

*And whatever you do, in word or in deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.*

Colossians 3:17



## FOREWORD

The Archdiocese of Seattle is committed to being a fair employer. While acknowledging local, state and federal rules and regulations regarding employment practices, the Archdiocese also affirms its unique relationship and responsibilities under canon law. These policies are promulgated as particular canon law for the Archdiocese of Seattle.

The information provided in these human resources policies is for use by those who work for the Catholic Church in Western Washington. This means that the overview of the policies and information outlined is applicable only for persons who are employed by the Archdiocese of Seattle on a part time or full time basis, including lay employees, vowed men and women religious, and deacons. All priests, and those deacons not in an employment relationship with an archdiocesan parish, are covered by policies other than those outlined in this handbook. Likewise, Archdiocesan Catholic school employees are covered by the *Human Resources Policies for Catholic School Employees*.

The *Parish Human Resources Policies* do not imply a contract of employment and the Archdiocese of Seattle reserves the right to modify the information contained in the policies at any time.

The Archbishop may make exceptions to the policies either directly or through his delegates. Therefore, this handbook does not address all possible applications of policies or exceptions to them. Any questions concerning the eligibility for certain benefits or the applicability of a policy or practice to local situations should be addressed to either the Executive Director or Director of Human Resources for the Archdiocese of Seattle.

The *Parish Human Resources Policies*, first published as part of the *Many Gifts, One Spirit: Pastoral and Sacramental Policies for the Archdiocese of Seattle* are promulgated as particular canon law and supersede any and all prior employee handbooks and personnel policies. The effective date of these policies is September 1, 2014. Future updates to these policies will be posted online at [www.seattlearchdiocese.org](http://www.seattlearchdiocese.org).

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## **I. HUMAN RESOURCES**

### **PRINCIPLES UNDERLYING EMPLOYMENT IN THE CHURCH**

#### *Dignity of the Human Person*

Each person is unique in his or her physical and mental capacities, gifts and abilities. At the same time, all persons are created in the image of God and are therefore equal (GS, 29). Human dignity finds its source in our loving Creator, who blesses each of us with different talents and pursuits. These differences attract us to and make us suitable for various types of work, whether working expressly for the Church or in the secular arena. Through our work endeavors, we participate in the continuing work of God's creation. Responding to the needs of the community and the invitation to employment in a particular capacity, each position in the parish collaborates with the canonically appointed leader in a ministry of service.

#### *Ministerial Covenant: A Sacred Agreement*

With the deacons, and men and women religious who labor on behalf of the church, the laity have an active part to play in the church's life and work, sharing in Christ's priestly, prophetic and kingly office. Laypeople with a truly apostolic mind, after the manner of those men and women who assisted Paul in the preaching of the gospel, supply what is needed by the brethren and refresh the spirits of pastors and of the rest of the faithful. Nourished by active participation in the liturgical life of their community, they are concerned to take part in its apostolic works. They bring to the church those who may have wandered far; they cooperate energetically in passing on the word of God, especially by catechetical instruction; by the offering of their own particular skills they make the care of souls and also the administration of the church's goods more effective. (Apostolicam Actuositatem 10) All those who work in archdiocesan parishes and schools are called to further the mission of the Church by using their particular gifts and talents in service of the larger community, guided by Gospel values and the provisions of the Parish Human Resources Policies. This is the spirit that characterizes the covenantal relationship between the employer and the employee in archdiocesan parishes and schools.

#### *Communion for the Common Good*

"All members of society have the same right and duty to promote the common good, as do other citizens. Christians ought to fulfill their temporal obligations with fidelity and competence. They should act as a leaven in the world, in their family, professional, social, cultural and political life" (1971, Synod of Bishops, *Justitia in Mundo*, 38).

#### *Stewardship*

As a fundamental aspect of the human vocation, work is necessary for human happiness and fulfillment and is intrinsic to responsible stewardship of the world. As participants in extending the ministry of the parish, each employee shares in the obligation to ensure the responsible stewardship of parish resources (Stewardship: A Disciple's Response). Attentive to the intention of the donor and the spirit of Christian charity, each parish employee must seek to make efficient use of parish funds and other resources. This includes financial resources, parish property, and the effective use of time for which employees are paid to work. The parish exercises good stewardship through its management of resources to further the mission of the parish, including its pledge to provide just wages and benefits to those who dedicate their work efforts in its service.

## II. CALLED TO SERVE: HIRING AND INITIAL EMPLOYMENT PERIOD

### INTRODUCTION

There are different kinds of spiritual gifts, but the same Spirit; there are different forms of service but the same Lord; there are different workings but the same God who produces all of them in everyone. To each individual the manifestation of the Spirit is given for some benefit (1 Cor 12:4-7).

The hiring process and the initial employment period provide an opportunity to explore the God-given gifts and talents of candidates to mutually discern whether an individual is suited to the requirements of a particular position in the parish. The hiring process strives to ensure equitable treatment for all candidates, and values the unique qualities of each applicant.

### HIRING

- HR 1. The parish will recruit and select the best available persons to serve in regular positions (see Appendix for definition) in the parish, without discriminating on the basis of age, color, national origin, race, sex (unless sex is a bona fide occupational qualification for the position), sexual orientation, genetic information, veteran or military status, or disability, provided that the disability does not prevent the candidate's ability to perform the essential functions of the job either with or without reasonable accommodation. All successful candidates for parish positions are required to support the mission of the Church and lead a life consistent with Catholic social and moral teaching.
- 1a. The hiring process seeks to ensure that the cultural and ethnic diversity of the parish community is reflected in the parish staff. Particular requirements for regular positions are determined by the canonically appointed leader and are consistent with universal and particular canon law and archdiocesan policy.
- 1b. Each regular position is filled through an internal and/or external open hiring process except in extraordinary circumstances as authorized by the canonically appointed leader. An open hiring process is one that advertises the position and makes it available publicly so that qualified individuals from diverse backgrounds have a reasonable opportunity to learn about the position and to apply for it.

### *References*

- HR 2. The supervisor or his/her designee must complete reference checks, including but not limited to the most recent employer, prior to extending any offer of employment (see Manager's Toolkit: [www.seattlearchdiocese.org/HR](http://www.seattlearchdiocese.org/HR)). If the candidate was employed previously (or is employed currently) by a Catholic parish, school or agency in the Archdiocese of Seattle, the former (or current) principal, canonically appointed leader or supervisor must be contacted prior to extending any offer of employment. In addition, for these candidates, the Office of Human Resources must be contacted prior to extending any

offer of employment. Written records of the reference checks are to be retained in the personnel file.

#### *Background Checks*

HR 3. Each offer of employment is contingent upon the prospective employee's successful completion of a criminal background check, proof of eligibility to work in the United States, and completion of required paperwork. For applicants with a criminal background, the Office of Human Resources determines whether the conviction affects the individual's eligibility for employment or, in the case of a current employee, continued employment. In addition to the criminal background check, an educational/credential verification is to be conducted on new employees (see Manager's Toolkit: [www.seattlearchdiocese.org/HR](http://www.seattlearchdiocese.org/HR)).

#### *Hiring of Family Members*

HR 4. Family members of current employees may be hired under the following conditions:

- If the family member is applying for a regular position, the open hiring process has been completed, and the relative of the current employee is the applicant best qualified for the position; and
- The new employee is not directly supervised by her/his family member.

For hiring purposes, a family member is defined as son, daughter, parents, sibling, spouse, in-laws, grandparents, grandson, granddaughter, aunt, uncle, or "step" relative (for example, stepmother or stepfather) or individuals residing in the same household, whether related or not, other than members of religious institutes.

#### *Hiring of Temporary Employees*

HR 5. A temporary employee fulfilling the duties of a regular position, or fulfilling the duties of a temporary position that becomes a regular position, may be selected for the regular position without any hiring process provided that the temporary employee was initially selected for his or her position through an open hiring process.

#### *Vacancy*

HR 6. If a position becomes vacant within six months of the date of hire, the supervisor may consider selecting one of the other applicants who originally applied for that position without going through another open hiring process.

#### *Rehired Employees*

HR 7. Supervisors must consult with the archdiocesan Office of Human Resources and the former supervisor prior to extending an offer of temporary or regular employment to an individual who was formerly employed by another Catholic parish, school or agency in the Archdiocese of Seattle.

## INITIAL EMPLOYMENT PERIOD

The first six months of employment, or the first six months following promotion, demotion, or transfer, is an initial employment period in which the supervisor and the employee mutually discern the employee's eligibility to continue employment as a regular employee of the parish and the employee's suitability to the position.

HR8. The initial employment period is completed and the employee becomes a regular employee when the supervisor designates the successful completion on the performance evaluation following the first six months of employment.

### *Evaluation*

HR 9. The supervisor should conduct written performance evaluations within a reasonable period of time following the completion of six months of employment following hire, transfer, promotion, or demotion (see Manager's Toolkit: [www.seattlearchdiocese.org/HR](http://www.seattlearchdiocese.org/HR)). An employee becomes a regular employee when designated as such by the supervisor in the performance evaluation following six months of employment.

### *Extension*

HR 10. The initial employment period may be extended up to three months beyond the completion of the six-month evaluation at the discretion of the supervisor. If the initial employment period is extended, a third written performance evaluation will be conducted within a reasonable period of time following completion of the extension period. The third performance evaluation will indicate whether the employee has successfully completed the initial employment period. If the employee has not successfully completed the initial employment period, the employee's employment with the parish will be terminated.

### *Paid Time Off*

HR 11. Employees in the initial employment period are eligible to be paid for sick leave that has been earned and for paid holidays that fall during the initial employment period. They are not eligible for vacation pay unless approved in advance by the supervisor during the hiring process.

### *Termination*

HR 12. Employees in the initial employment period may be terminated at any time for any non-discriminatory reason. No employee in the initial employment period is guaranteed six months of employment.

### III. MINISTERIAL COVENANT: RIGHTS AND OBLIGATIONS OF PARISH EMPLOYEES

#### INTRODUCTION

A covenant is “a solemn agreement between human beings or between God and human beings involving mutual commitment or guarantees.” (CCC, p. 873) The relationship between God and human beings has been revealed through covenants that are foundational to the core beliefs in the history of the Judeo-Christian tradition. Similarly, the relationship between the Church and those employed by the Church is covenantal rather than contractual and gives rise to various rights and obligations for employees serving in the parish in any capacity.

#### PROFESSIONAL, MORAL AND ETHICAL CONDUCT

HR 13. Parish employees are required to conduct themselves in a professional and business-like manner, treating co-workers, clergy, parishioners and others with respect. Employees must also conduct themselves in a moral and ethical manner consistent with Catholic principles in the performance of work duties and live a lifestyle compatible with Catholic teaching.

##### *Appearance*

HR 14. Style of clothing must always reflect a respect for the dignity of the human person. Attire is to be appropriate to the duties the employee performs and the environment in which the employee works. Clothing must be clean and in good repair. Supervisors may decide, in collaboration with the canonically appointed leader, what attire is suitable for the work place.

14a. *Grooming: Hair, Cologne, Perfume*

Good personal hygiene is a must. Heavy and strong perfumes, colognes, scented lotions or creams are not to be used. Hair must be clean and not in the way of work.

14b. *Jewelry, Body Adornments and Body Art*

Body piercings, art tattoos or other body adornments must not distract, interfere or present an image or message counter to Catholic teaching as determined by the canonically appointed leader. Employees may be asked to remove, cover, or in extreme cases of conflict with the ministry leave employment.

HR 15. Employees may not wear buttons or display materials in the workplace endorsing a political candidate or advocating for any issues contrary to Catholic teaching.

##### *Automobile Insurance /Driving Eligibility*

HR 16. Employees who drive as part of their responsibility in performing parish business are required to purchase and maintain collision and bodily injury/property damage auto insurance at the minimum level established by the State of Washington and to have a driver’s license valid for operating a motor vehicle in the State of Washington (see Manager’s

Toolkit: [www.seattlearchdiocese.org/HR](http://www.seattlearchdiocese.org/HR)). They must also be cleared to drive every three years via the background check process.

### *Confidentiality*

- HR 17. Employees are prohibited from disclosing confidential or proprietary information that comes to their attention as a result of their employment with the parish unless it is authorized in advance, within the normal execution of their job responsibilities, or as otherwise provided by law. Confidential or proprietary information includes, but is not limited to, phone numbers, addresses, health conditions, sacramental status and the identity of individuals who have confidential appointments with priests or other canonically appointed leadership.
- HR 18. Employees who come into contact with protected health information in the course of conducting their job duties are required to treat this information confidentially and in accordance with applicable regulations. This includes confidential or personal information about employees, priests, parishioners and others served by the parish.
- HR 19. Employees are bound by this requirement both during and after their employment with the parish.

### *Copyrights/Royalties/Inventions*

- HR 20. Unless otherwise specified in a written contractual agreement, the parish owns the exclusive and sole rights to any and all proprietary information, royalties and inventions. The parish owns work prepared by employees within the scope of their employment. Employees may not participate in any manner or at any time in the distribution, transfer, or exchange of copyrighted material without obtaining required permission.

### *Department*

- HR 21. Because of the public nature of parish work, parish employees are to conduct themselves in a professional and courteous manner at all times during the performance of position responsibilities. This also includes professional deportment during parish activities even when the employee is not performing work related duties.

### *Dispute Resolution*

- HR 22. When disputes occur, parish employees must treat all parties with dignity and respect and seek reconciliation and healing for those involved.
- 22a. In the spirit of the Gospel (Mt 18:15-18), employees should attempt to resolve disputes with one another through dialogue. If a dispute is not resolved, employees may seek the assistance of their supervisors. If the supervisors require assistance in resolving the dispute, or if the dispute involves an employee and his or her supervisor, the parties may also seek the assistance of the Office of Human Resources, which may offer suggestions, provide counsel, and coordinate conciliation/mediation processes to help the parties resolve their employment concerns. In addition, the archdiocesan Due Process Program may be contacted for

- consultation and/or advice at any time by any party involved in the process.
- 22b. If the dispute involves the interpretation or implementation of a human resources policy/procedure, the employee may discuss the issue with a professional from the Office of Human Resources. The Office of Human Resources will work with the employee, supervisor, and canonically appointed leader in an attempt to resolve the issue.
- 22c. After completing the process outlined above, both Catholic and non-Catholic employees may seek recourse through canonical processes. Employees are required to complete all canonical recourses available prior to seeking remedies under civil law. The first step in canonical recourse is to request reconsideration of an employment related decision in writing to the Archbishop. This request must be sent within fifteen business days of the precipitating event. The Director of Human Resources may be contacted to assist employees in identifying available canonical recourses in a particular situation (see Manager's Toolkit: [www.seattlearchdiocese.org/HR](http://www.seattlearchdiocese.org/HR)).

#### *Drug and Alcohol Free Workplace*

- HR 23. Archdiocesan parishes provide and maintain a safe and healthy workplace for the benefit of employees. As a part of the commitment to a safe and healthy workplace, the following are prohibited:
- 23a. The manufacture, distribution, dispensing, possession or use of illegal drugs and/or use of any drug that may pose a threat to the safety of employees or others, including the use of prescription drugs that make the user unfit for duty;
- 23b. The use or possession of alcohol or marijuana on parish premises during working hours with these exceptions:
- Outside normal work hours the practice of serving alcohol, in moderate amounts, to individuals over the age of twenty-one, is acceptable at parish-sponsored adult celebrations (e.g. a Christmas party, retirement dinner) provided that prior approval has been received from the canonically appointed leader;
  - Reception of the Eucharist under both species.
- HR 24. If an employee is discovered to be under the influence of, or using, drugs or alcohol on parish premises while on parish business, or during working hours:
- Any illegal substance will be turned over to the appropriate law enforcement agency; and
  - The employee will be subject to disciplinary action up to and including termination.

#### *Eligibility for Continued Employment*

- HR 25. Continued employment is contingent upon successful completion of regular background checks and annual training, as required by the current

Safe Environment policies, other trainings as required, and conformance to applicable employment related policies.

*Equipment, Files, and Supplies*

HR 26. All equipment, files and supplies purchased by the parish for employee use in performing work duties are parish property and may be subject to search or investigation. These properties are to be used for legitimate business purposes only and not for the personal use of employees. All equipment, files, and supplies must be returned to the parish when employment terminates.

*Gifts*

HR 27. Employees may not accept personal gifts, services, travel or entertainment from anyone with whom the parish does, or is seeking to do, business, if it may reasonably be perceived by others to affect their judgment or actions in the performance of their duties. Personal gifts of cash or cash equivalent must not be accepted from anyone with whom the parish does or is seeking to do business. Within reason, gifts to the staff as a whole may be accepted.

*Harassment*

HR 28. The parish is committed to a workplace free of discrimination and harassment based on age, color, disability, genetic information, veteran or military status, national origin, race, sex, or sexual orientation. Offensive or harassing behavior against any employee is prohibited. This policy covers vendors, parishioners and others who enter our workplace, as well as all employees. Supervisory or managerial personnel are responsible for taking proper action to end such behavior in the workplace.

*Definition:* Harassment is defined as serious or pervasive verbal or physical conduct toward an individual because of his or her age, color, disability, genetic information, veteran or military status, national origin, race, sex, or sexual orientation.

HR 29. Any such offensive conduct will be considered a prohibited form of harassment when any of the following is true:

- There is a promise or implied promise of preferential treatment or negative consequence regarding employment decisions or status;
- Such conduct has the effect of creating an intimidating or hostile or offensive work environment, or unreasonably interferes with a person's work performance;
- A third party is offended by the sexual conduct or communication of others.

Harassment is considered a form of employee misconduct. Disciplinary action, up to and including termination, will be taken against any employee found guilty of engaging in this type of behavior. Any

- supervisor or manager who has knowledge of such behavior yet takes no action to end it is also subject to disciplinary action.
- HR 30. Harassment of a sexual nature, or based on age, color, disability, national origin, race, genetic information, sex, or sexual orientation is prohibited. This may include but is not limited to:
- Offensive physical actions, written or spoken, and graphic communication (for example, obscene hand or finger gestures, or sexually explicit drawings);
  - Any type of physical contact when the action is not welcome by the recipient (for example, brushing up against someone in an offensive manner);
  - Expectations, requests, demands or pressure for sexual favors;
  - Slurs, jokes, posters, cartoons and gestures that are offensive.
- HR 31. Any employee who believes he or she is being harassed, as defined in HR 28, or observes harassing behavior or actions in the workplace is required to report it. Complaints are to be made to the employee's supervisor unless the complaint is against the supervisor, in which case the report may be made to the canonically appointed leader or directly to the Office of Human Resources. Supervisors are required to communicate any reports of harassment to the canonically appointed leader and the Office of Human Resources. Canonically appointed leaders are also required to report any complaints of harassment to the Office of Human Resources (1-800-261-4749). All complaints will remain confidential to the extent possible in addressing the issue.
- HR 32. Employees will be protected from retaliation for complaints made in good faith. Retaliation against any individual for making a complaint of harassment or for cooperating in a harassment investigation shall not be permitted.

*Internet and E-mail*

- HR 33. Employees must use Internet and e-mail in a manner consistent with parish mission and policies, and uphold the legal, ethical, and religious standards to which parish employees are bound (see Manager's Toolkit: [www.seattlearchdiocese.org/HR](http://www.seattlearchdiocese.org/HR) and Communications Policies in Many Gifts One Spirit).
- 33a. Internet and email activity are public in nature; confidential, private, and other information or materials exchanged may be subject to supervisory review or discovery in a legal process. All Internet and email activity are property of the parish. The canonically appointed leader appointed or the canonical leader's delegate may monitor the use of Internet, email, and web site accessions. Misuse or abuse of the Internet may result in cancellation of an employee's Internet access and may result in disciplinary action up to and including dismissal. Personal use of the Internet is to be limited so that it does not interfere with the performance of job duties as determined by the supervisor.
- 33b. The use of independent modems to connect to the Internet is prohibited.

- 33c. The ability to connect to websites that contain sexually explicit, racist, violent, or other potentially offensive material does not imply permission to access such materials. Connecting to web sites, listservs, newsgroups, blogs, social networking sites, online games or chat rooms that discuss or contain these topics, or engaging in any form of cybersex, is prohibited. Parish employees who discover they have inadvertently connected to these sites must disconnect immediately. Internal and external email or other computing resources may not be used to send, receive, reproduce, display, or store any illegal or potentially offensive material. Internet and email messages intended to harass, annoy, or alarm another individual are not allowed.
- 33d. Parish-provided Internet and email resources may not be used to conduct private business. Political campaigning activities related to candidate endorsements are prohibited. This prohibition does not apply to political issues communicated by authorized Catholic organizations such as the United States Conference of Catholic Bishops (USCCB) or the Washington State Catholic Conference (WSCC).
- 33e. System hacking, password guessing, file decryption, bootleg software copying, or similar unauthorized attempts to compromise security measures may be prohibited by law and are not allowed.
- 33f. Email may not be used to create and store significant and/or official documents such as reports, policies, and non-routine correspondence. If such a record is created, a paper copy must be generated, filed, and retained according to approved archdiocesan records retention schedules.
- 33g. Regardless of the circumstances, individual passwords must never be revealed to anyone else besides the authorized user. Access to files, applications, databases, computers, networks, and other system resources through shared passwords or a group password is prohibited.
- HR 34. A supervisor's permission is required in order to subscribe to listservs, newsgroups, or use social media; use of this resource must also be work related.
- 34a. When a parish employee posts to a listserv or sends or receives email through the Internet, a disclaimer must be added to the signature block. The disclaimer includes the individual's name, office, and the following: "The opinion expressed is my own, and does not reflect policy, practice, or mission of the parish." It is important to note that when an employee, using parish computer equipment, takes part in a discussion on the Internet, that employee represents the parish. Extreme care is to be taken to properly structure comments and questions by those authorized to post these resources.
- 34b. Downloading information from the Internet is similar to checking books out of a library; the information is borrowed, and copyright and intellectual property laws are to be strictly followed. Reproduction, forwarding, or in any way republishing or redistributing of documents, graphics, or other materials must be completed with the permission of the author/owner. Downloading may also expose the parish computer system

to potentially harmful viruses, and care is to be taken when transferring data from other sites.

#### *Records Retention*

- HR 35. Employees are required to consult and follow the records retention and disposition policy set forth by the archdiocesan records manager. This policy ensures necessary records are adequately maintained and records no longer needed or of no value are destroyed at the appropriate time and by appropriate means.
- 35a. Employees are also required to abide by any request for records or other information from the archdiocesan legal counsel, Director of Human Resources, or the Office of the Chancellor.

#### *Reporting Suspected Child or Vulnerable Adult Abuse*

- HR 36. All employees are required to report any suspected child, vulnerable adult, or elder abuse to the proper law enforcement agency or the Washington State DSHS hotline at first opportunity, but no later than 48 hours. If the abuse involves an archdiocesan priest, clergy, employee, or volunteer, also report to the archdiocesan hotline: 1-800-446-7762. (See the Safe Environment website: [www.seattlearchsep.org/reporting.html](http://www.seattlearchsep.org/reporting.html))

#### *Reporting of Policy or Law Violations*

- HR 37. Employees are required to report concerns about violations or suspected violations of archdiocesan policy or civil laws and regulations as soon as possible. Employees are encouraged to make their reports in writing and these may be submitted to a supervisor, canonically appointed leader, archdiocesan Director of Human Resources or Chief Financial Officer. These reports will be held in confidence when possible. Employees who make a report of this nature in good faith will be protected from any retaliatory actions.

#### *Sexual Abuse and Sexual Misconduct*

- HR 38. All employees are required to follow current policies on sexual abuse and misconduct, participate in mandatory annual training, and report any suspected sexual abuse or misconduct immediately as provided by the applicable policy in effect at the time (see the Safe Environment website: [www.seattlearchsep.org](http://www.seattlearchsep.org)).

#### *Smoking*

- HR 39. Employees are not permitted to smoke cigarettes, pipes, cigars or use tobacco in any form at any time in parish buildings or within 25 feet of parish building doors, windows or ventilation intakes.

### *Stewardship*

- HR 40. Employees are required to exercise good stewardship in use of parish resources, assuring that expenditures are reasonable, appropriate, and consistent with the mission of the Church.
- HR 41. Use of parish resources for personal business (whether for profit or non-profit) is prohibited unless, in the case of a non-profit extending the mission of the parish, prior approval has been granted in writing by the canonically appointed leader.

### *Violence in the Workplace*

- HR 42. Violence of any type committed by or against employees is prohibited at all times. Employees are prohibited from making threats, threatening conduct, or any other acts of aggression or violence. The following list of behaviors, while not all-inclusive, provides examples of prohibited conduct:
- Causing physical injury to another person;
  - Making threatening remarks;
  - Aggressive or hostile behavior;
  - Damaging parish property or property owned by another employee;
  - Possession of a weapon in the course of conducting business or while on parish property; and
  - Threatening comments regarding violent behavior, even if made in a joking manner.
- HR 43. An employee witnessing or hearing of any potentially dangerous situation is required to execute good judgment in assessing the seriousness of and appropriate response to the situation in order to eliminate the threat and or reduce possible harm and to alert the proper authorities: emergency personnel, supervisor, canonically appointed leader or the Office of Human Resources all while remaining as safe as possible and acting as quickly as possible. When a threat, threatening conduct, or an act of aggression or violence is admitted or established after appropriate investigation, the employee will be subject to disciplinary action up to and including termination.
- HR 44. Any employee who has procured or is the subject of a restraining or protective order is required to notify his/her supervisor as well as the archdiocesan Office of Human Resources as soon as possible.

## COMPENSATION AND BENEFITS

The parish is committed to recognizing the contribution of those who dedicate their career efforts to working in the service of the Church. Those who devote themselves to service in the Church have a right to decent remuneration, social provision, and health benefits (CIC, c. 231 §2).

- HR 45. The parish provides its employees with wages and benefits administered in a fair and equitable manner to the extent that it can provide and as warranted by the position and performance (see Manager's Toolkit: [www.seattlearchdiocese.org/HR](http://www.seattlearchdiocese.org/HR)).

### *Bereavement Leave*

- HR 46. As an expression of the Church’s pastoral care and concern, regular employees are eligible for bereavement leave with pay.
- 46a. Employees in their initial employment period are eligible for one occurrence of paid bereavement leave at the supervisor’s discretion.
- 46b. Employees are eligible for five days paid bereavement leave in immediate proximity to the death of a parent, stepparent, sibling, step-brother/sister, son/daughter, step-son/daughter, spouse, grandparent, grandson/daughter, mother/father-in-law, or daughter/son-in-law.
- 46c. Employees are eligible for three days paid bereavement leave in immediate proximity to the death of other close relatives. For purposes of bereavement leave, the term “close relative” is defined as an aunt, uncle, niece, nephew, cousin, or sister/brother-in-law.
- 46d. Supervisors may also grant up to one day of paid bereavement leave to employees for the purpose of attending a funeral of someone other than a member of the employee’s family.
- 46e. If additional time off is required, employees may use accrued sick leave, vacation, or request leave without pay.

### *Compensatory Time*

- HR 47. Compensatory Time is only granted at the supervisor’s discretion. For all non-exempt hourly and salary employees (for exempt employees see “Exempt Employees Schedules and Work Loads” below) all work and work schedules are solely under the determination of the supervisor. All work beyond usual and customary schedules must be approved by the supervisor. Comp Time must be requested and approved in advance and in writing prior to being accumulated or taken and it must follow the provisions detailed below. Comp Time must always be taken within the current pay period. Comp Time is never allowed to cover an unexpected absence. Use must always be preapproved in writing.
- 47a. *Non- Exempt Hourly or Salaried Employees – Full Time*  
Comp time is not allowed for full time non-exempt employees. All work performed by full time non-exempt employees must be paid at time and one half for each hour worked in excess of forty hours in a work week. Overtime must only be worked with prior permission of the supervisor. All time worked must recorded and must be compensated.
- 47b. *Non-Exempt Hourly or Salaried Employees – Part Time*  
Part time non-exempt employees who are scheduled and work more than their customary hours in a work week (but not beyond forty hours) may request to receive that time in the form of comp time in lieu of straight time pay for their extra work. This request must be made and approved by the supervisor prior to the shift and the comp time must be used before the end the pay period or the extra time must be paid as straight time wages.
- 47c. *Exempt Employees Schedules and Work Loads*  
Exempt employees are managed by duties and responsibilities, not time. Exempt employees are expected to be present and engaged in

accomplishing their duties and responsibilities as required for as long as required and at the direction of their supervisors. The potential and actuality of working longer than customary is an expectation of exempt work. However, at the supervisor's discretion and direction, exempt employees' shifts and or schedules may be altered, changed, or rearranged in order to offset exceptionally long or difficult assignments or tasks e.g. very long work days, work over a weekend, or work extending over numerous days in a row. This may typically be in the form of an allowed late arrival, early departure or a day or two off during the usual work week. This is never extended in an hour-for-hour or a day-for-day manner but only in order to afford some relief for extraordinary situations. If workloads become excessive and continuing, see "Excessive Hours/Work Loads" below.

HR 48. *Excessive Hours/Work Loads*

If an employee regularly works excessive hours (twenty-five percent more than the position's FTE) the position description may need to be reviewed or there may be a performance issue. (FTE is the full-time equivalent or portion of full-time on which the salary is based).

*Domestic Violence Leave*

HR 49. Employees who are victims of domestic violence, sexual assault or stalking are allowed to take reasonable or intermittent leave to take care of legal or law enforcement needs or get medical treatment, social services assistance, or mental-health counseling.

49a. Employees who are family members of victims of domestic violence, sexual assault or stalking may also take reasonable leave to help the victim obtain treatment or seek help. Family member (for purposes of domestic violence leave) is defined as child, spouse, parent, parent-in-law, grandparent, or person the employee is dating. Family relationship may be determined by birth certificate, court document, other similar record or a statement from the employee. This leave may be paid with accrued vacation or sick leave, or be unpaid.

49b. The parish may require verification from the employee who is requesting leave, including one or more of the following:

- A police report indicating the employee or employee's family member (as defined above) was a victim;
- A court order providing protection to the victim;
- Documentation from a healthcare provider, advocate, clergy, or attorney;
- An employee's written statement that the employee or employee's family member is a victim and needs assistance.

49c. Administrators are required to contact the Office of Human Resources for guidance if an employee will be utilizing leave for these purposes.

*Emergency Days*

HR 50. In the event of extreme weather conditions or other unforeseen emergencies, the canonically appointed leader, or his/her delegate, may

close the parish offices. Such closures will be considered paid absences for all employees who regularly work at least twenty hours per week and are scheduled to work the day of the closure, and employees will be compensated for that time as if they had worked. Employees should use their own judgment in determining whether travel to work poses a risk to their safety. If individual employees are unable to report to work during extreme weather conditions or other unforeseen emergencies, and the parish remains open, those employees may use available sick or vacation time.

*Family and Medical Leave (FML)*

“The apostolate of ... families is of unique importance for the Church and civil society... This mission-to be the first and vital cell of society-the family has received from God” (AA, 11). Consequently, the parish provides family and medical leave for its employees if the criteria for FML are met.

- HR 51. Employees who have been employed by the parish for at least twelve months and worked at least 1000 hours during those twelve months are eligible for FML.
- 51a. FML is a paid or unpaid leave of absence from work in the event of:
- The birth or adoption of a child, or receiving a child for foster care;
  - The employee’s own serious health condition that makes it impossible to perform essential job functions;
  - Any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent of the employee is on active military duty;
  - The need to care for the employee’s child (biological, adopted, or foster child, or anyone the employee raised as a son or daughter), spouse or parent due to their serious health condition;
  - Or the need to care for a covered service member to whom the employee is the next of kin (nearest blood relative), spouse, son, daughter, or parent of the employee due to serious injury or illness.
- 51b. A serious health condition meets one of these three criteria:
- It requires at least an overnight stay in a hospital, hospice, or other residential medical institution;
  - It involves an absence from work or other daily activity for more than three days, and requires continuing treatment or supervision by a healthcare provider; or
  - It is a chronic or long-term illness that is incurable or so serious that if untreated would probably lead to more than three days’ incapacity, and requires continuing medical treatment or supervision.
- 51c. An employee is needed to care for a sick family member (as defined in 51a) when the family member is unable to care for his or her own basic medical, hygienic or nutritional needs or safety, or is unable to transport him or herself to the doctor.
- HR 52. Eligible employees are entitled to a maximum of twelve calendar weeks for FML within a rolling twelve consecutive calendar month period. The twelve weeks of leave will be translated into hours. For full-time

- employees, that equals 480 hours of FML per year. Hours will be pro-rated for employees working less than full-time.
- 52a. The twelve weeks of FML can be taken continuously or, under certain circumstances, intermittently. Leave may also be taken temporarily on a reduced leave schedule if the employee is capable of performing the essential functions of the position with or without reasonable accommodation. The taking of leave and the duration of temporary part-time work must be discussed with and approved by the canonically appointed leader.
- HR 53. An eligible employee who is the spouse, son, daughter or parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to a total of 26 weeks of leave in a single 12-month period to care for the service member. This expanded leave entitlement may also be taken on an intermittent or reduced leave schedule (as described in HR 52a) under certain circumstances.
- HR 54. For a new child, FML must be completed within twelve months after the birth, adoption, or placement for foster care.
- HR 55. Employees must use all available sick leave and all but one week of available vacation leave when on FML; however, leave designated as FML may not exceed twelve weeks (or twenty-six weeks as described in 56b.) within a fifty-two week period, even if employees have remaining unused sick or vacation leave.
- HR 56. Supervisors are responsible for completing the appropriate paperwork for FML (see Manager's Toolkit: [www.seattlearchdiocese.org/HR](http://www.seattlearchdiocese.org/HR)). If an employee has been out of work on sick leave for five consecutive days, FML begins on the sixth day of sick leave. Classifying the leave as FML is conditional, pending documentation.
- HR 57. Employees who are able to return to work at least part-time may do so, if the parish can reasonably accommodate such a request, and continue to use any unused sick or vacation leave available.
- HR 58. Employees on FML will not be treated differently from other employees if decisions are made at the parish to reorganize, reassign, or lay off positions during the time the employee is on FML.
- HR 59. When on FML, an employee will be retained on the health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that he or she made to the plan before taking leave. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage.
- HR 60. Vacation and sick leave benefits will not accrue when employees are on an unpaid portion of a FML.
- HR 61. If salary increases are scheduled to occur during the time employees are on authorized FML, the following provisions apply:
- Employees who are using accrued sick or vacation leave or other paid leave will receive the salary increases at the scheduled time;

- Employees who are on an unpaid portion of FML will receive their scheduled salary increase when they return to work.
- HR 62. The year for purposes of FML will be determined by using a “rolling forward” method. The year begins for each employee on the date when that employee’s leave begins. For example, if an employee begins an authorized FML on February 1, a leave year begins for that employee on February 1 and a total of twelve weeks could be taken between February 1 and January 31 of the following year.
- HR 63. An employee whose leave is considered FML is required to provide a thirty-day advance notice of the need to take FML when the need is foreseeable and such notice is practicable. If the need was not foreseeable, the employee must notify the supervisor as soon as possible if the absence will exceed five days.
- HR 64. All agreements regarding FML must be authorized in writing and signed by the employee, the supervisor and the canonically appointed leader prior to the beginning of a FML or as soon as possible after leave has commenced. Employees on FML must notify the supervisor in writing of any change in the original written agreement.
- HR 65. Employees are required to provide medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member or a serious injury or illness of a covered service member. The employer may require medical certification prior to the return to work. A second opinion may be required and paid for by the parish.

*Health, Welfare and Retirement Benefits*

- HR 66. Regular employees must participate in the health, welfare and retirement benefits offered by the Archdiocese of Seattle subject to the terms of the particular plan documents, contracts and requirements. Employees who waive benefits under applicable plan provisions (including employees who waive medical insurance due to coverage through another plan) may not be paid for the cost of the benefits waived.
- HR 67. Multiple salary source benefit eligible employees (see Appendix A: Definition of Terms) must participate in the health, welfare and retirement benefits offered by the Archdiocese of Seattle subject to the terms of the particular plan documents, contracts and requirements. They will only receive other benefits such as paid leave, Family and Medical leave, holidays, military reserve leave, or jury duty leave, for any location in which they work at least twenty hours per week.

*Holidays*

- HR 68. Full-time regular employees receive thirteen paid holidays each year, to be designated by the parish. If a full-time regular employees work day does not fall on a recognized parish holiday they receive another day as that holiday.
- 68b. Part-time employees working less than full-time but more than 20 hours per work week, receive holiday pay for the portion of the holiday day

they would have normally worked. If a holiday falls on a day that the part-time employee does not usually work, the employee does not receive that holiday as a paid holiday.

- HR 69. Parishes will typically observe holiday's on the date that is nationally recognized as the holiday. If however the date is on a weekend day the parish may observe the holiday on either the preceding Friday or following Monday. An annual schedule of holidays may be published by the parish.
- HR 70. Employees in non-exempt positions who are required to work on a holiday will be paid straight time pay for hours worked. Such employees will take another day off with pay to compensate for the worked holiday. This day off should be taken within ten working days before or after the holiday.

#### *Jury Duty*

Serving on a jury is a fundamental responsibility of citizenship and the parish will not ask that an employee be excused from jury duty except for grave cause.

- HR 71. Regular employees who are serving on a jury duty for two weeks or less will be paid normal wages, less any jury duty pay.
- HR 72. Employees who receive a notice for jury duty service must contact their supervisor as soon as possible so that appropriate contingency staffing can be considered.
- HR 73. In order to be entitled to jury duty leave pay, an employee must present a letter or the check stub from the court clerk to the employee's supervisor showing evidence of jury duty pay and time served, within one week of receipt.
- HR 74. Employees serving on jury duty longer than two weeks are not entitled to additional paid jury duty leave. The employee may use vacation time if serving on a jury in excess of two weeks. Employees are required to work their regular work schedule on days when court is not in session, and are expected to work the remaining part of their schedules if excused from court.

#### *Military Reserve Leave*

- HR 75. Employees who regularly work twenty hours or more per week and who are serving in the U.S. Military Reserve (Army, Navy, Air Force, Marine Corps, Coast Guard or the National Guard) will be granted up to twenty-one days of military leave annually. Employees have the option of using accrued vacation during this time. If vacation is not available or the employee does not wish to use it for this purpose, unpaid leave may be taken.
- HR 76. Employees must immediately notify their supervisor regarding military service leave requirements so arrangements can be made to cover their absence. Employees must submit a copy of the Notice to Report for Service to the supervisor prior to beginning the leave.

### *Military Spouse Leave*

HR 77. Regular employees who work 20 hours or more per week who are spouses of military personnel who have been notified of an impending call or order to active duty, or are on leave from deployment during times of military conflict, are allowed to take 15 days leave from work per deployment. This leave is separate and distinct from the military family leave component of family medical leave (FML) described in HR 51a. This leave is without pay, but the employee may substitute vacation or sick leave if they have any available to them. The employee must provide their supervisor with notice of the intent to take leave within five business days of receiving official notice that the employee's spouse will be on leave or of an impending call to active duty. Leave may only be used during the period prior to the deployment or when the military spouse is on leave during the deployment.

### *Paid Administrative Leave*

- HR 78. When required to take administrative leave, an employee will be informed of the nature of the circumstances precipitating the requirement and must comply with all applicable procedures.
- 78a. Various circumstances may occur that result in the need to conduct an investigation into an allegation of serious employee misconduct that, in the judgment of the canonically appointed leader (in consultation with the Office of Human Resources) requires that the employee remain away from the workplace while the investigation takes place.
- 78b. Examples of such circumstances include but are not limited to: allegations of harassment, sexual misconduct, sexual abuse, financial misconduct, theft, or violence.
- 78c. The supervisor and/or the Office of Human Resources will advise the employee of the nature of the allegations and the anticipated length of time for the investigation to be concluded. The employee is required to hand in keys and other methods of access, and will not be allowed to conduct parish business during the administrative leave. The employee may be instructed to remain off of parish property and may be instructed to not have any contact with parish staff or parishioners for the duration of the leave. All communications with the parish should be made only through the employee's supervisor unless other arrangements are made. The employee is paid his or her regular wages and maintains benefit coverage during the course of the administrative leave.
- 78d. During the investigation, care is to be taken that the employee's right to a good reputation and right to protection of privacy are safeguarded (CIC, c. 220).
- 78e. Administrative leave may be ended by the employee's return to work, corrective action, demotion, termination, or other action as determined by the canonically appointed leader in consultation with the Office of Human Resources.

*Personal Leave Without Pay*

- Personal Leave is an authorized unpaid leave of absence from work for a specific period of time (not to exceed 12 months) granted by the employer in response to individual requests for time off for educational, travel, or other personal reasons.
- HR 79. Employees who have worked at least three continuous years (working at least twenty hours per week) at the parish may request unpaid time off from work to pursue personal interests, responsibilities, or needs. The supervisor or canonically appointed leader makes a decision based on the needs of the parish, the ability to accommodate a temporary vacancy in the position, and/or the ability to refill the position on a temporary basis.
- HR 80. Vacation, sick leave and pension benefits will not accrue during an approved unpaid personal leave of absence. Employees have a right to self-pay group medical insurance for themselves and dependents under the terms of the lay health insurance plan in effect during the leave.
- HR 81. Employees on an approved unpaid personal leave of absence will not be treated differently from any other employee if decisions are made at the parish to re-organize, re-assign, or lay off positions during the time the employee is on leave. Being on an unpaid leave will not be a factor in deciding organizational issues and needs during the leave.
- HR 82. Prior to a personal leave of absence being approved, the employee, supervisor, and canonically appointed leader will sign a written agreement confirming the approval, and stipulating any conditions attached with the approval. Written approval must be received from the Office of Human Resources for the agreement to become effective (see Manager's Toolkit: [www.seattlearchdiocese.org/HR](http://www.seattlearchdiocese.org/HR)).

*Pregnancy–Coordination of Leave Benefits: Childbirth Disability Leave (CDL), Family Medical Leave (FML) & Washington State Family Leave Act (FLA)*

- HR 83. Eligible employees will receive disability leave related to childbirth. Due to the complexity of administration of this policy, administrators should seek clarification from the Office of Human Resources.
- 83a. Childbirth disability leave is provided for an expectant mother for the period of time before and after the birth of her child during which her doctor certifies that she is disabled. Pre-birth related disabilities may begin shortly before the birth, or, theoretically, could begin nine plus months before the actual birth. Post-birth related disabilities are typically for six to eight weeks. In the event that an employee becomes disabled early in her pregnancy, she should apply for Long Term Disability Leave, which may begin ninety days after her disability begins.
- 83b. At the point an expectant mother becomes certified disabled by her health care provider CDL begins, affording job protection for as long as the employee remains disabled due to pregnancy.
- 83c. Concurrently, Family and Medical Leave (FML) will begin and affords both job protection and benefit continuation for up to twelve weeks from the point of disability.

- 83d. At the point the employee is certified as not disabled, the CDL ends and Washington State Family Leave Act (FLA) begins. FLA provides for job protections for up to an additional twelve weeks beyond the end of CDL but not benefit continuation (it does require allowing self-pay). FLA may run concurrently with FML for the remainder of the FML twelve weeks (affording benefit coverage during the remaining FML).
- 83e. All leaves described above are without pay unless the employee has time off benefits (vacation and sick leave) in accordance with Archdiocesan policy.  
Employees are required to use all sick then vacation (exception one week of vacation may be retained for future use.). Employees who at the end of FML remain disabled may qualify (90 days from point of disability certification) for Long Term Disability (LTD).

*Sick Leave*

- HR 84. The parish provides sick leave pay to regular employees when they are absent from work for occupational or non-occupational reasons due to disability or illness for themselves, serious health conditions of immediate family members (spouse, son/daughter, parent, parent-in-law or grandparent) and for care of a minor/dependent child's health condition, weather closures and extended bereavement, subject to the following provisions:
  - 84a. Full-time employees accumulate eight hours of paid sick leave per month worked. Part-time employees working at least twenty hours per week accrue sick leave on a prorated basis according to the number of hours regularly worked each week. For example, an employee that regularly works twenty hours per week would accrue four hours per month. Employees may accumulate sick leave hours to a maximum of the equivalent of thirteen work weeks. Once sick leave hours are taken and the balance is less than thirteen weeks of leave, sick leave will again begin to accrue until the maximum limit is reached. Sick leave may be taken by an employee as soon as it is accrued.
  - 84b. If an employee's sick leave is exhausted, he/she will be required to use all but one week of available vacation leave. Once all available paid leave has been exhausted, the remainder of the time of will be unpaid. For non-exempt employees this will be calculated in quarter hour increments and for exempt employees in daily increments.
  - 84c. Sick leave continues to accrue during the paid portion of sick and vacation leave. Sick leave does not accrue during an unpaid leave of absence or when the employee is receiving Long Term Disability or workers' compensation benefits.
  - 84d. Hours that are not worked but are paid as sick leave do not count as hours worked in calculating overtime. If a holiday observed by the parish occurs while an employee is sick and on a day the employee would normally have worked, holiday pay is received; sick leave is not charged for that day.

- 84e. Employees must use a minimum of fifteen minutes for any time sick leave is used. Terminating employees will not be paid for any unused sick leave. Sick leave is not transferable to other employees.
- 84f. Any accrued sick leave balance will be lost if an employee changes from a benefits eligible status to a part-time basis of less than twenty hours a week. If the employee returns to eligible status within twelve months, the previous sick leave balance will be reinstated.
- 84g. The employer reserves the right to require an employee to provide medical verification of an illness or injury.
- 84h. The employer has the right to require that the employee provide confirmation from the appropriate licensed health/medical professional (e.g. physician, psychiatrist, psychologist) that the employee is able to return to work if the employee has taken more than five consecutive days of sick leave.
- 84i. If an employee has been out of work on sick leave for five consecutive days, FML begins on the sixth day of sick leave. Classifying the leave as FML is conditional, pending documentation.
- 84j. Employees terminating from a parish, school or other employer that participates in the health, welfare and retirement plans of the Corporation of the Catholic Archbishop of Seattle (CCAS) who are hired at another parish within one month are eligible to transfer a maximum of one third of the accumulated sick leave credits to the new place of employment.
- 84k. Employees who terminate from the parish and return to work at the same parish within twelve consecutive calendar months will have all earned, unused sick leave reinstated.

*Sick/Safe Leave (Seattle only)*

- HR 85. Employees working within Seattle city limits are eligible for sick/safe leave in accordance with current city municipal code. For more information, see the Manager's Toolkit: [www.seattlearchdiocese.org/HR](http://www.seattlearchdiocese.org/HR).

*Vacation*

The parish provides vacation leave for eligible employees to enable them to have time for rest and renewal away from the workplace.

- HR 86. Regular employees working at least twenty hours per week are entitled to vacation leave. Accrual for vacation leave is determined by years of employment as a regular employee with any parish, school or agency that is part of CCAS. Accrual is computed in the following manner:

(see next page)

<b>YEARS OF REGULAR, 40 HOURS PER WEEK (see policy below for part-time), EMPLOYMENT</b>	<b>VACATION ACCRUAL</b>
Beginning of employment through completion of 2 years	10 days (80 hours) per year
Beginning at 3 years	12 days (96 hours) per year
Beginning at 5 years	15 days (120 hours) per year
Beginning at 6 years	16 days (128 hours) per year
Beginning at 7 years	17 days (136 hours) per year
Beginning at 8 years	18 days (144 hours) per year
Beginning at 9 years	19 days (152 hours) per year
Beginning at 10 through completion of 15 years	20 days (160 hours) per year
Beginning at 16 years	21 days (168 hours) per year
Beginning at 17 years	22 days (176 hours) per year
Beginning at 18 years	23 days (184 hours) per year
Beginning at 19 years	24 days (192 hours) per year
Beginning at 20 or more years	25 days (200 hours) per year

HR 86b. Regular employees working less than forty hours per week are eligible for the same rate of vacation accrual, prorated according to their work week. For example, if an employee regularly works three full days (3/5 of a week, or .6 FTE) per week, he/she would begin accruing vacation at a rate of six days per year (.6 x 10 days per year [.6 x 80 hours= 48 hours]).

HR 86c. Regular employees working twenty or more hours per week hired during a year will accrue vacation bi-weekly, based on their date-of-eligibility, until the end of that calendar year. Thereafter, vacation will accrue bi-weekly based on the calendar year (January through December). For example, a new full-time employee hired on July 1 accrues forty hours of vacation through December 31. The following calendar year the

employee accrues eighty hours of vacation throughout the course of the year.

- HR 86d. Vacation may not be taken prior to six months of employment, unless approved in advance by the supervisor during the hiring process. If a new employee leaves employment prior to the end of six months, the employee is not eligible for vacation pay. After six months of employment, with supervisory approval, vacation may be taken before it is earned, resulting in a negative leave balance. The taking of vacation leave before it is accrued constitutes an advance or draw on wages. However, employees may not have a negative leave balance at the end of the calendar year.
- HR 86e. If an employee terminates with a positive balance of vacation hours, and has worked longer than six months, he/she will be compensated for unused vacation hours/days at their rate of pay on the last day worked.
- HR 86f. The maximum amount of vacation carry-over allowed from one calendar year to the next is the equivalent of the current year's accrued vacation time. For example, employees earning three weeks per year are able to carry over a maximum of three weeks from one calendar year to the next.
- HR 86g. Employees will lose vacation time that exceeds the maximum amount allowed unless authorized in writing in advance by the supervisor and the canonically appointed leader.
- HR 86h. Employees begin accruing vacation at the higher rate on the anniversary date of their employment.
- HR 86i. If a parish-observed holiday occurs during an employee's scheduled vacation, that day is not counted as a day of vacation.
- HR 86j. Employees who become ill during their scheduled vacation period may charge the time to sick leave rather than to vacation.
- HR 86k. Employees who are granted an unpaid leave of absence may elect to retain their accrued vacation rather than be paid, provided such election does not violate the carry-over provision of this policy.
- HR 86l. Vacation continues to accrue during paid sick and vacation leave. It does not accrue during long-term disability, workers' compensation, any unpaid portion of Family Medical Leave, or periods of personal leave without pay.
- HR 86m. Employees who change from full-time to part-time will carry-over vacation hours accrued while in a full-time status. However, on the effective day of part-time status (20 hours or more), the accrual rate will begin to be pro-rated accordingly. If the part-time status is less than 20 hours per week, the employee will not accrue any vacation hours and the vacation hours that have been accrued but not used will be paid.
- HR 86n. Regular employees whose schedules are reduced during the year, and whose vacation balance exceeds the allowed carryover for their new hours at the end of the year, will be paid out the portion of the excess that was earned while the employee was working the higher FTE.
- HR 86o. Terminated employees who are re-hired by a parish, school or agency of CCAS within twenty-four consecutive calendar months of working in the same or another CCAS parish, school or agency will be able to use

previous years of work as a regular employee in determining their rate of vacation accrual.

- HR 86p. Employees must request vacation time and dates sufficiently in advance of the actual vacation to ensure that office scheduling needs are met. Approval of vacation is at the sole discretion of the supervisor.
- HR 86q. Employees must use a minimum of fifteen minutes for any vacation used.
- HR 86r. Vacation that has been accrued but not taken will be paid with the final paycheck, or as soon as administratively feasible, upon termination of employment with the parish.

#### *Volunteer Activities*

- HR 87. Non-exempt employees may not provide volunteer services that are included in or are similar to the work duties for which they are paid. If an employee provides such services, the employee must be paid for them.

#### *Wages*

- HR 88. Non-exempt employees are paid at the rate of time and a half for each quarter hour worked beyond forty hours per week. Hourly employees must record all hours worked, salaried employees must record all exception (leave) time.
- HR 89. Employees who receive pay from another source while acting in their official capacity and/or in connection with the performance of position responsibilities will turn the pay over to the parish. Employees who perform additional duties outside of their position duties, outside of normal working hours and not acting in their official capacity may retain any pay received for services rendered.

### PERFORMANCE

Parish employees should receive reasonable and appropriate assistance for successful performance of their job duties, and receive regular evaluations of their performance.

#### *Performance Evaluation*

- HR 90. A performance evaluation should be completed within a reasonable period of time following the completion of the initial employment period (see Initial Employment Period, HR 9). Once the initial employment period has been successfully completed, performance evaluations should be completed annually. Performance evaluation forms are available on the Manager's Toolkit: [www.seattlearchdiocese.org/HR](http://www.seattlearchdiocese.org/HR).

#### *Corrective Action*

- HR 91. Corrective action can be initiated to notify employees of concerns regarding the performance of job duties and/or violation of policies and/or inappropriate conduct, behavior or actions along with their obligation to remedy such concerns. Some concerns require immediate and sustained correction while other may require some time and guidance to correct and meet expectations. Except for the most serious and egregious issues (see Terminations), the goals of corrective actions are to

assist the employee to be successful in their employment and to meet and hopefully exceed the minimum expectation of their position as well as adhere to the letter and spirit of all policies, rules and norms of conduct.

- 91a. Supervisors are strongly encouraged to contact the Office of Human Resources as early as possible when concerns first surface.
- 91b. Supervisors are to ensure that employees have accurate, specific, and explicit information about the concerns and to describe with the same clarity what performance or behavior is expected.
- 91c. Performance discussion as part of a corrective action process is initiated by the supervisor to identify measurable and objective (whenever possible) performance deficiencies as assessed by the supervisor; barriers to successful performance or behavior for the employee; and, strategies and actions for achieving successful performance and/or conduct by the employee. Supervisor shall give regular encouragement or constructive critical feedback so that performance expectations are clearly conveyed and achieved by the employee.
- 91d. *Corrective Action Plan*  
If the area of concern merits and requires time and or additional guidance, support or training, a Corrective Action Plan may be drafted by the supervisor with specific goals, objectives, resources (if needed) and timeframes defined. The plan will be based on a clear understanding of the presenting issue or issues by both supervisor and employee. The plan will be specific, measurable, within the employee's scope of work, reasonable and with a defined timeframe. During the timeframe of the corrective action plan both the supervisor and employee will provide a good faith effort toward success and will monitor, support, adjust, correct and document the plan's progress. At the completion of the plan or at any point during the progression of the plan if the supervisor determines that success is unlikely then the plan may be terminated along with employment (see Termination). If progress is positive but more time is required an extension may be granted at the supervisor's discretion.

## TRAINING

- HR 92. When there are sufficient recourses, the parish may provide for or support employees to engage in training or educational pursuits which positively support the ministry.
- 92a. *Certificate, License, Degree or Credential Program:* Employees or their supervisors may request training toward the completion of an appropriate certificate, license, degree or credential program. The requests will be considered by the canonically appointed leader, taking into account such factors as the employee's current position, the potential benefits to the parish for such training, length of employment, previous allocation of education funds to the employee, and availability of funds. Employees may request partial or full payment for fees, tuition, books and supplies. Employees may use flextime, vacation, or leave without pay as approved by the canonically appointed leader. If the employer pays for the costs associated with the training, the supervisor may require proof of

successful completion of the training. The supervisor will prepare an agreement indicating the funding level, designation of time away from work, and other terms of the employer participation in the program. The agreement will indicate the employee's commitment to remain in his or her position for a period of time in light of the tuition support, and will be signed by the supervisor or canonically appointed leader and the employee. Employees who leave employment before the period is completed will repay a prorated portion upon termination. Employees must have worked at least eighteen consecutive months at the parish for more than twenty hours per week to be eligible for consideration of this benefit.

92b. *Conferences and Conventions:* The cost for attendance at conferences and conventions necessary for employees to establish and maintain standing may be paid by the parish, subject to the approval of the supervisor and the canonically appointed leader. In order for the related costs to be paid by the parish, the expense must be approved in advance in writing by the canonically appointed leader, or supervisor. Employees in non-exempt positions ordinarily may not attend out of area conferences or conventions, except in extraordinary circumstances as approved by the supervisor.

92c. *In-service Trainings:* In-service training may be offered as a form of ongoing education at the parish e.g. "Brown Bag Lunch" lectures. As attendance is voluntary, this is not considered work time and will not be compensated for non-exempt staff. Supervisor permission is required if offered during work shifts.

#### *Required Training*

HR 93. Employees are required to successfully complete training including, but not limited to:

- Safe Environment training, including annual updates;
- Accident and safety training (as applicable).

Other training may be required by the supervisor, including but not limited to:

- Training due to computer software or hardware conversion, upgrade or addition;
- Training required to maintain employee's current level of expertise necessary to perform the job;
- Training required as the result of a transfer, promotion or change in position responsibilities;
- Training required to improve an employee's job performance;
- Certification through the Office of Catholic Faith Formation or other certification program as required;
- HIPAA
- In-service training regarding policies and/or procedures

- HR 94. Costs for registration and materials for required training are paid by the parish, and time spent at training counts as time worked.

#### RETREATS/DAYS OF REFLECTION

Parish employees are encouraged to participate in spiritual retreats and/or days of reflection.

- HR 95. Employees who participate in archdiocesan or parish sponsored employee gatherings and days of reflection held during normal working hours and approved by the supervisor receive regular wages.
- HR 96. Exempt level employees are eligible for two retreat days per year as paid time off if the retreat has been previously approved by the supervisor. Unused retreat days do not carryover at the end of the year. Employees may use vacation time to attend retreats outside of normal working hours, retreats that are not sponsored by the parish or Archdiocese, or retreats that exceed the two days per year (for eligible employees) as approved by the supervisor.

#### WORKING CONDITIONS

- HR 97. The parish will provide working conditions that promote effective performance and collegiality, appropriate respite during the work day for refreshment and renewal, accountability, and mutual respect.

##### *Attendance*

- HR 98. Employees are required to advise supervisors in advance for planned absences and the reason for the absence in order to receive permission for the absence or to initiate leave protocols.
- HR 98a. Employees are expected to be at their work station, ready to work at the start of their shift; take and complete breaks and meal periods as scheduled or in accordance with parish protocols and complete the duration of their shifts.
- HR 98b. If an employee is late or anticipates being late for the start of a shift, the employee must notify the supervisor as soon as safely possible (never communicate in an unsafe manner while operating a moving vehicle or in violation of the law).
- HR 98c. When an absence is unplanned or unforeseen e.g. illness, an emergency, or some other cause, the employee must report the absence and reason for the absence to the supervisor within one half hour of their scheduled start time or as soon as possible. The employee must personally report to the supervisor through the department's established reporting protocol unless the employee is incapacitated or otherwise reasonably unable to personally report. If so encumbered, a designate may report for the absent employee.

- HR 98d. If an employee fails to inform a supervisor of an absence for three consecutive days, that employee will be considered to have voluntarily resigned from employment.
- HR 98e. As part of the notification process, the employee must make every attempt to communicate the duration of an absence and a return to work date whenever possible.
- HR 98f. For extended absences or absences with unknown return dates, a formal communication procedure must be established between the supervisor and the employee or the employee's designate.
- HR 98g. Failure to demonstrate regular and dependable attendance may lead to disciplinary action up to and including termination.

*Breaks and Rest Periods*

- HR 99. All non-exempt employees must receive a fifteen minute paid break for each four hours of work. Breaks cannot be used to alter the work schedule, i.e. to extend meal periods or shorten the work shift.
- HR 100. Non-exempt employees working more than five hours in a work day must receive an unpaid, uninterrupted, thirty minute meal period two to five hours into their shifts. In order to protect the meal period from work interruption, the employee should take the meal break away from their work station.

*Employment Law Posters*

- HR 101. All parishes and missions must post the employment law posters currently required by the Office of Human Resources (see Manager's Toolkit: [www.seattlearchdiocese.org/HR](http://www.seattlearchdiocese.org/HR)) in a place where they can be read by employees.

*Family Members in the Workplace*

- HR 102. Because of the parish's responsibility to ensure the safety of everyone on its premises, good working conditions for its employees, and a professional ministerial environment, family members are not allowed to stay with or be cared for by employees during working hours. Canonically appointed leaders may make limited exceptions to this policy, such as: a short visit during work hours or participation in a public "Take Your Child to Work Day," with the prior approval of the supervisor, or an onsite daycare.

*Flexitime*

- HR 103. Any requests to work different hours or a flexible schedule must be approved in advance and in writing by the supervisor.

*Hours of Work*

- HR 104. Normal working hours are established by the canonically appointed leader and are subject to change depending on his or her assessment of the pastoral needs of the parish community.

### *Infectious Diseases and/or Life Threatening Illnesses*

HR 105. Employees with infectious diseases or life-threatening illnesses including, but not limited to Hepatitis B, Hepatitis C, cancer, heart disease and HIV/AIDS, may continue to engage in normal work responsibilities as their condition allows. In particular situations, limitations on the employment of a person with an infectious disease and/or life-threatening illness are medically necessary. Each situation will be evaluated on a case-by-case basis. The Office of Human Resources will work in collaboration with appropriate persons, e.g., the employee's physician, to determine whether the person can perform the essential functions of the job, with or without reasonable accommodation, in a manner that does not pose a direct threat to the health and safety of him/herself or others.

### *Pets in the Workplace*

HR 106. Pets are not allowed to stay with or be cared for by employees on parish property with the exception of service animals trained to assist or accommodate an employee's sensory, mental or physical disability. Proof of medical necessity may be required by the supervisor. Exceptions to this policy are pre-scheduled and pre-approved visits.

### *Telecommuting*

Telecommuting is a work arrangement where employees are allowed to work from home or another location during part or all of their scheduled hours.

HR 107. Non-exempt employees may not telecommute on a regular basis except in extremely unusual circumstances. Regular telecommuting for non-exempt employees must be approved by the supervisor and the canonically appointed leader, after consultation with the Office of Human Resources. Exempt employees may telecommute on occasion, with prior approval of the supervisor. Employees who telecommute must ensure the confidentiality of all work-related information.

### *Travel*

HR 108. Employees who drive a non-parish owned vehicle in the course of conducting business as directed by the canonically appointed leader or as outlined in the position description may be reimbursed for each mile driven at a rate not to exceed the IRS guidelines. Employees whose job requires that they have the ability to travel throughout the Archdiocese in their personal vehicle will be required to have the minimum automobile insurance required by Washington State at the time and that they have a driver's license valid for operating a motor vehicle in Washington State (see Manager's Toolkit: [www.seattlearchdiocese.org/HR](http://www.seattlearchdiocese.org/HR)).

HR 109. Employees will be compensated for time traveled in the course of work described as follows:

- Non-exempt employees will be compensated for time traveled in the course of work as follows:
  - Travel from home to your usual and customary work site  
“home-to-work travel” is not compensated.

- After arrival at your first work site, travel between additional work sites during work day is compensated. Travel from your last work site to home is not compensated.
- Non-exempt employees with a regular work site who are sent on a special one day (no overnight) assignment out of town will receive compensation for travel. An exception may be made for time spent on the employee's typical commute or the time to the travel hub (airport, train or bus station or boat).
- Non-exempt employees on overnight travel will be compensated for any travel time as a passenger that falls during their usual and customary work shifts (even if the shift time falls on a day not normally scheduled e.g. a weekend day).
- Non-exempt employees are not compensated for meal periods or after shift rest and sleep time unless work is performed. Anytime work is performed the time will be compensated. This may include operating a vehicle for the employer beyond the usual and reasonable commute time or when transporting other employees for an employer (excluding car pools to the work site).
- Exempt employees are paid a set salary and are not compensated beyond their salary for travel time.

#### **IV. STEWARDSHIP OF HUMAN AND FINANCIAL RESOURCES**

##### **INTRODUCTION**

Each person has a duty and a right to work, and through this work achieves fulfillment as a human being (GS, 67). Supervisors and employees share the responsibility to ensure that persons working at the parish are in positions that are suited and fulfilling to them, and that the positions are organized and adapted according to principles of good stewardship and fiscal responsibility to further the mission of the Church. At times, this may result in voluntary or involuntary separation of employment from the parish. It is the policy of the parish that all employees are treated with dignity and respect in the process of employment separation, and that separation of employment does not occur for reasons of age, color, gender, national origin, genetic information, veteran or military status, race, or disability that does not prevent an employee from performing the essential functions of her or his job with or without reasonable accommodations (see Manager's Toolkit: [www.seattlearchdiocese.org/HR](http://www.seattlearchdiocese.org/HR)).

##### **VOLUNTARY TERMINATION**

HR 110. Resignation initiated by an employee is a voluntary termination. This includes retiring; accepting a new position in another parish, archdiocesan agency, or other employer; moving out of the area; failure to report to work or contact the supervisor for three consecutive scheduled shifts, etc.

Employees in exempt positions should submit a written letter of resignation at least four weeks in advance of the anticipated last day of work. Non-exempt employees should submit a written notice a minimum of two weeks prior to leaving.

HR 110a. Regular employees who voluntarily terminate their employment are entitled to wages for time worked and pay for vacation that has been earned but not taken.

## INVOLUNTARY TERMINATION

### *Discharge for Just Cause*

HR 111. Other than during the initial employment period as described in HR 8-12, the canonically appointed leader, after consulting with and following the advice of the Office of Human Resources, initiates discharge for cause as a direct result of the employee's job performance, actions, or behavior(s). Employees who are involuntarily terminated for just cause are entitled to wages for time worked. The canonically appointed leader, in consultation with the Office of Human Resources, is responsible for determining what constitutes just cause for termination of an employee. In some cases, the employer may choose to follow the Corrective Action procedures identified in policy HR 91. In other cases, the employer may choose immediate dismissal as a suitable response to an employee's job performance, actions, or behaviors. Following is a non-exhaustive list of examples of behavior that may result in discharge for just cause:

- Misrepresentation on employment application or other employment related documents;
- Substance abuse affecting work performance;
- Committing sexual, physical, or verbal harassment;
- Poor attendance;
- Refusal or inability to perform essential job requirements;
- Conviction of a felony or misdemeanor related to or affecting the ability to perform required job responsibilities, including crimes against persons;
- Public acts that violate Church teaching;
- Failure to support the mission of the Church and canonically appointed leader;
- Failure to comply with Safe Environment Policies including violation of the Code of Professional Conduct;
- Theft, embezzlement or fraud;
- Committing violent acts in the workplace or outside the workplace, even if the acts of violence do not result in criminal conviction;
- Accessing pornographic or inappropriate web sites during work hours and/or while using parish owned equipment;
- Insubordination;
- Negligence;

- Conduct not consistent with Catholic principles in the performance of work duties or living a lifestyle that is not compatible with Catholic teaching;
- Sexual misconduct;
- Possession of a weapon in the course of conducting business or while on parish property;
- Violation of policies.

*Layoff/Reduction in hours*

- HR 112. Employees must be notified in writing twenty working days in advance of being laid off or having hours reduced by 25% or more, or reduction resulting in loss of benefits. A layoff is a reduction or reorganization in the workforce that results in an employee losing his or her job.
- HR 113. If a reduction in hours results in a change of benefits eligibility see HR86m. If the change results in the employee working less than forty hours, but more than twenty hours per week, and the employee's vacation leave balance exceeds the maximum allowed carryover at the end of the year in which the change occurs, the excess will be cashed out.
- HR 114. When the canonically appointed leader, after consulting with and following the advice of the Office of Human Resources, authorizes a layoff or a reduction in hours resulting in a loss of benefits or reduction in hours equal to or more than 25%, the criteria for determining who will be laid off or have hours reduced, in order of importance, are:
- Need for the position: whether the position is central and/or crucial to the mission of the parish;
  - Performance: if more than one employee performs substantially similar jobs, the employee with the superior performance is given preference. This is determined by an assessment of each employee's performance including, but not limited to, written performance evaluations;
  - Seniority: if the need for the position and the performance histories are substantively equal, then preference is given for length of service.
- Employees who have been notified that their position will be laid off may be given time off during their remaining work days for job search, at the discretion of the supervisor. The supervisor, in consultation with the Office of Human Resources, may opt to pay the employee for all or a portion of the period of advance notice (minimum twenty days' notice) in lieu of the employee continuing to work.

**TRANSITION ASSISTANCE**

Parish employees are not covered by unemployment insurance. In order to assist employees in transition from working at the parish, the parish provides the following.

- HR 115. Regular employees who voluntarily terminate their employment are entitled to wages for all time worked and pay for vacation time that has

been earned but not used. The taking of vacation leave before it is accrued constitutes an advance or draw on wages.

- HR 116. Regular employees who are laid off are entitled to wages for all time worked, to be paid for twenty working days after the notice of layoff has been given, and pay for vacation time that has been earned but not used. The taking of vacation leave before it is accrued constitutes an advance or draw on wages.
- HR 117. Regular employees who have been laid off are eligible for transition assistance according to the following schedule. Employees who are involuntarily terminated for reasons other than layoff may be eligible for transition assistance up to a maximum of the following schedule as determined by the canonically appointed leader, in consultation with the Office of Human Resources.

<b>YEARS WORKED AT CURRENT PARISH</b>	<b>TRANSITION ASSISTANCE EQUIVALENT TO SALARY FOR # OF WORK WEEKS</b>
At least one to five years	6 weeks
Five to ten years	10 weeks
More than ten years	12 weeks

- HR 118. All regular employees are eligible for health, welfare and retirement benefits at termination of employment as provided in the employee benefits plan in effect at the time of termination.

## **APPENDIX A: DEFINITION OF TERMS**

**Canonically Appointed Leaders** are deacon, religious or lay employees who accept the Archbishop's invitation to fill an appointed position. They are exempt from the HR policies at the discretion of the Archbishop.

**Appointed Positions** report directly to the Archbishop and are responsible for the day-to-day oversight of a parish or faith community. Appointed positions are designated at the Archbishop's discretion in response to the pastoral needs of a parish or faith community. Employees in these positions serve at the will of the Archbishop and their resignation may be asked for and received at any time for a just cause as determined by the Archbishop. The Archbishop is the sole determiner of a position's appointed status.

**Exempt Positions** are administrative, professional or executive positions that are exempt from overtime pay. Full time employees in exempt positions are expected to work a minimum forty hours per week to complete position responsibilities. The Office of Human Resources determines whether a position is exempt based on the responsibilities in the position description. Employees in exempt positions are not eligible for overtime pay. Employee's salary must be a minimum of \$455 per week. If an exempt position requires an inordinate amount of time to complete the responsibilities on a regular basis, the employee should bring this to the supervisor's attention so that the position description and expectations may be evaluated. Examples of positions that are generally exempt are: pastoral associates, pastoral assistants, and facilities supervisors.

**Full Time Equivalent (FTE):** the total number of hours normally worked by an employee divided by the total number of work hours in regular work week (40 hours) e.g. 30 hours / 40 hours = 0.75 FTE or  $\frac{3}{4}$  time. This ratio is useful in pro-rating and other employment calculations

**Multiple Salary Source Benefit Eligible Employees** are those individuals who are employed on an ongoing basis by more than one employer participating in the lay employee health, welfare and retirement plans of the Corporation of the Catholic Archbishop of Seattle such that the total regular work week exceeds twenty hours per week. These employees are entitled to participate in the health, welfare and retirement benefit plans. Responsibility for payment of premiums and contributions is to be shared among the employers on a pro-rated basis and calculated in proportion to the time worked for each employer.

**Non-Exempt Positions** are not exempt from overtime pay. Full-time employees in non-exempt positions regularly work forty hours unless otherwise noted in the position description. Non-exempt employees may be paid on a salary or hourly basis. Employees in non-exempt positions are paid one and a half times the regular rate for time worked over forty hours in a work week. Examples of positions that are generally non-exempt are: bookkeepers, custodians, and administrative assistants.

**Office of Human Resources** is the Archdiocesan HR office located at the Chancery in Seattle.

**Regular Employees** are those employees who have completed the initial employment period in a regular position.

**Regular Positions** are scheduled for twenty hours per week or more, with the position expected to continue indefinitely. Qualifications for regular positions are determined by the canonically appointed leader, in consultation with the Office of Human Resources, and as provided by universal and particular canon law. Regular positions may be eliminated due to restructuring at any time.

**Regular Position Work Year for Vacation Accrual** is achieved when an employee in a regular position accumulates 1,040 compensated hours within their anniversary year.

**Temporary Employees** are those employees who fill temporary positions.

**Temporary Positions** are for a designated period of time up to twelve months. Temporary positions projected to last only up to six months are not eligible for benefits. Temporary positions between six and twelve months are entitled to benefits if over twenty hours per week.

**Work Week** is defined as the hours worked between 12:01 a.m. Sunday and midnight Saturday in a consecutive seven day period.

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