bishop and will be ordained June 5, 2012.

CANON LAW/CHURCH TEACHING

Catholic employees are subject to the provisions of the law of the Catholic Church, as delineated in the *Code of Canon Law*. The text of the *Code of Canon Law* can be accessed via the Internet, at <http://www.vatican.va/archive/cdc>.

AT-WILL EMPLOYMENT

In keeping with the laws of the State of Florida, the Diocese is an “at-will” employer. Therefore, employment may be terminated at any time, by the Diocese or the employee, with or without cause provided it is not a reason prohibited by law.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Diocese is fully committed to a policy of equal opportunity in all of its employment practices. The Diocese endorses all efforts to eliminate and prevent discrimination on the basis of age, gender, familial status, race, national origin, color, marital status or disability.

Since a person’s faith and Church participation may be preferred in his/her role on behalf of the employer, religion will not be a protected category for purposes of non-discrimination.

GENERAL EMPLOYMENT INFORMATION

PROBATION

All new employees are in initial probationary status for the first three months of employment to determine if the association is mutually beneficial to the employee and the Diocese. During the probationary period, reasonable efforts will be made to help each employee become acclimated to the job.

CHILD PROTECTION

The Diocese of Pensacola-Tallahassee is committed to the education and training of its personnel in the prevention, identification and reporting of child abuse in all its forms. Employees of the Diocese and its affiliates must comply with the Diocesan policy which includes initial training, fingerprinting and background checks.

PROFESSIONAL AND PERSONAL BEHAVIOR

In order for the Diocese to carry out its mission to the people it serves, it is dependent upon the performance and conduct of each of its employees. Therefore, it is your responsibility to conduct your business dealings and personal behavior in a manner consistent with the ethics and moral standards set by the teachings of the Catholic Church.

PERSONNEL FILE POLICY

A personnel file is maintained for each employee. All material in the personnel folder is considered confidential and the property of the Diocese and is secured in a locked file. Employees may review their folder by setting up an appointment with the Human Resources Department.

WORKPLACE SAFETY AND SECURITY

The Diocese strives to provide a safe and healthy environment for employees and visitors. Employees are responsible for creating and maintaining a safe environment. Employees are expected to help prevent injury to themselves, other employee and visitors through compliance with the following rules:

- a. Eliminate hazards that can be taken care of immediately, such as cleaning up spills, picking up debris from floors, or removing obstacles from corridors and stairwells;
- b. Report any unsafe condition or hazard to your supervisor or building maintenance immediately.
- c. Report any malfunctioning equipment immediately;
- d. Comply with safety rules and all applicable regulations;
- e. Keep work areas neat and orderly.

Employees who are issued keys are responsible for their use and security and must report any lost or misplaced keys immediately. Upon termination of employment, all keys must be returned to the Department Director on or before the employee's last day of work.

The Diocese will not be responsible for the loss of personal property of an employee. Employees must not leave personal effects, such as purses, keys, jewelry, etc. in unsecured areas.

HARASSMENT

Harassment of any kind is not tolerated with the Diocese.

Harassment can take many forms, including but not limited to, touching or other unwanted physical contact; posting offensive cartoons or pictures; using slurs or other derogatory terms; telling offensive or lewd jokes and stories; and sending email messages with offensive content. Unwanted sexual advances; requests for sexual favors and sexually suggestive gestures, jokes, propositions, email messages; or other communication all constitute harassment.

Employees who experience or witness any form of harassment in the workplace are expected to report it immediately to their supervisor, a Director, or the Human Resources Department. The Diocese will not retaliate, or allow retaliation, against anyone who complains of harassment, assists in a harassment investigation, or files an administrative charge or lawsuit alleging harassment. All supervisors and managers are required to immediately report any incidents of harassment.

PERSONAL APPEARANCE

Diocese employees are required to use good judgement in their personal appearance and dress. Employees should present a modest and professional image at all times. Employees are required to use good habits of grooming, personal hygiene and dress that is consistent with the responsibilities of one's position in service to the Diocese of Pensacola-Tallahassee. Inappropriate attire includes, but is not limited to jeans, athletic shorts and athletic pants (unless coaching), backless sandals or any other backless shoe, flip flops, t-shirts, inappropriate logos, immodest, revealing and/or provocative attire and other unprofessional items of clothing. Small non-offensive tattoos are

acceptable but should be covered if possible. No large tattoos of any kind are to be visible. Earrings can be worn by females, one per ear, and males not at all. No other visual facial piercing is allowed. Employees who report to work in unacceptable attire may be required to leave work and return in acceptable attire. Such time away from work will generally be without pay. Habitual violation of this policy may result in further disciplinary action.

PERFORMANCE REVIEWS

Employees will receive periodic performance reviews. The review will be conducted by the employee's supervisor who will discuss it with the employee. The first performance review follows completions of the employee's initial 90 days of employment. After that review, performance reviews will be conducted approximately annually, with the frequency of the reviews varying depending upon length of service, job position, past performance, changes in job duties, or recurring performance issues.

Performance reviews may review factors such as the quality and quantity of the work performed, knowledge of the job, initiative, communications skills, and adaptability. The performance reviews are intended to help the employee become aware of his or her progress, areas for improvement, and objectives for future work performance. Positive performance reviews do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of the supervisor and/or pastor and depend upon many factors in addition to performance. After the review, the employee will sign the review form to acknowledge its receipt, that it has been discussed with the supervisor, and that the employee is aware of its contents. A copy of the review will be placed in the employee's personnel file.

ATTENDANCE AT WORK

HOURS OF WORK

An employee's work is determined by the needs of the Diocese or the Parish. Under normal circumstances, the Pastoral Center maintains a 37.5 hour work week, Monday – Friday, 8:00 am to 4:00 pm. Because of varying workload, client-time demands, and various functions, individual offices may be required to work hours different from the standard.

Punctuality in reporting to work is expected at all times. Consistent tardiness, whether excused or unexcused, will result in disciplinary action including loss of pay and /or dismissal.

MEALS AND BREAKS

All employees are provided with an unpaid 30 minutes meal period, which should be taken as close to lunchtime as possible. Non-exempt employees may be allowed two fifteen-minutes break after two consecutive hours of work, to be taken on the premise as the workload allows. Such breaks are counted as work time and may not be accumulated or taken at the beginning or end of the workday.

ATTENDANCE EXPECTATIONS AND POLICY

You are expected to be on the premises and ready to work at the beginning of your assigned daily work hours. You are expected to remain on the premises until the end of your assigned work hours, except for lunch and Diocesan business or ministry related departures which are necessary to your position or have prior approval of your supervisor.

From time to time, it may be necessary for you to be absent from work. The Diocese is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Sick and Vacation days have been provided for this purpose.

If you are unable to report to work, or if you will arrive late, contact your supervisor as soon as possible. If you know in advance that you will need to be absent, you are required to request this time off in writing to your supervisor. The supervisor will determine the most suitable time for you to be absent from your work.

When you call in to inform the Diocese of an unexpected absence or late arrival, ask for your supervisor. For late arrivals, please indicate when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf. Failure to report to work without notification may result in termination.

INCLEMENT WEATHER

The Bishop or Chancellors Office will decide when the Pastoral Center offices will close due to severe weather or other conditions. Each individual Parish Priest will determine if it is necessary to close the parish office/school. Employees should contact their supervisor by telephone for clarification. Alternate ways, such as radio and television will be used for notifying staff of any deviations from normal working conditions when possible.

Personnel are expected to make every effort to report to work when the location is open. If the employee reports to work more than 3 hours late or does not report to work at all on days the Pastoral Center is not closed, time off will be charged to earned vacation. If the Pastoral Center cannot be opened the absence will be paid administrative leave.

EMPLOYEE TIME OFF FROM WORK

Holidays

The Diocese observes the following holidays each year:

New Year's Day

Martin L. King Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving and Day-after-Thanksgiving Day

Christmas Eve

Christmas Day

Holidays falling on Saturday will be observed the preceding Friday and holidays that fall on Sunday will be observed the following Monday.

VACATION LEAVE

Vacation leave is available to all employees who work at least 30 hours per week on a regular basis, it is accrued based on the number of paid-hours in any pay period (up to 75 hours) and the number of years of service. The accrual rates are shown in the table below. Any accrued vacation hours remaining in an employee's account on the anniversary of their hire date will be lost. However, there is a one-month grace period from the anniversary date to use the remaining vacation hours from the prior year unless an extension is granted in writing by the employee's director/supervisor. An employee may or may not be paid accumulated vacation leave upon termination depending upon the circumstances of that termination.

TIME OF SERVICE	1st thru 4th years of Employment	5th thru 8th year of Employment	9th year of Employment and beyond
# of days granted annually on anniversary	10	15	20
# of hours earned annually	75	112.5	150
# of hours of annual work	1950	1950	1950
New Hourly Accrual Factor	0.038462	0.057692	0.076923
Maximum vacation hours that can be rolled Forward each year*	2 weeks	3 weeks	4 weeks

*Subject to the policy for using or losing vacation hours 30 days after the hire date anniversary.

Note: Any “gain” in vacation hours that is realized due to the transition in accrual policy must be used by the employee within 3 years or be lost.

SICK LEAVE

Sick leave is available to all employees who work at least 30 hours per week on a regular basis. It is accrued at the rate of 0.04615 per hour of pay for all employees regardless of years of service. Sick leave may be used for employee’s personal illness, immediate family illness or for employee/immediate family doctor appointments. Immediate family illness is defined as family who are residing with the employee or are under the care of the employee. The maximum number of sick days an employee can accumulate is ninety (90) days or 675 hours. Ninety days is used since that is the current elimination period required before the Long Term Disability (LTD) coverage goes into effect. LTD is provided by the Diocese for all employees who work at least 30 hours per week. There is no compensation for unused sick leave when employment is terminated or the employee retires.

BEREAVEMENT LEAVE

Full time employees of the Diocese are eligible for up to five days paid leave in the event of the death of an immediate family member (spouse, spouse’s parent, child, mother, father, sister, brother, or grandparent). The length of approved absence is determined by the circumstances and the travel time involved.

If the deceased is an in-law or relative other than immediate family (spouse’s grandparents, aunts, uncles, nieces, nephews), time off with pay is allowed for the day of burial.

In situations where the particular relative lived a great distance from the employee, special consideration for additional leave can be obtained from their immediate supervisor. Additional leave, when granted, may be taken from accumulated sick leave up to a maximum of five working days.

JURY DUTY

The Diocese understands the responsibility of a citizen regarding jury duty. The time required to serve on a jury will be granted with pay. If the employee is excused from jury with three or more hours remaining in the workday, the employee is expected to report to work that day. The employee must present documentation of time served on jury duty to their supervisor.

MILITARY LEAVE

Leave for military purposes will be granted in accordance with State and Federal laws, upon presentation of a copy of official orders, to any permanent employee who is a member of the US Military. Employees absent due to military service obligation are placed on military leave unless they have vacation that they choose to apply to their absence.

Employees on military leave are suspended from participation in Diocesan benefit plans, but can purchase up to 18 months of continued health coverage (COBRA) if they opt to pay the full premium for the coverage.

FAMILY MEDICAL LEAVE

The Diocese is required to comply with the Federal Family Medical Leave Act (FMLA) of 1993, which is outlined in Appendix A. The Diocese reserves the right to designate FMLA leave as needed to any eligible employee and may require employees to use all available vacation and sick leave concurrently with the FMLA time. The FMLA entitles eligible employees to take up to 12 weeks of paid or unpaid, job-protected leave in a 12-month period based on the employee's anniversary hire date for:

- >The birth or placement of a child for adoption or foster care.
- >To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- >To take medical leave when the employee is unable to work because of his/her own serious health condition.

Eligible Employees:

To be eligible for FMLA, an employee must have worked for the Diocese for at least one year and have completed 1,250 hours over the 12 months prior to the commencement of the leave. The 12-month period during which an eligible employee may take up to 12 weeks of unpaid leave will be calculated using the eligible employee's service anniversary date.

Procedure:

An eligible employee who wishes to take FMLA must provide his/her supervisor with 30 days advance notice when the leave is foreseeable. At the time of the request, the employee may complete a Family Medical Leave Information/Request Form. Once FMLA is requested or designated by the Diocese, the employee will receive an information packet containing the full policy, forms, rights and duties of the FMLA for both the employee and the Diocese.

In most cases, the eligible employee must submit medical certification to support a request for leave. Health and dental benefits will continue during the FMLA provided the employee makes his/her regular, monthly contributions to the plan. Failure to pay premiums may result in lapse of coverage. Contact the Human Resources Department for specific details on continuing benefits while on leave.

Employees returning from FMLA within the 12 week period will be restored to their original job, or to an equivalent job with equivalent pay and benefits.

Employees returning from a medical FMLA may be required to present medical certification of fitness for duty. Failure to provide a medical certificate of fitness for duty may result in a denial of job reinstatement until medical certificate release is provided.

FMLA may be taken in increments as small as one hour.

Employees may not earn sick or annual leave while on FMLA unless they are concurrently using annual or sick leave. Once an employee exhausts all paid leave balances, then any accrual of leave will stop.

Contact Human Resources for the complete policy on the Family and Medical Leave Act, a full explanation of your rights and required forms for requesting/supporting a request for FMLA. FMLA will always begin with paid time off until all available paid time is used. After exhausting paid FMLA leave, non-paid FMLA leave will continue until the conclusion of the protected 12 week time limit. Following the conclusion of protected leave, the employer will decide whether non-FMLA leave should apply.

The medical Certification of Health Care Provider serves as a "doctor note" to certify the reason and expected duration of the extended medical leave in writing. All requests for medical leaves must be accompanied by a doctor's statement verifying your total disability and your estimated date of return to work. Further, the Diocese requires written medical verification of your ability to resume

work and a list of restrictions that would directly relate to your ability to perform your job.

Service Member FMLA Leave

In 2008 and 2009, the FMLA was amended and now entitles eligible employees to take leave for a covered family member's service in the Armed Forces.

Leave Eligibility and Duration

Eligible employees may take Service member leave for either (or both) of the following reasons:

>A qualifying exigency arising out of a covered family member's active duty or call to active duty in the Armed Forces

Leave Duration: Up to 12 workweeks of leave during any 12-month period

To care for a covered family member (next of kin) who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating.

Leave Duration: Up to 26 workweeks of leave during a single 12-month period. (Leave may not exceed 26 weeks in a single 12-month period when it is combined with other FMLA-qualifying leave).

Veterans: The 2009 amendments extends military caregiver leave to close family members of veterans who were members of the Armed Forces (including the National Guard or Reserves) at any point in time within five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy.

Important

Service member FMLA runs concurrent with other leave entitlements provided under federal, state and local law.

To be eligible for leave under the Family Medical Leave Act, an employee must have completed at least 12 months of employment by the Diocese and have worked at least 1,250 hours during the 12 month period preceding the date the leave would begin.

Leave may be requested for one or more the following reasons:

- The birth of the employee's child, or placement of a child with the employee for adoption or foster care.
- To care for the employee's spouse, child, or parent who has a serious health condition.
- To address the employee's own serious health condition that prevents the employee from performing one or more of the essential functions of his or her position.

Eligible employees may request up to 12 weeks of medical/family leave during one 12-month period. The 12 weeks of leave will be measured using a "rolling" 12-month period measured forward from the date an employee's first medical/family leave begins.

Employees are responsible for the full cost of insurance benefits while out on medical/family leave.

Exhaustion of Leave – If an eligible employee exhausts all 12 weeks of medical/family leave, and has no other applicable leave available to cover the time off (e.g. vacation or sick pay), but is medically unable to return to work, that employee will be subject to dismissal from employment.

EMPLOYEE BENEFITS AND PAY PROCEDURES

The Diocese of Pensacola-Tallahassee in keeping with the social teachings of the Catholic Church is committed to providing appropriate benefits to all employees within the limits of its financial resources.

Specific details of any insurance and retirement benefits referenced in the following paragraphs are available through the diocesan Human Resource Office. Should any discrepancy exist between the description of the insurance or retirement benefit contained in this manual and the information provided in the plan documents, the language in the plan documents will control.

BENEFIT ELIGIBILITY

INSURANCE BENEFITS –

Employees must work at least 30 hours or 1560 hours a year to be eligible to participate in the benefit plan. Teachers must have a contract for full-time employment (190 days of work) to be eligible. Coverage begins the 1st of the month following 90 days of employment. The term “full-time” as used in the following paragraphs means the employee regularly works 30 hours per week.

401k BENEFITS -

Employees must be at least 21 years of age and employed for 12 consecutive months and must have worked at least 1000 hours to participate in the 401K plan. Employees can elect to participate on January 1st or July 1st of each year once eligibility requirements have been met.

HEALTH, DENTAL AND VISION INSURANCE

The Diocese provides an opportunity for health, dental and vision insurance benefits to full-time, (30 hours per week) employees and their families. The cost is shared between the Employee and Diocese. Information on coverage's and rates will be made available to new and existing employees at the time of hire, and thereafter at the time of any change in coverage.

LIFE INSURANCE

The Diocese offers both Basic Life and Voluntary Life coverage. The cost of the basic life is shared between the employee and Diocese. Employees can purchase additional Voluntary Group Life Coverage on their self, spouse and dependent child(ren).

LONG TERM DISABILITY

All eligible full-time employees may participate in the long-term disability benefit plan as provided by the Diocese. The benefit is provided at no cost to the employee.

401K PLAN

Eligible participants may elect to defer up to 15% into the 401K plan. Total deferrals cannot exceed the maximum limits issued each year by the Federal Government.

The Diocese will match up to 6% of your contribution. Matching contributions are based on years of service as indicated below:

<u>Years of Service</u>	<u>Employer Match</u>
1 -5	50%
6-10	100%
11-15	150%
16-20	200%
21 +	250%

Note: The Diocese will only match up to 6% of an employee’s salary.

When an employee completes the number of years of service to become eligible for the next higher match rate, that rate will only change on the 1st of July following the completion of the applicable years of service for each bracket. For example, if an employee’s hire date is July 31, 2007, then on July 31, 2012 that employee will complete five years of service; on July 1, 2013 the employer’s matching rate will increase to the next level based on the table.

COMPENSATION

Your compensation is based on your training, experience, job performance and the nature and responsibilities of the position you hold. Compensation is also dependent on budget and staff needs.

PAY PROCEDURES

All diocesan employees are paid bi-weekly. For payroll purpose the work week is the seven (7) days starting at 12:01 AM Sunday and ending at Midnight (12:00 AM) the following Saturday.

EMPLOYEE CLASSIFICATIONS

Full-time Employee: Those employees who work a regular schedule of at least 30 hours per week. Full-time employees are eligible for all benefits offered by the Diocese.

Regular Part-time Employee: Those employees who work a regular schedule of less than 30 hours per week.

Temporary Employee: Those employees who are hired directly by the Diocese to perform a specific job for a period of time of six months or less. Temporary employees are not eligible for any Diocese benefits.

Non-employees: Student Interns and independent contractors are not considered employees and are not eligible for benefits.

OVERTIME ELIGIBILITY

Exempt and Nonexempt Employees

All employees are classified as either exempt or nonexempt status. The classification is based on provisions of the Fair Labor Standards Act (FLSA) and determines eligibility for overtime pay.

Exempt employees are those who do not earn overtime because they are exempt from the overtime provisions of the federal Fair Labor Standards Act and applicable state laws.

Nonexempt employees are those who meet the criteria for being covered by the overtime provisions of the federal Fair Labor Standard Acts and applicable state laws.

OTHER DIOCESAN POLICIES

GREIVANCE PROCEDURES

It is the policy of the Diocese of Pensacola-Tallahassee to give careful consideration to causes of employee dissatisfaction which arise out of conditions of employment, and to assure that all employees receive fair and equitable treatment.

To help meet this objective, the Diocese has established a formal procedure for handling the grievances of those employees who have completed their initial probationary period.

Definition of a Grievance: A grievance can be any work-related problem, complaint, or dispute arising from the interpretation, application, or apparent violation of Diocesan policies, rules, or regulations.

Neither the Diocese nor the person presenting the grievance will be represented by counsel during any step of this procedure.

Step 1: Grievances should be submitted in writing to the employee's immediate supervisor within five working days. Most grievances can be resolved through discussion and a common understanding between employee and supervisor. If, however, the supervisor does not respond within two days, or cannot resolve the grievance, the employee should contact the Human Resource office. If the grievance is not resolved, the Human Resource office will help the employee move to the next step. If an employee's grievance is against their immediate supervisor, then they should skip this step and proceed with Step 2.

Step 2: Within ten working days of the incident, the employee is to present his/her written grievance to the next level of management. The Human Resource office will arrange for a meeting with includes the 1) the person filing the grievance, 2) the person against who the grievance is filed and the 3) immediate supervisor of the one against who the grievance is filed. At this meeting, every effort will be made to resolve the grievance through discussion. An assigned Human Resource representative will chair the meeting and will investigate the matter and issue a written response to the employee at the end of the investigation. Records of this meeting are the responsibility of the chairperson. If the decision at this step is not appealed within ten working days, it will be considered final, agreed to and binding on all concerned.

Step 3: If the response is not acceptable to the one who filed the grievance, he/she must contact the Human Resource office within five working days of that response, and request a grievance review. The Human Resource office will arrange a meeting with 1) the person filing the grievance, 2) person against whom the grievance is filed 3) supervisor of that person and 4) the Vicar General (or his designated representative). The Vicar General's office will investigate and provide a written response to the person who filed the grievance at the end of the investigation. Records of this meeting are the responsibility of the Human Resource department.

Step 4: If the response is still not acceptable to the person who filed the grievance, he/she must contact the Human Resource department within five working days of the response, and request a meeting with all parties involved and the Bishop. The Human Resource department will serve as chair and be responsible for records of the meeting. The case will be reviewed by the Bishop. A conclusion and recommendation will be made by the Bishop and is final and binding on all concerned.

CONFIDENTIALITY

Some aspects of the work of the Diocese – such as sacramental matters, private correspondence and contributions, and the nature of relationships with businesses and benefactors – are confidential. Employees should not discuss these matters outside the office without authorization from those responsible for this information.

By virtue of their work, diocesan employees may also have access to personal information of employees, parishioners, students, volunteers or other individuals, including social security numbers, personnel information, and salary matters. All such personal information must be maintained in strict confidentiality.

Failure to maintain confidentiality on any of these matters is grounds for discipline, up to and including termination.

Employees will be required to sign a Confidentiality Agreement upon employment. This document will become a part of the employee's personnel file.

TELEPHONE USE

Personal telephone calls should be kept to a minimum and the duration of such calls is to be limited to five minutes or less. This also applies to the employee's cell phone.

No personal long distance calls are allowed to be charged to the employer's phone.

MEDIA CONTACT

Contacts from the news media requesting information should be referred to the diocesan spokesperson as designated by the Bishop.

SMOKING

In keeping with the objectives and promoting good health and providing a quality environment, employees may not smoke inside buildings. Smoking is allowed in designated areas only.

DIOCESAN TRANSFERS/BRIDGING OF BENEFITS

The Diocese wishes to promote career advancement among its various organizations. In this interest, it is the policy of the Diocese of Pensacola-Tallahassee to give credit for continuous employment with the Diocese for employees who transfer from one Diocesan agency to another.

USE OF DIOCESAN/PERSONAL VEHICLE FOR COMPANY BUSINESS

All personal driving the Diocesan vehicles or their personal vehicle on behalf of the Diocese must maintain a valid driver's license. The Diocese will obtain a motor vehicle report to evaluate your driving history before you are allowed to drive on behalf of the Diocese. If your job position requires you to drive to meet job responsibilities, you may be terminated for a poor driving record. Employees who use their personal vehicle for the Diocese activities are also required to maintain at least state statutory limits of insurance coverage.

COMPUTER AND INTERNET USER POLICY

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of the Diocese of Pensacola-Tallahassee. These systems are to be used for business purposes in serving the interests of the diocese in the course of normal operations.

While the Diocese of Pensacola-Tallahassee's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create or transmit using the corporate systems remains the property of the Diocese of Pensacola-Tallahassee. Because of the need to protect Diocese of Pensacola-Tallahassee's network, management cannot guarantee the confidentiality of information stored on any network device belonging to the Diocese of Pensacola-Tallahassee. While the diocese will not knowingly access or allow access to data created by diocesan users without prior permission, the I.T. Department will periodically perform scans on files for maintenance purposes and reserves the right to verify appropriateness of content.

Employees are responsible for exercising good judgment regarding the reasonableness of personal use. If there is any uncertainty, employees should consult the I.T. Department.

The diocesan I. T. Department recommends that any information that users consider sensitive or vulnerable be encrypted. Employees are not allowed to use their personal email addresses to send work related emails.

For security and network maintenance purposes, authorized individuals within the Diocese of Pensacola-Tallahassee may monitor equipment, systems and network traffic at any time. The Diocese of Pensacola-Tallahassee reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

APPENDIX A

Employee Rights and Responsibilities

Under the Family Medical Leave Act

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- >For incapacity due to pregnancy, prenatal medical care or child birth;
 - >To care for the employee's child after birth, or placement for adoption or foster care;
 - >To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- or
- >For a serious health condition that makes the employee unable to perform the employee's job,

Military Family Leave Entitlements

"Qualifying Exigency" Leave for Families of Active Duty Members of the Armed Forces

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the Armed Forces may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Military Caregiver Leave for Veterans and for Aggravated Illnesses or Injuries

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 or veteran during a single 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 by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces), and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating. (emphasis added).

Since veterans do not have a current "office, grade, rank, or rating," the serious injury or illness must be one "that manifested itself before or after the member became a veteran."

The entitlement to take military caregiver leave for the care of veterans extends only to family members of veterans when the veteran was a member of the Armed Forces at some point in the five years preceding the date on which the veteran undergoes the medical treatment or receives the therapy that necessitates the leave.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

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 3 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.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. Then 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or Circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employee's rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- >Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- >Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

CONFIDENTIALITY AGREEMENT

AGREEMENT made this _____ day of _____, 20____, by and between the ROMAN CATHOLIC DIOCESE OF PENSACOLA-TALLAHASSEE ("Diocese") and _____, of Pensacola, Florida ("Employee").

WHEREAS, Employee has been hired by the Diocese to provide certain duties and responsibilities ("services"); and

WHEREAS, as part of providing such services, Employee will have access to certain confidential or proprietary information of the Diocese; and

WHEREAS, the Diocese and Employee believe that it is in the best interest of the Diocese and the Employee to execute a Confidentiality Agreement in order to address and protect the confidential nature of the confidential and proprietary information which will be provided by Diocese to Employee in conjunction with the providing of the above-referenced services;

NOW, THEREFORE, THE ABOVE PREMISES CONSIDERED, the parties agree as follows:

1. Diocese and Employee acknowledge that in the course of the providing of said services, Employee will have access to substantial information about the Diocese's parishioners, customers, employees, financial matters, and/or business operations and affairs, which information is confidential, proprietary, and not generally known to the public. Diocese and Employee agree that all such information provided to Employee, or as to which Employee obtains knowledge during the providing of services, are, and will be treated by Employee, as confidential.
2. For purposes of this Agreement, confidential information includes any and all information relating to the parishioners, volunteers, employees, clergy and religious, financial matters, business practices, procedures, operations or affairs of the Diocese, including any and all other information of or concerning the Diocese or its agents or representatives, which is not publicly known.
3. Confidentiality. All additional information provided by Diocese to Employee, or as to which Employee obtains information or knowledge during the providing of services by Employee to the Diocese, is and will remain the property of the Diocese. During and after the providing of Employee's services to the Diocese, Employee shall treat all such information as confidential and proprietary, and shall not disclose such information to any other person or entity. In addition, at the end of the providing of Employee services to the Diocese, or upon request by the Diocese, Employee will immediately deliver to the

Diocese any and all confidential information in Employee's possession or control, including any materials in any form containing any confidential information.

4. Remedies. Diocese and Employee agree that any breach of the terms of this Agreement by Employee would cause irreparable harm to the Diocese. As a result, in the event of a breach or threatened breach of this Agreement by Employee, the Diocese will be entitled to immediate and permanent injunctive relief, including immediate termination of Employee, in addition to any other legal or equitable remedies to which the Diocese may be entitled. The Diocese shall also be entitled to recover its reasonable attorneys' fees and costs incurred in the enforcement of any provision of this Agreement.

5. Complete Agreement. This Agreement contains the entire Agreement of the Diocese and Employee concerning the handling of confidential information of the Diocese, and supersedes any prior discussions or understandings concerning this subject. This Agreement may not be modified except in writing signed by a representative of the Diocese.

IN WITNESS WHEREOF, the parties have executed this Agreement this ____ day of _____, 20 ____~

EMPLOYEE: _____

WITNESSES: _____

ROMAN CATHOLIC DIOCESE OF PENSACOLA-TALLAHASSEE

By:

As to the Roman Catholic Diocese of
Pensacola-Tallahassee

Its: