

**THE CATHOLIC DIOCESE OF CHARLESTON**  
**PARISH AND SCHOOL**  
**EMPLOYEE PERSONNEL MANUAL**

**DISCLAIMER**

**THIS IS NOT A CONTRACT**

EMPLOYEES OF THE CATHOLIC DIOCESE OF CHARLESTON, INCLUDING ANY PARISH OR SCHOOL UNDER THE DIOCESE UMBRELLA ARE EMPLOYED AT WILL. THAT MEANS THAT EITHER THE EMPLOYEE OR THE DIOCESE OF CHARLESTON MAY END EMPLOYMENT AT ANY TIME AND FOR ANY REASON. NOTHING IN THE COMPANY'S HANDBOOKS, MANUALS, POLICIES, RULES, OR OTHER WRITTEN DOCUMENTS CREATES ANY CONTRACT OF EMPLOYMENT. CURRENT OR PAST POLICIES, PRACTICES, OR PROCEDURES DO NOT INCLUDE A PROMISE OR CONTRACT THAT THOSE POLICIES, PRACTICES, OR PROCEDURES WILL CONTINUE IN THE FUTURE. ANY AND ALL POLICIES, PRACTICES, OR PROCEDURES MAY BE CHANGED BY THE DIOCESE OF CHARLESTON FROM TIME TO TIME. ORAL OR WRITTEN ASSURANCES AND/OR REPRESENTATIONS OF THE DIOCESE OF CHARLESTON AND/OR ITS MANAGERS, SUPERVISORS OR AGENTS DO NOT FORM A CONTRACT OF EMPLOYMENT UNLESS (1) THE TERMS ARE IN WRITING AND INCLUDE THE DURATION OR TERM OF THE CONTRACT; (2) THE WRITING OR DOCUMENT IS LABELED "CONTRACT OF EMPLOYMENT;" AND (3) THE DOCUMENT IS SIGNED BY THE PASTOR OF THE PARISH OR SCHOOL.

I agree that I have received a copy of the handbook, that I have read the disclaimer above, and that I understand that THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT:

\_\_\_\_\_  
Printed name of employee

\_\_\_\_\_  
Signature of employee

Date: \_\_\_\_\_

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\_\_\_\_\_  
Printed name of employee

\_\_\_\_\_  
Signature of employee

Date: \_\_\_\_\_

# **IMPORTANT NOTICE**

**THIS POLICY MANUAL, WHICH IS EFFECTIVE JULY 1, 2004, SUPERSEDES ANY AND ALL PRIOR POLICY MANUALS AND/OR HANDBOOKS. NEITHER THE MANUAL NOR ANY OF THE POLICIES CREATE A CONTRACT OF EMPLOYMENT.**

# **INTRODUCTION**

## **THE DIOCESE OF CHARLESTON**

The Diocese of Charleston was established in 1820 under the leadership of its first bishop, The Most Reverend John England. Its services reach the 46 counties of South Carolina.

Geographically, the Diocese clusters in five deaneries, each under the pastoral leadership of a Vicar Forane.

The deaneries, administrative vicars, department heads and judicial department are under the jurisdiction of the Diocesan Bishop, the Most Reverend Robert E Guglielmone.

Lay persons, religious sisters and brothers, deacons and priests, serve in and are served through our 113 parishes/missions, 30 elementary and secondary schools, and many institutions and services under the direction of Catholic Charities.

We are pleased to have you join this family of service to the people of South Carolina.

- I. EMPLOYMENT**
- II. EMPLOYMENT STATUS AND RECORDS**
- III. EMPLOYEE BENEFIT PROGRAMS**
- IV. TIME KEEPING, WORK CONDITIONS AND HOURS**
- V. LEAVES OF ABSENCE**
- VI. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION**
- VII. POLICY OF THE DIOCESE OF CHARLESTON CONCERNING ALLEGATIONS OF SEXUAL MISCONDUCT OR ABUSE OF A MINOR BY CHURCH PERSONNEL**

**INDEX**

## **I. EMPLOYMENT**



## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992

**Revision Date:** 4/1/1996

**Revision Date:** 8/1/2004

### **101 NATURE OF EMPLOYMENT**

The policies in this manual are generally applicable to all persons employed by the Parish/School.

Employees are encouraged to familiarize themselves with the contents of this manual, for it will answer many common questions concerning employment with the Parish/School.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor the Parish/School is bound to continue the employment relationship, if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, or upon recommendation of the Pastor/Principal, the Diocese reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook. Recommendations will be reviewed by the Human Resources Department upon request of the Pastor.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992  
**Revision Date:** 8/1/2004

### **102 EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The Parish/School believes in equal employment opportunity for all individuals without regard to race, color, sex, age, national origin, disability or status as a Vietnam Era veteran. While there are some positions at the Parish/School for which being a Catholic in good standing is a bona fide occupational qualification, the Parish/School does not illegally discriminate on the basis of religion. This policy extends to all terms, conditions and privileges of employment as well as to the use of all Parish/School facilities and participation in all Parish/School-sponsored activities, including the following:

- (1) Recruitment, advertising, and job application procedures
- (2) Hiring, upgrading, demotion, transfer, layoff, termination, right of return from layoff, and rehiring
- (3) Rates of pay or any other form of compensation and changes in compensation
- (4) Job assignments, job classifications, organizational structures, and position descriptions
- (5) Leaves of absence, sick leave, or any other leave
- (6) Fringe benefits available by virtue of employment, whether or not administered by the Diocese
- (7) Selection and financial support for training, including: apprenticeship, professional meetings, conferences and other related activities, and selection for leaves of absence to pursue training
- (8) Activities sponsored by a covered entity including social and recreational programs, and
- (9) Any other term, condition or privilege of employment.

The Parish/School will make a reasonable accommodation for the known physical limitation of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship will result. Requests for such arrangements should be referred to the Pastor/Principal.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992

**Revision Date:** 4/1/1996

**Revision Date:** 8/1/2004

### **103 EMPLOYMENT OF IMMEDIATE FAMILY MEMBERS**

The relationship between certain types of jobs sometimes makes it necessary to place restrictions on the employment of immediate family members. Generally, immediate family members are prohibited from working in a supervisor/subordinate relationship and, under certain circumstances, may be prohibited from working as co-workers in the same department.

"Immediate family members" are defined as spouse, parent, child, grandparent, grandchild, brother or sister, parent-in-law, grandparent-in-law, brother-in-law, and sister-in-law. The immediate family will be considered to also include step-parents, step-children, step-brothers, and step-sisters. This policy may also apply to individuals who are not legally related to but reside with another employee.

If the employees become related by marriage and create a situation prohibited by this policy, one of the employees must give up his/her position. If the employees concerned cannot choose between them within 30 days who will give up his/her position, management will decide. The Human Resources Director will make an effort to find another position for the removed employee.

Only employees hired prior to 1/1/97 that have an existing employment relationship determined prior to 1/1/97 that conflicts with this policy will be allowed to continue that working relationship.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 9/1/1993  
**Revision Date:** 3/7/1995  
**Revision Date:** 8/1/2004

### **104 IMMIGRATION LAW COMPLIANCE**

The Parish/School complies with the Immigration Reform and Control Act of 1986 and is committed to employing only United States citizens and others who are authorized to work in the United States.

Federal law requires employers to verify the employment eligibility within the United States of all new employees hired after November 6, 1986. In fulfilling this requirement, all employees hired after this date are required to complete Form I-9, Employment Eligibility Verification. This form is to be certified by the employer and retained by the employer for three years after hiring or one year after termination, whichever is later.

The filing of this form requires one or two (depending on type of identification) proofs of identity. Refer to the form for specific requirements. Parish/School policy requires that copies of the proof(s) of identity be attached to the Form I-9.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 6/1/1994  
**Revision Date:** 12/9/1997  
**Revision Date:** 8/9/2003  
**Revision Date:** 8/1/2004  
**Revision Date:** 12/12/2011  
**Revision Date:** 4/15/2012

### **105 SEXUAL ABUSE OF MINORS**

The Policy of the Diocese of Charleston Concerning Allegations of Sexual Misconduct or Abuse of a Minor by Church Personnel is a separate policy and is generally maintained with this Employee Handbook. This policy is applicable to all Parish/School employees.

There is a form attached to that policy under Appendix B which must be signed indicating that the employee has read and understands the procedures that will be enforced.

**This policy was revised and re-numbered to Policy 701 - Please see Policy 701.**

## **PARISH/SCHOOL POLICY**

**Effective Date:** 3/26/2003  
**Revision Date:** 8/1/2004

### **106 EMPLOYMENT OF MINORS**

Due to the stringent legal requirements (Exhibits 106A and 106B) regarding hours, duties, and operation of equipment, employment of minors must be carefully monitored. A minor is defined by the United States Department of Labor as an individual under the age of 18. As a general rule, the Fair Labor Standards Act sets 14 years of age as the minimum age for employment, and limits the number of hours worked by minors under the age of 16 and the types of jobs allowed for 16 and 17 year olds (see Exhibits 106A and 106B for specific restrictions related to the employment of individuals between 14 and 18 years of age). Therefore, minors can only be hired with the written approval of the Diocesan Director of Human Resources. This approval can only be given after the HR Director has reviewed and approved the following:

1. A detailed position profile completed by the Pastor or his/her designee (Exhibit 106C).
2. A written plan created by the Pastor or his/her designee that details the procedure to be used to meet the monitoring requirements of the minor employee as set forth in Exhibits 106A and 106B.

Direct and consistent supervision of the minor and written documentation of that supervision must be in effect to ensure compliance with government regulations.

## EXHIBIT 106 A

*Citation/Title*

*SC ADC 71-3106, Employment of Minors Between 14 and 16 Years of Age.*

**\* 11680 S.C. Code of Regulations R. 71-3106**

### **CODE OF LAWS OF SOUTH CAROLINA 1976 ANNOTATED REGULATIONS**

#### **CHAPTER 71. DEPARTMENT OF LABOR, LICENSING AND REGULATION – DIVISION OF LABOR ARTICLE 3. CHILD LABOR**

*Current through State Register Volume 23, Issue 4, eff. April 23, 1999*

#### **71-3106. Employment of Minors Between 14 and 16 Years of Age.**

- (a) The employment of minors fourteen and fifteen years of age in the occupation, for the periods, and under the conditions hereafter specified does not interfere with their schooling or with their health and well-being and shall not be deemed to be oppressive child labor.
- (b) In all occupations covered by this subpart the employment (including suffering or permitting to work) by an employer of or employees fourteen and fifteen years of age shall be confined to the following periods:
  - (1) Outside school hours;
  - (2) Not more than 40 hours in any one week when school is not in session;
  - (3) Not more than 18 hours in any one week when school is in session;
  - (4) Not more than 8 hours in any one day when school is not in session;
  - (5) Not more than 3 hours in any one day when school is in session; and
  - (6) Between 7 a.m. and 7 p.m. in any one day, except during the period of summer break of the school district in which the minor resides, when the evening hour will be 9 p.m.
- (c) Permitted occupations for minors fourteen and fifteen years employed by retail, food service, and gasoline service establishments include:
  - (1) Office and clerical work, including the operation of office machines;
  - (2) Cashiering, selling, modeling, art work, work in advertising departments, window trimming, and comparative shopping;
  - (3) Price marking and tagging by hand or by machine, assembling orders, packing and shelving;
  - (4) Bagging and carrying out customers' orders;
  - (5) Errand and delivery work by foot, bicycle, and public transportation;
  - (6) Clean up work, including the use of vacuum cleaners and floor waxers, and maintenance of grounds, but not including the use of power-driven mowers, or cutters;
  - (7) Kitchen work and other work involved in preparing and serving food and beverages, including the operation of machines and devices used in the performance of such work, such as but not limited to, dish-washers, toasters, dumb-waiters, popcorn poppers, milk shake blenders, and coffee grinders;
  - \*11681** (8) Work in connection with cars and trucks if confined to the following: Dispensing gasoline and oil; courtesy service; car cleaning, washing and polishing; and other occupations permitted by this section, but not including work involving the use of pits, racks, or lifting apparatus, or involving the inflation of any tire mounted on a rim equipped with a removable retaining ring; and
  - (9) Cleaning vegetables and fruits, and wrapping, sealing, labeling, weighing, pricing and stocking goods when performed in areas physically separate from those where the work described in paragraph (d)(12) of this section is performed.

(d) Occupations which are not permitted for minors fourteen and fifteen years of age include:

- (1) Manufacturing, mining, or processing occupations, including occupations requiring the performance of any duties in work rooms or work places where goods are manufactured, mined, or otherwise processed, except those occupations permitted by paragraph (c) of this section;
- (2) Occupations which involve the operation or tending of hoisting apparatus or of any power-driven machinery other than office machines;
- (3) The operation of motor vehicles or service as helpers on such vehicles;
- (4) Public messenger service;
- (5) Occupations which the Director of the Department of Labor, Licensing and Regulation may find and declare to be hazardous for the employment of minors sixteen and seventeen years of age or detrimental to their health or well-being;
- (6) Occupations in connection with:
  - (a) Transportation of persons or property by rail, highway, air, water, pipeline, or other means;
  - (b) Warehousing and storage;
  - (c) Communications and public utilities;
  - (d) Construction (including demolition and repair);Except such office (including ticket office) work, or sales work, in connection with paragraphs (6)(a), (b), (c), and (d) of this section, as does not involve the performance of any duties on trains, motor vehicles, aircraft, vessels, or other media of transportation or at the actual site of construction operations;
- (7) Work performed in or about boiler or engine rooms;
- (8) Work in connection with maintenance or repair of the establishment, machines or equipment;
- (9) Outside window washing that involves working from window sills, and all work requiring the use of ladders, scaffolds, or their substitutes;
- (10) Cooking (except at soda fountains, lunch counters, snack bars, or cafeteria serving counters) and baking;
- (11) Occupations which involve operating, setting up, adjusting, cleaning, oiling, or repairing power-driven food slicers and grinders, food choppers, and cutters, and bakery-type mixers;
- (12) Work in freezers and meat coolers and all work in the preparation of meats for sale except as described in paragraph (c)(9) of this section;
- \*11682 (13) Loading and unloading goods to and from trucks, railroad cars, or conveyors;
- (14) All occupations in warehouses except office and clerical work

(e) This section shall not apply to any Work Experience or Career Exploration Program approved by the Administrator of the Wage and Hour Division of the United States Department of Labor. The South Carolina Department of Labor will not make separate determinations concerning such programs. See 29 CFR § 570.35(a).

***HISTORY: Amended by State Register Volume 21, Issue No. 6, Part 2, eff June 27, 1997.***

The 1997 amendment changed "between fourteen and sixteen years of age" to "fourteen and fifteen years of age" in (a) and (b), revised the summer break exception in (b)(6), changed "between fourteen and sixteen years of age" to "fourteen and fifteen years" in (c), changed "between fourteen and sixteen years of age" to "fourteen and fifteen years" in (d) and revised the ages and reference to the "Commissioner of Labor" in (d)(5).

**REFERENCES**

RESEARCH AND PRACTICE REFERENCES –

48a Am Jur 2d, Labor and Labor Relations § 2656.

ANNOTATIONS –



Lawn mowing as violation of child labor statutes. 56 ALR3d1166.

## **EXHIBIT 106B**

State House Network  
2000 Code of Laws  
(unannotated)  
Current through the end of the 2000 Regular Session

### **Title 41 – Labor and Employment**

#### **CHAPTER 13.**

#### **CHILD LABOR**

##### **SECTION 41-13-5.** “Employer” defined.

As used in this article “employer” includes every person, firm, partnership, association, corporation, receiver or other officer of a court of this State, the State or any political subdivision thereof and any agent or officer of the above-mentioned classes employing any person in this State.

##### **SECTION 41-13-20.** Oppressive child labor practices prohibited; Director of the Department of Labor, Licensing, and Regulation or his designee to promulgate regulations.

No employer in this State shall engage in any oppressive child labor practices. The Director of the Department of Labor, Licensing, and Regulation or his designee shall promulgate regulations pursuant to Sections 1-23-10 et seq. which will prohibit and prevent such oppressive child labor practices provided that such regulations shall not be more restrictive or burdensome than applicable federal laws or regulations.

##### **SECTION 41-13-25.** Penalties for violating child labor regulations.

- (A) As determined by the Director of the Department of Labor, Licensing and Regulation or the director's designee, an employer who violates a child labor regulation promulgated pursuant to this chapter must be given a written warning of the violation for a first offense or may be fined not more than one thousand dollars. For second or subsequent offenses, an employer may be fined not more than five thousand dollars for each offense. The director shall determine the amount of the penalty pursuant to procedures promulgated by the department in regulation for assessing penalties under this chapter. These regulations shall include the method for determining penalties based on the size of the business of the employer being charged, the gravity of the violation, the good faith of the employer, and the history of previous violations of the employer.
- (B) The findings of the director, including the amount of the fine, are final unless within thirty days after receipt of their notice by certified mail the employer requests in writing to the director a review of the findings or the amount of the fine. If a request for review is made to the director, a final determination must be made after an opportunity for a hearing pursuant to the Administrative Procedures Act.
- (C) The amount of the fine as finally determined may be recovered in a civil action brought in a court of competent jurisdiction and deposited in the state general fund.

##### **SECTION 41-13-30.** Misrepresentation of age of child.

Any parent, guardian or other person having under his control any child who consents, suffers or permits the employment of his child or ward under the ages above provided or who knowingly or willfully misrepresents the age of such child or ward to any person in order to obtain employment for such child or ward contrary to the provisions of Section 41-13-10 shall be guilty of a misdemeanor and for every offense shall, upon conviction thereof, be fined not less than ten dollars nor more than fifty dollars or be imprisoned not longer than thirty days, in the discretion of the court.

**SECTION 41-13-40.** [1962 Code Section 40-164; 1952 Code Section 40-164; 1942 Code Section 8668; 1932 Code Section 8668; Civ. C. '22 Section 5568; Civ. C. '12 Section 3788; Civ. C. '02 Section 2694; G.S. 2062; R.S. 2194; 1871 (15) 545; 1908 (25) 1029; 1976 Act No. 695 Section 1] Repealed by 1998 Act No. 395, Section 2, eff June 9, 1998.

**SECTION 41-13-50.** Enforcement.

The Director of the Department of Labor, Licensing, and Regulation or his designee and the inspectors and agents of the Division of Labor shall enforce the provisions of this chapter, make complaints against persons violating its provisions and institute prosecutions for violation thereof.

**SECTION 41-13-60.** Inspection of factories and records for enforcement purposes.

The Commissioner and the inspectors and agents of the Department may enter and inspect at any time any place or establishment where minors are employed and may have access to all such records as may aid in the enforcement of this chapter.

**EXHIBIT 106C**

**POSITION PROFILE**

Please type, print or write legibly.

**I. IDENTIFICATION INFORMATION**

Position Title \_\_\_\_\_ Hours/Week \_\_\_\_\_

Department \_\_\_\_\_

Prepared by \_\_\_\_\_ Date \_\_\_\_\_

Length of time in this position (if completed by the employee) \_\_\_\_\_

Employee's Supervisor \_\_\_\_\_

**II. GENERAL JOB SUMMARY**

Directions: Briefly, please explain the major purpose of your job. Give a very general explanation of your job. You will be asked to be more specific in the next question. This general job summary should be only one to three sentences in length.

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**III. MAJOR JOB FUNCTIONS**

Directions: On the reverse side of this page list the various duties (tasks) for your job. Be as specific as possible and avoid the use of technical abbreviations or vague terminology. List the duties in order of importance with number 1 being most important. Number each task (1-20) and list the frequency (daily, weekly, monthly, etc.) that you do the activity. Also, estimate the percent of your time that is spent on the task. Try to limit the number of tasks to 20 items or less.

Order of Importance	Task	Frequency (daily, weekly, etc.)	Percent of job	Essential function* (yes/no)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL			100%	

\* Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. Factors to consider in determining if a function is essential include: whether the reason the position exists is to perform that function, the number of other employees available to perform the function or among whom the performance of the function can be distributed, the degree of expertise or skill required to perform the function, and the time spent performing the function. For assistance in determining essential functions, please contact Human Resources.

IV. INTERACTIONS: Describe the internal/external interactions required as a normal part of this position. Please indicate the purpose and frequency of such interactions.

Interaction With	Purpose	Frequency

V. TOOLS/EQUIPMENT/MACHINES USED IN JOB:

Identify the type of tool/equipment/machine. Show the amount of time by checking (with an X) in the appropriate boxes.

Identify Type	Up to 1/3	1/3 to 2/3	2/3 or more

VI. KNOWLEDGE, SKILLS AND ABILITIES

- List any special skill requirements for this position; i.e., speed, accuracy, precision in working with described tools, equipment, systems, etc.

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- Describe acquired skills and learning experiences that are required for employment in this position. Also list any degree requirements (Associate, Bachelor, Master, Doctorate) and the field the degree is required in.

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3. Is a professional license and/or certification required for this position?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please specify: \_\_\_\_\_

4. Is a driver's license required for this position?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify, including frequency: \_\_\_\_\_

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VII. WORKING CONDITIONS:

List any significant physical demands for this position; i.e., heavy lifting, unusual working conditions, etc.:

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VIII. PHYSICAL DEMANDS

How much on-the-job time is spent in the following physical activities? Show the amount of time by marking (with an X) the appropriate boxes.

	<b>Amount of Time:</b>			
<b>Physical Demand</b>	<b>None</b>	<b>Up to 1/3</b>	<b>1/3 – 2/3</b>	<b>2/3 or more</b>
Standing				
Walking				
Sitting				
Talking				
Hearing				
Using hands				
Using feet				
Climbing/balancing				
Stooping/kneeling/crouching/crawling				
Reaching above shoulders				
Tasting/smelling				

Does this job require that weight be lifted or force be exerted? (Answer with Yes or No) \_\_\_\_\_

If yes, how much and how often? Mark the appropriate boxes below (with an X).

	<b>Amount of Time:</b>			
<b>Weight</b>	<b>None</b>	<b>Up to 1/3</b>	<b>1/3 – 2/3</b>	<b>2/3 or more</b>
Up to 10 lbs.				
Up to 25 lbs.				
Up to 50 lbs.				
Up to 100 lbs.				
More than 100 lbs.				

Describe the specific job duties that require the physical demands selected above.

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Does this job have any special vision requirements other than close and distant vision, and the ability to adjust focus? (Answer with Yes or No): \_\_\_\_\_

If yes, list: \_\_\_\_\_  
\_\_\_\_\_

IX. WORK ENVIRONMENT:

Does this job require exposure to special environmental conditions (e.g., outdoor weather conditions, risk of electrical shock, exposure to toxic chemicals, etc.)? Yes or no: \_\_\_\_\_

If yes, indicate type(s) and percentage of time spent in exposure: \_\_\_\_\_  
\_\_\_\_\_

If the amount of noise typical for the work environment of this job is other than moderate (typical business office with typewriter, computer equipment, etc.), describe:

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X. SUPERVISOR'S REVIEW:

In your opinion, is any independent discretion or judgment needed to perform this job in a satisfactory manner? (Answer Yes or No): \_\_\_\_\_

If yes, explain to what degree and site-specific examples:

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This completed job description form was reviewed for accuracy by the position's supervisor or department head identified below. Adjustments and/or corrections have been made as needed by the supervisor on this form and all changes have been reviewed with the employee.

Supervisor's position title: \_\_\_\_\_

Supervisor's name (please print): \_\_\_\_\_

Supervisor's signature signifying approval: \_\_\_\_\_

Date: \_\_\_\_\_



## **II. EMPLOYMENT STATUS AND RECORDS**

## PARISH/SCHOOL POLICY

Effective Date: 8/1/1992  
Revision Date: 3/7/1995  
Revision Date: 4/1/1996  
Revision Date: 3/26/2003  
Revision Date: 8/1/2004  
Revision Date: 07/01/2005  
Revision Date: 12/1/2009  
Revision Date: 7/1/2014

### **201 DEFINITION OF EMPLOYEE STATUS**

Introductory Employees: Those employees, whether Regular Full time or Regular Part time, who have not yet completed the initial 90-day introductory period. An Introductory employee is eligible for health, life, disability, and supplemental insurance benefits on the first of the month after 60 days of employment. An Introductory employee begins to accrue paid leave immediately, but these benefits may not be used until after completion of 90 days of service.

Regular, Full-time Employees: Those employees who have satisfactorily completed the initial 90-day introductory period and who fill a regular (not temporary) position that normally requires a work week of at least 37.5 hours. For benefits refer to policies 301 through 310.

Regular, Part-time Employees: Those employees who have satisfactorily completed the initial 90-day introductory period and who fill a regular (not temporary) position with a normal work week of less than 37.5 hours, but who work at least 20 hours per week. For benefits refer to policies 301 through 310. Those part-time employees who work less than 20 hours per week are not eligible for benefits.

Full-time, Non-contract and Contract School Year Employees: Those employees who are employed in conjunction with the school year (generally 10 months of the year), to work at least 37.5 hours for the regular school week (5 days). For benefits refer to policies 304 through 310 and policy 312.

Part-time, Non-contract and Contract School Year Employees: Those employees who are employed in conjunction with the school year (generally 10 months of the year), to work less than 37.5 hours for the regular school week (5 days), but who work at least 20 hours per week. For benefits refer to policies 304 through 310 and policy 312. Those part-time employees who work less than 20 hours per week are not eligible for benefits.

Temporary Full-time and Temporary Part-time Employees and All Other Employee Statuses Not Defined Above: Those employees whose service is intended to be of limited duration, such as during summer months only, and those employees who have satisfactorily completed the initial 90-day introductory period and who fill a regular position with a normal work week of less than 20 hours. Although temporary

employment may be anticipated to last a particular time period, employment is at will and there is no guarantee of employment for the anticipated period. These employees are not eligible for employee benefits.

Non-exempt Employees: Employees who are not exempt from minimum wage, overtime and time card provisions of the Fair Labor Standards Act (wage/hour law) as amended.

Exempt Employees: Employees who are exempt from the minimum wage, overtime, and time card provisions of the Fair Labor Standards Act (wage/hour law) as amended. These executive, administrative, and professional, employees do not receive overtime pay regardless of the number of hours worked.

Contract Employees: Employees who have a written contract of employment approved by the Diocese and signed by the Pastor. The contract must specify that it is a contract for a specific job and a definite length of time. Contract employees are ordinarily religious priests, sisters and brothers, and principals and teachers in the Catholic School system.

Independent Contractors: Individuals or entities who perform certain services for the company on an as-needed basis and who, among other things, exercise control over the services performed and the manner in which those services are performed. They are not employees of the Diocese and therefore are not entitled to benefits.

**NOTE: Some of these provisions may apply differently in situations where the normal work year is a school year or related to the school year.**

**With the exception of contract employees, all employees are employed at will.**

## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992  
**Revision Date:** 8/1/2004

### **202 PERSONNEL DATA CHANGE**

It is the responsibility of each employee to promptly notify the Pastor/Principal or his/her designee of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 9/1/1993  
**Revision Date:** 8/1/2004

### **203 EMPLOYMENT APPLICATIONS**

The Parish/School relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. The Parish/School reserves the right to verify all information given. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Parish/School's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. The appropriate application form is attached as Exhibit 203A.

EXHIBIT 203A

**DIOCESE OF CHARLESTON  
APPLICATION FOR EMPLOYMENT**

Location: \_\_\_\_\_  
(Diocese of Charleston or name of School or Parish)

Date: \_\_\_\_\_

The Diocese of Charleston is an **EQUAL OPPORTUNITY EMPLOYER** and does not discriminate based on race, color, sex, age, national origin, disability as defined by the Americans With Disabilities Act or status as a Vietnam Era veteran. While there are some positions for which being a practicing Catholic is a bona fide occupational qualification, the Diocese does not illegally discriminate on the basis of religion.

**I. PERSONAL INFORMATION**

Name: \_\_\_\_\_  
Last First MI Social Security Number

Address: \_\_\_\_\_  
Number & Street City State Zip Code

Home Phone: \_\_\_\_\_ Are you under 18 yrs of age? \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Previous Addresses and Dates of Residence (If at present less than seven years):

\_\_\_\_\_  
\_\_\_\_\_

Have you EVER resided in any other states or territories within the United States other than those listed above? *Please circle one:* Yes No

If yes, please list those states or territories: \_\_\_\_\_

Please list any other names, including maiden names, names by previous marriages, "nicknames", aliases, etc., by which you have ever been known:

\_\_\_\_\_

Have you ever applied to the Diocese of Charleston for a job? *Please circle one:* Yes No

If yes, what job and when: \_\_\_\_\_

Do you have any relatives employed by the Diocese of Charleston or any of its parishes or schools?: \_\_\_\_\_ If yes, provide details? \_\_\_\_\_

Position desired: \_\_\_\_\_ Salary Desired: \$ \_\_\_\_\_ Hourly/Annually

Status Desired: Full Time   Part time   PRN

Earliest Start Date: \_\_\_\_\_

## II. EDUCATION

Name	Address	Major	Graduated	If yes, degree
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/Tech/BusSch			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Are you currently in school? \_\_\_\_\_ If yes, where? \_\_\_\_\_

CERTIFICATIONS HELD: \_\_\_\_\_  
Date State Type

Other professional training and/or workshops attended

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Special awards and recognitions

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### III. EMPLOYMENT HISTORY

INSTRUCTIONS: Starting with your current employment, list in reverse order your past employment. Please note any extended periods of non-employment. (more than six (6) months).

1) Employed By: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_ Hours Worked/Week \_\_\_\_\_

From:(Mo./Yr.) \_\_\_\_\_ To:(Mo./Yr.) \_\_\_\_\_

Supervisor's name & title: \_\_\_\_\_

Description of job/responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_ Salary: \_\_\_\_\_

2) Employed By: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_ Hours Worked/Week \_\_\_\_\_

From:(Mo./Yr.) \_\_\_\_\_ To:(Mo./Yr.) \_\_\_\_\_

Supervisor's name & title: \_\_\_\_\_

Description of job/responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_ Salary: \_\_\_\_\_



3) Employed By:\_\_\_\_\_ Phone\_\_\_\_\_

Address:\_\_\_\_\_

City, State, Zip:\_\_\_\_\_

Position(s) Held:\_\_\_\_\_ Hours Worked/Week

From:(Mo./Yr.)\_\_\_\_\_ To:(Mo./Yr.)\_\_\_\_\_

Supervisor's name & title:\_\_\_\_\_

Description of job/responsibilities:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason(s) for leaving:\_\_\_\_\_ Salary:\_\_\_\_\_

4) Employed By:\_\_\_\_\_ Phone:\_\_\_\_\_

Address:\_\_\_\_\_

City, State, Zip:\_\_\_\_\_

Position(s) Held:\_\_\_\_\_ Hours Worked/Week

From:(Mo./Yr.)\_\_\_\_\_ To:(Mo./Yr.)\_\_\_\_\_

Supervisor's name & title:\_\_\_\_\_

Description of job/responsibilities:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason(s) for leaving:\_\_\_\_\_ Salary:\_\_\_\_\_

If additional space is needed, please request additional pages, or attach additional history using the format above.

5) Please identify and explain periods of non-employment (more than six (6) months):

\_\_\_\_\_

\_\_\_\_\_

#### IV. SPECIAL SKILLS

Do you speak any foreign languages? If yes, are you fluent in speech and writing?

\_\_\_\_\_

List any computer skills including software experience: \_\_\_\_\_

\_\_\_\_\_

List any relevant accomplishments, qualifications and/or volunteer experience: \_\_\_\_\_

\_\_\_\_\_

Why are you interested in working for the Diocese of Charleston? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### V. REFERENCES

Please provide a minimum of three professional references.

Name	Company/ City, State	Telephone (indicate if home/work/cell phone)	Alternative number

#### VI. MISCELLANEOUS

Have you ever been convicted of or pled guilty or no contest to a crime (felony or misdemeanor) other than a minor traffic violation? \_\_\_\_\_ If yes, please explain in detail and give disposition of case (a yes response does not necessarily mean applicant will not be considered for hire): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has a civil complaint (including internal complaints given to management or supervisors at places of employment) or a criminal complaint ever been filed against you which alleged physical or sexual abuse, neglect, or misconduct by you or your participation or facilitation of

such activities?\_\_\_\_\_ If yes, please explain in detail and give disposition of case  
(a yes response does not necessarily mean applicant will not be considered for hire):\_\_\_\_\_

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**PLEASE READ CAREFULLY AND SIGN**

I hereby certify that to the best of my knowledge the information presented in this application is true and complete. My permission is given for contact to be made for references with employers listed herein, except where specifically indicated to the contrary. I also understand that employment is contingent upon a thorough reference and background screen by an outside professional screening company named by the Diocese of Charleston. I further understand that an offer of employment shall not be conditionally or formally extended unless I agree to this background screen by signing an employment inquiry release.

I also understand that if hired, neither this application nor any related policies, procedures, or practices of the employer shall create an implied or explicit contract for employment or promise of continued employment. Employment in the Diocese of Charleston is "at will" or voluntary by the employer and employee. This means employment may be terminated by either party at any time with or without notice or reason. The only exceptions to the employment at will arrangement are those limited situations in which professional educators have written annual contracts that are approved by the Diocesan Office of Finance and Diocesan Office of Education.

I understand that any misrepresentation or falsification can be grounds for refusal of employment. I further understand that if employed, any false statements or misrepresentations contained herein or in conjunction with the application process may be cause for dismissal.

Please check one:      You may make contact with my present employer:\_\_\_\_\_

                                    You may not make contact with my present employer:\_\_\_\_\_

                                    I am not employed at this time:\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

08/98  
10/98  
02/03  
07/05  
09/07

## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992  
**Revision Date:** 1/1/1996  
**Revision Date:** 4/1/1996  
**Revision Date:** 8/1/2004

### **204 PERFORMANCE APPRAISALS**

The Pastor/Principal or his/her designee should conduct a formal performance evaluation after an employee's first 90 days of employment or transfer or promotion into another position. This is not for the purpose of salary review.

A formal performance evaluation should be conducted annually thereafter. The review date should coincide with the employee's date of hire, transfer, or promotion into another position. In some instances, teacher classroom evaluations may be substituted for the annual review.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 9/1/1993  
**Revision Date:** 4/1/1996  
**Revision Date:** 3/26/2003  
**Revision Date:** 8/1/2004

### **205 RECRUITMENT**

All recruitment efforts to fill vacancies or add to current staff should be initiated by the Pastor/Principal or his/her designee.

Any requests for temporary staff should be made directly to the Pastor/Principal or his/her designee for approval.

When in the best interests of the Parish/School, vacancies may be filled from within, without external advertising or posting.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992  
**Revision Date:** 4/1/1996  
**Revision Date:** 8/1/2004

### **206 REFERENCES AND BACKGROUND CHECKS**

All applicants should complete a Job Application and provide all requested information including three references. The Pastor/Principal or his/her designee has the responsibility of checking all references and verifying past employment. Applications will remain active for a period of 30 days.

The Pastor/Principal or his/her designee will respond to all requests for employment references and verifications from other employers. Responses to such inquiries will confirm only dates of employment and position(s) held. Only with written authorization from the employee may salary/wage information be released.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 9/1/1993

**Revision Date:** 4/1/1996

**Revision Date:** 8/1/2004

### **207 ORIENTATION**

Each employee is expected to complete a general orientation as scheduled by the Pastor/Principal or his/her designee.

This orientation offers a new employee an opportunity to learn general information about the Parish/School, the Diocese, rules, regulations, and policies as well as history of the Parish/School, the Diocese, organizational structure and mission. Orientation should also address safety issues, employee conduct, work rules, and general Parish/School operations. The Pastor/Principal or his/her designee provides specific information to individuals concerning the tasks, functions, and requirements of their position.

## PARISH/SCHOOL POLICY

Effective Date: 10/1/1992  
Revision Date: 3/7/1995  
Revision Date: 8/1/2004  
Revision Date: 12/01/2009

### **208 MOVE IN EMPLOYMENT FROM ONE PARISH OR SCHOOL TO ANOTHER WITHIN THE DIOCESE OF CHARLESTON**

#### INSURANCE BENEFITS

In the event an employee of one Parish or School leaves that employment and immediately begins working at another Parish or School within the Diocese, or a Diocesan office, that employee would be able to continue his or her Life, LTD and health insurance with the new employer per Diocesan and insurance policy requirements without an eligibility waiting period, as long as there is not a break in service. The employee would be charged for the coverage at the rate charged by the new employer. The employee should notify the insurance coordinator at the new employer, who would then be responsible for having the employee complete the paperwork, and notifying the insurance company of the employee's new group number and any other changed information, such as the address, phone number, etc. of the employee.

#### PAID LEAVE BENEFITS

The employee cannot transfer paid leave – when he or she separates employment at one location his or her eligible accrued vacation will be paid out. Sick leave is not paid out, in accordance with Policy #303. He or she will begin to accrue both paid sick and vacation leave at the new location in accordance with Diocesan Policy as a new employee.

#### RETIREMENT BENEFITS

##### Immediate transfer without a break in service

Because all Parishes and Schools participate in the same 403(b) retirement plan, transferring employment from one location to another without a break in service has no effect on an employee's eligibility under the plan. However, you should coordinate with the 403(b) coordinator at the new location to ensure that the new location number is on file along with any change in employee address, telephone number, or other similar information.

##### Re-Employment with the same or another location after a break in service

The plan is subject to various rules and regulations promulgated by the IRS which govern the effect of any break in service. Under current laws, time worked at one parish or school generally is counted for purposes of eligibility when an individual is re-hired, even after certain lapses in service. If you are re-hired at your former or a different Diocesan Parish or School after a break in service, you should contact the Diocesan Human Resources Department to review the rules that apply in your particular circumstances.



## **PARISH/SCHOOL POLICY**

**Effective Date:** 4/1/1996

**Revision Date:** 8/1/2004

### **209 ACCESS TO PERSONNEL RECORDS**

The Parish/School maintains a personnel file on each employee. The personnel file may include such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the Parish/School and are confidential. Access to information they contain is restricted. Generally, only supervisors and management personnel who have a legitimate reason to review the information in a file are allowed to do so.

All requests for employee information, including subpoenas, should be immediately referred to the Pastor/Principal or his/her designee. Generally, the Parish/School will respond to such requests for information as authorized by the employee or required by law. A log may be kept of individuals given access to personnel records.

Employees who wish to review their own file should contact the Pastor/Principal or his/her designee. With reasonable advance notice, employees may review their own personnel files in the Parish/School Office during normal business hours and in the presence of the Pastor/Principal or his/her designee. The Parish/School is not required to provide employees copies of materials contained in their own personnel files, except as required by law.

For assistance please contact the Diocesan Human Resources Department.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 7/1/2003  
**Revision Date:** 8/1/2004

### **210 REHIRE AND REINSTATEMENT**

Former employees who worked 20 hours or more per week may be eligible for rehire or reinstatement depending upon prior work history with the Parish/School. This policy does not apply to an employee who moves from one Parish/School or Diocesan office to another – this policy applies only to an employee who leaves one Parish/School or Diocesan office and returns to the same one (see Policy 208 for further information). Former employees who worked less than 20 hours per week may be eligible for rehire, but not for reinstatement.

For the purposes of this policy:

“Rehire” is hiring a former employee in the Parish/School with a new date of hire and no seniority.

“Reinstatement” is reinstating a former employee to a position in the Parish/School with former seniority and benefit levels. Should an employee return and change from full time status to part time status or vice versa, vacation and sick accruals may be prorated and comprehensive health benefits may be modified depending on limitations in the plan design.

Typically, only those employees who were away from the Parish/School for six (6) consecutive calendar months or less and who had at least one (1) year of continuous service prior to leaving the Parish/School may be eligible for reinstatement. Employees who have been away from the Parish/School for more than six (6) consecutive months may only be eligible for rehire. Rehired employees shall be treated as new employees. Employees who were discharged under disciplinary action are generally not eligible for rehire or reinstatement.

Rehired and reinstated employees will be subject to all probationary and review policies.

This policy applies only to those employees who have worked in this Parish/School. Tenure from another Parish, School or a Diocesan office does not apply.

## **211 DISPOSAL OF CONSUMER INFORMATION**

From time to time the Diocese may obtain or possess consumer or other personal information regarding applicants, employees, volunteers, or others. Reasonable measures shall be taken to protect the privacy of such information, both in retention and disposal of the information once retention no longer is necessary or desirable.

Any person within the Diocese of Charleston who obtains or possesses consumer information for a business purpose must properly dispose of such information by taking reasonable measures to protect against unauthorized access to or use of the information in connection with its disposal. This rule includes any information derived from a consumer credit report or employee background report and covers any person other than the individual who has obtained his or her own consumer report of file closure.

Paper documents containing abovementioned consumer information must be disposed of by using a paper shredder. CD ROMs and floppy disks containing such information must be broken in half. Floppy disks can also be destroyed by removing the metal cover protecting the disk, or by taking such other measures as will effectively destroy the disk. All hard drives containing consumer information must be submitted to the Director of Computer Services and disposed of by him/her. All used computers shall be reformatted in order to remove all data by the Director of Computer Services before reinstalled and reused.

### **III. EMPLOYEE BENEFIT PROGRAMS**

## PARISH/SCHOOL POLICY

Effective Date: 10/1/1992  
Revision Date: 4/1/1996  
Revision Date: 8/1/2004  
Revision Date: 7/1/2005  
Revision Date: 12/1/2009

### 301 VACATION

The Parish/School provides paid annual leave for Regular Full-time and Regular Part-time Employees show work a 12-month year, based on years of service, as of date of employment in benefit eligible status in accordance with the schedule following this policy. Paid time off for Non-contract and Contract School Year Employees who work 20 hours or more per week is provided according to Policy 312.

The following matrix is based on earning annual leave hours over a year. The accrual of annual leave begins with the first full pay period. New employees are not eligible to take annual leave during the first 90 days of employment. Should an employee terminate during the first 90 days, all annual leave earned is forfeited. When an employee reaches the anniversary date of his/her first, fifth, or fifteenth year of service in benefit eligible status or change in employment status to such status, his/her annual leave accrual will be adjusted upward in the first full pay period following that anniversary date in benefit eligible status. After 90 days of service accrued annual leave is compensable at termination.

All authorized annual leave must be requested and approved in advance by the Pastor/Principal or his/her designee.

Annual leave ceases to accrue when an employee is granted a medical leave, personal leave, or is in an unpaid status for more than two weeks.

Annual leave may accumulate to 1½ times the employee's yearly accrual. Thus, a regularly scheduled 40 hour employee with 2 years of service could accrue a maximum of 120 hours of annual leave.

There will be no pay issued for unused vacation time, except in the case of termination or resignation.

## **MATRIX FOR VACATION TIME ACCRUAL**

### **Weekly Per Pay Period Vacation Accrual**

<u>Regularly Scheduled hrs.</u>	<u>Up to 1 yr.</u>	<u>1 yr. Thru 5 yrs.</u>	<u>5 yrs. thru 15 yrs.</u>	<u>15 yrs. plus</u>
<b>40</b>	<b>.77</b>	<b>1.54</b>	<b>2.30</b>	<b>3.08</b>
37.5	.72	1.44	2.16	2.88
35	.675	1.35	2.03	2.70
30	.575	1.15	1.73	2.31
20	.385	.78	1.16	1.54
Equivalent to:	5 work days	10 w.d.	15 w.d.	20 w.d.

### **Bi Weekly Per Pay Period Vacation Accrual**

<u>Regularly Scheduled hrs.</u>	<u>Up to 1 yr.</u>	<u>1 yr. thru 5 yrs.</u>	<u>5 yrs. thru 15 yrs.</u>	<u>15 yrs. plus</u>
<b>40</b>	<b>1.54</b>	<b>3.08</b>	<b>4.6</b>	<b>6.16</b>
37.5	1.44	2.88	4.32	5.76
35	1.35	2.70	4.05	5.40
30	1.15	2.30	3.45	4.62
20	.77	1.56	2.31	3.08
Equivalent to:	5 work days	10 w.d.	15 w.d.	20 w.d.

## PARISH/SCHOOL POLICY

Effective Date: 10/1/1992  
Revision Date: 3/26/2003  
Revision Date: 8/1/2004

### 302 HOLIDAYS

All Regular Full-time and Regular Part-time Employees who work a 12-month year will be paid for all celebrated holidays. Paid time off for Non-contract and Contract School Year Employees who work 20 hours or more per week is provided according to Policy 312. Generally, standard holidays celebrated are:

\*New Year's Day  
Memorial Day  
Labor Day  
Christmas Day

Good Friday  
\*Fourth of July  
Thanksgiving Day

These holidays will be observed on the day on which they occur.

\*In the event New Year's Day falls on a Saturday, the preceding Friday will be observed as a holiday and in the event New Year's Day falls on a Sunday, the following Monday will be a holiday. In the event the Fourth of July occurs on a Saturday or Sunday, the following Monday will be a holiday. In the event Christmas falls on a Saturday or Sunday, the following Monday will be taken as a holiday.

Other holidays may be designated at the Pastor's discretion. This list will be updated annually. The holiday schedule may be changed from time to time according to Parish/School needs.

## PARISH/SCHOOL POLICY

Effective Date: 10/1/1992  
Revision Date: 9/1/1993  
Revision Date: 4/1/1996  
Revision Date: 3/26/2003  
Revision Date: 8/1/2004  
Revision Date: 07/01/2005

### 303 SICK DAYS

The Parish/School provides all Regular Full-time Employees and Regular Part-time Employees who work a 12-month year 12 paid sick days per year on a pro-rated basis. These days will accrue per pay period based on the matrix below. An employee is eligible to use sick leave after the first 90 days of employment. Paid time off for Non-contract and Contract School Year Employees who work 20 hours or more per week ore is provided according to Policy 312.

#### **Weekly Per Pay Period Sick Time Accrual**

Hours Worked per week	Per pay period hourly accrual
40	1.85
37.5	1.73
35	1.62
30	1.39
20	.93

Equivalent to: 12 work days

#### **Bi Weekly Per Pay Period Sick Time Accrual**

Hours Worked per week	Per pay period hourly accrual
40	3.69
37.5	3.46
35	3.23
30	2.77
20	1.85

12 work days

The maximum accrual for sick time is the hourly equivalent of 60 work days. Thus, someone who normally works 6 hours a day would have a 360 hour maximum. When employees leave the employ of the Parish/School for any reason, unused sick pay will not be paid.

Sick leave is intended to cover time lost for the illness, maternity, or off the job injury of the employee and is not intended to be used for time lost due to the illness of other family members except for those cases covered in the Family and Medical Leave Policy (see Section 501).

The Parish/School reserves the right to require a physician's statement prior to payment of said benefit.

If a paid holiday occurs while an eligible employee is on paid sick leave, the employee will receive holiday pay, and that day will not be charged against his sick leave balance.



## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992  
**Revision Date:** 4/1/1996  
**Revision Date:** 3/26/2003  
**Revision Date:** 8/1/2004  
**Revision Date:** 7/1/2005

### **304 COMPASSION LEAVE (BEREAVEMENT)**

The Parish/School grants all Regular Full-time, Regular Part-time, Full-time Non-contract and Contract School Year, and Part-time Non-contract and Contract School Year employees as defined in policy 201 up to three days off, with pay, in the event of the death of an immediate family member. This time is intended to be used to attend funeral and/or memorial services and should be used within 10 days of the death or funeral/memorial service. For purposes of administering this policy, immediate family members are defined as spouses, children, parents, siblings, brothers- and sisters-in-law, fathers- and mothers-in-law, stepparents, stepbrothers, stepsisters, grandparents and grandchildren. The employee may be required to furnish satisfactory evidence to support the leave.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992  
**Revision Date:** 4/1/1996  
**Revision Date:** 3/26/2003  
**Revision Date:** 8/1/2004  
**Revision Date:** 1/1/2014

### **305 HEALTH INSURANCE**

On the first of the month following 60 days of employment, all Regular Full-time, Regular Part-time, Full-time Non-contract and Contract School Year, and Part-time Non-contract and Contract School Year employees as defined in policy 201 are eligible to purchase comprehensive health coverage and benefits. A summary of health coverage, benefits, and the costs is available from the Pastor/Principal or his/her designee. Employees who are scheduled to work less than 30 hours per week or are classified as temporary are not eligible for comprehensive health benefits.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992  
**Revision Date:** 6/1/1993  
**Revision Date:** 4/1/1996  
**Revision Date:** 8/1/2004  
**Revision Date:** 1/1/2014

### **306 LIFE INSURANCE**

On the first of the month following 60 days of employment, the Parish/School will provide term life insurance to all Regular Full-time, Regular Part-time, Full-time Non-contract and Contract School Year, and Part-time Non-contract and Contract School Year employees as defined in policy 201. A summary of benefits is available from the Pastor/Principal or his/her designee.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992  
**Revision Date:** 7/1/1994  
**Revision Date:** 4/1/1996  
**Revision Date:** 8/1/2004  
**Revision Date:** 12/01/2009

### **307 403B RETIREMENT PLAN**

All Regular Full-time, Regular Part-time, Full-time Non-contract and Contract School Year, and Part-time Non-contract and Contract School Year employees as defined in policy 201 are eligible to participate in the Diocesan Pension Plan. Parishes/Schools do not contribute to the employee retirement plan until the eligible employee has worked one year and meets the 1,000 hours year of service provision required by the plan. The Pastor/Principal or his/her designee can assist you in obtaining additional information about this benefit.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992  
**Revision Date:** 4/1/1996  
**Revision Date:** 3/26/2003  
**Revision Date:** 8/1/2004

### **308 JURY DUTY OR WITNESS DUTY**

The Parish/School encourages its employees to accept their civic responsibility when summoned to jury duty or subpoenaed to serve as a witness in a legal proceeding. For all Regular Full-time, Regular Part-time, Full-time Non-contract and Contract School Year, and Part-time Non-contract and Contract School Year employees as defined in policy 201, this time off will be fully compensated at the base rate of pay for up to a maximum of ten working days per calendar year. Any additional time served for jury duty by the employee during this period shall be without pay, or, at the employee's election, may be paid from any available accrued annual leave balance.

Evidence of jury attendance must be presented to the employee's supervisor. The employee should continue to report to work on those days or parts of those days when excused from jury duty or whenever time spent on jury duty does not match time regularly scheduled for work.

It is the employee's responsibility to report to work at the end of jury duty. Failure to do so may result in disciplinary action up to and including termination.

All employee benefits accruals and other benefits in which the employee is enrolled shall continue while the employee is on jury duty. The employee will be required to continue payment of any required contributions for employee benefits during the time of jury duty.

## PARISH/SCHOOL POLICY

Effective Date: 10/01/1992  
Revision Date: 8/1/2004

### 309 OTHER BENEFITS

Some benefits are required by law, and because all employers must provide them, they are frequently taken for granted. However, each of these benefits provides in some way for your welfare, at considerable expense to the employer. Among these are:

**FICA Taxes** -- In addition to your salary, the employer must match the amount withheld from your paycheck for FICA taxes. This tax is to provide disability and retirement benefits for you and your family.

**Workers Compensation** – This benefit covers your medical expenses and compensates you for time lost from work when you are injured on the job. It is provided entirely at the employer's expense.

**Note:** Injuries are to be reported to your Supervisor within 24 hours of the incident. Applicable forms are to be sent to the Pastor/Principal or his/her designee as soon as possible after the injury.

A list of preferred Medical Facilities for treatment is available. The “Medical Authorization and Treating Physician’s Acknowledgement of Treatment Form” must be taken to the medical facility at the time of initial treatment.

In case of extreme emergency, seek treatment first and then report.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 6/1/1993  
**Revision Date:** 4/1/1996  
**Revision Date:** 8/1/2004  
**Revision Date:** 1/1/2014

### **310 DISABILITY INSURANCE**

On the first of the month following 60 days of employment, the Parish/School will provide long term disability insurance to Regular Full-time, Regular Part-time, Full-time Non-contract and Contract School Year, and Part-time Non-contract and Contract School Year employees as defined in policy 201. A summary of benefits is available from the Pastor/Principal or his/her designee.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 07/01/2003  
**Revision Date:** 8/1/2004

### **311 RETIREMENT BENEFIT**

The Parish/School currently offers to eligible lay employees the opportunity to extend their medical and dental insurance coverage after retirement. The following requirements exist:

1. The retiree must be at least 55 years old and have worked for the Parish/School for at least the specified number of consecutive years (see matrix below for minimum service based on age at retirement) prior to retirement.
2. The retiree must be enrolled in the medical insurance plan at the time of retirement, and must have been enrolled for at least 5 consecutive years immediately prior to retirement.
3. In order to begin or continue participation in the Parish/School Retirement Insurance Benefit, the retiree and covered dependents are required to obtain Medicare Parts A and B when eligible. At this point in time, the insurance offered through the Parish/School becomes secondary to the extent allowed by law.
4. The retiree is responsible for paying the full monthly insurance premium – there is no contribution made by the Parish/School on behalf of the retiree.
5. Payment is due the first of the month. If it is not received by the fifth of the month, the policy will be terminated with no chance for renewal.
6. Unless otherwise made eligible by a qualifying major life event, dependents may only be covered if they have been on the plan for at least 5 consecutive years at the time of retirement.
7. This retirement insurance benefit may be reviewed, revised, or eliminated with 6 months notice to eligible, participating retirees/dependents. In addition, this benefit may be eliminated without advance notice to all other employees.
8. The retiree is responsible for informing the insurance coordinator at the time of retirement that he/she wishes to continue his coverage based on this policy. If while covered according to this policy the retiree has any change in address or coverage needs, he/she is responsible for notifying Human Resources of the change. If an otherwise eligible individual elects not to participate at the time of retirement, that election may not be changed thereafter.

**Please see the matrix outlining eligibility for this benefit based on age and minimum years of service to the Parish/School.**



<b>Age</b>	<b>Minimum years service</b>
------------	------------------------------

55	15
56	14
57	13
58	12
59	11
60	10
61	9
62	8
63	7
64	6
65 and older	5

**\* Note: For as long as the Parish/School offers the courtesy of an 18 month extension of benefits for separating employees, if a retiring employee does not qualify for the above, he may qualify for the 18 month courtesy extension.**

## PARISH/SCHOOL POLICY

Effective Date: 08/01/2004

Revision Date: \_\_\_\_\_

### **312 PAID TIME OFF FOR FULL AND PART TIME NON-CONTRACT AND CONTRACT SCHOOL YEAR EMPLOYEES WHO WORK 20 HOURS OR MORE PER WEEK**

The Parish/School will provide all employees classified as Full-time and Part-time Non-contract and Contract School Year Employees who are regularly scheduled to work 20 hours or more per week with paid time off in accordance with the schedule below.

This time may be used in the event the employee must miss work due to illness or as personal time off with the prior approval of the employee's supervisor(s). The employee is given this bank of time at the beginning of the school year. This time does not carry over from year to year. Use of paid leave is subject to all reporting/approval procedures of the particular location.

#### Regularly, weekly Scheduled Hours

#### Hours of Yearly Paid Time Off

40  
32  
24  
20

64  
51  
38  
32

8 working days

In the event that a full or part-time non-contract hourly employee exhausts his/her bank of paid time off, he/she will not be compensated for additional time taken. In the event that a contracted employee exhausts his/her bank of paid time off, he/she will not be compensated for additional time taken. After a contracted employee has used all of the sick/personal days as reflected in the policy book a full day's pay (1/190) will be deducted from the employee's salary for every additional day the employee does not come to work. Any exception to this policy must be approved by the Superintendent of Schools. The request for this exception must be in writing submitted by the employee to be forwarded by the pastor/principal to the Superintendent of Schools. The response to the request for exception will be answered in writing within ten (10) days of receiving the request. It is understood that if the exception is granted the cost of the substitute's salary will still be deducted from the employee's salary.

**IV. TIME KEEPING  
WORK CONDITIONS AND HOURS**

## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992  
**Revision Date:** 4/1/1996  
**Revision Date:** 3/26/2003  
**Revision Date:** 8/1/2004

### **401 SALARY ADMINISTRATION GUIDELINES**

The Parish/School strives to pay each employee a salary that is appropriate for one's position of responsibility, as compared to those in other positions at the Parish/School.

Employees may advance in salary as the result of an annual salary review, assignment of significant additional responsibilities or a promotion to a higher-level position. Salary may also be adjusted as appropriate to reflect a change in duties, hours, etc., that results in reduced responsibility and/or hours.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992  
**Revision Date:** 4/1/1996  
**Revision Date:** 7/1/2003  
**Revision Date:** 8/1/2004

### **402 TIME RECORDS**

All Non-exempt Employees will record the number of hours they work each day on a time sheet provided by the employer and must attest to the accuracy of such time record by initialing the time sheet at the end of each pay period. The Pastor/Principal or his/her designee must also initial their employees' time sheets before submitting them to the designated payroll processor according to Parish/School deadlines. Exempt Employees should indicate on the time sheet only whether or not they are present each day. They, too, must attest to the accuracy of this information by initialing the time sheet. In some cases, Exempt Employees may be asked to keep time records as a means of tracking and/or evaluating business needs. Time records are used to determine eligibility for certain discretionary benefits, and form the basis for calculating wages.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992  
**Revision Date:** 3/26/2003  
**Revision Date:** 8/1/2004

### **403 WORK SCHEDULES**

Full-time employees generally will be scheduled to work 40 hours per work week. Regular work schedules are determined by the Pastor/Principal or his/her designee.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992  
**Revision Date:** 4/1/1996  
**Revision Date:** 8/1/2004

### **404 LUNCH PERIODS**

The Pastor/Principal or his/her designee will determine any lunch periods. Generally, full time employees are provided an unpaid lunch period of no less than 30 minutes.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992  
**Revision Date:** 4/1/1996  
**Revision Date:** 8/1/2004

### **405 PAYROLL PERIODS AND PRACTICES**

The work week begins on Saturday and ends on Friday. Most positions are paid on a weekly or bi-weekly basis. You will be notified at the time of hire as to your specific pay schedule.

All employees are paid in the Parish/School. If a holiday should fall on a regularly scheduled pay day, employees will be paid on the preceding business day.

Payment is made via direct deposit or a negotiable check.



## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992  
**Revision Date:** 4/1/1996  
**Revision Date:** 8/1/2004

### **406 ABSENCES/TARDINESS**

If for some reason an employee will be absent from work or significantly late in arriving, it is necessary that he/she notify the Pastor/Principal or his/her designee no later than 15 minutes past his/her scheduled starting time. This will facilitate any necessary changes in the Parish/School's work schedule. Excessive absences or tardiness will not be tolerated. Whether or not absences are excessive will be determined at the sole discretion of the Pastor/Principal or his/her designee, subject to guidelines and procedures established by the Parish/School.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992  
**Revision Date:** 4/1/1996  
**Revision Date:** 8/1/2004

### **407 OVERTIME WAGES**

All hours worked in excess of 40 hours in a work week by a Non-exempt Employee must be approved in advance by the Pastor/Principal or his/her designee.

Overtime hours actually worked by Non-exempt Employees in excess of 40 hours in a work week will be compensated at one and a half times the employee's base rate of pay.

Exempt Employees are not eligible for overtime.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992

**Revision Date:** 4/1/1996

**Revision Date:** 8/1/2004

### **408 SALARY ADVANCES**

Salary advances are not allowed. However, vacation pay may be received one pay period in advance if the next pay day will occur while the employee is out of town on a paid vacation of at least one full week's duration. Requests for such prepayment of vacation benefits must be submitted to the Pastor/Principal or his/her designee, in writing, at least three weeks prior to the pay date.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992  
**Revision Date:** 3/7/1995  
**Revision Date:** 4/1/1996  
**Revision Date:** 3/26/2003  
**Revision Date:** 8/1/2004

### **409 VOLUNTARY RESIGNATIONS AND INVOLUNTARY TERMINATIONS**

Non-exempt Employees who decide to leave their jobs at the Parish/School are requested to submit a letter of resignation to the Pastor/Principal or his/her designee at least two weeks prior to their last day, if possible. Exempt Employees are requested to give one month's notice, if possible. Of course, as an at-will employee you may terminate your employment with or without notice, at any time, for any reason or for no reason.

Involuntary terminations may result from a variety of factors ranging from performance and conduct to organizational restructuring. In many cases, these terminations will be preceded by a warning or notice. However, there may be times when this is impossible, impractical, not warranted or simply not desired. Management reserves the right to terminate any employee, at any time, with or without cause, for any reason or for no reason, with or without prior notice, where such action does not constitute an act of illegal discrimination.

Terminating employees may be asked to complete an Exit Interview with the Pastor/Principal or his/her designee prior to leaving. If warranted, an interview may be scheduled with the Pastor/Principal or his/her designee to discuss this further, to share their impressions, make suggestions and otherwise comment on their work experience at the Parish/School.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992  
**Revision Date:** 8/1/2004

### **410 PERSONAL PHONE CALLS**

While we realize that there will be times when it will be necessary for you to make or receive personal phone calls at work, such calls should be brief and kept to a minimum. The use of your phone for personal matters prevents its use for Parish/School business. Therefore, please refrain from making unnecessary personal calls and instruct your family and friends to call you at work only for matters of extreme importance. Long distance, personal calls are not allowed. The use of cell phones, pagers, palm pilots, and other personal communication devices is subject to guidelines and procedures established by the Parish/School.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/01/1992

**Revision Date:** 3/26/2003

**Revision Date:** 8/1/2004

### **411 EQUIPMENT CARE AND USE**

Typewriters, calculators, copiers, and computer terminals are delicate pieces of equipment, most of which are under service contracts. Therefore, please do not attempt to adjust or repair them yourself. If a machine is out of order, notify the Pastor/Principal or his/her designee so that a trained repair person can be called. No equipment should be "borrowed" or moved to another location without the authorization of the Pastor/Principal or his/her designee.

Computer equipment and software and other communication systems are the property of the Parish/School and are intended to be used for Parish/School business needs. The Parish/School reserves the right to review any and all information created, received, or stored on its computer systems. Employees should be mindful of the fact that others may have access to information on their computers and should NOT use the equipment to receive, send, create, or store any personal data or information that they would not want made public.

In addition, employees may not use Diocesan or Parish/School equipment for any unlawful or harassing purpose. Violation of this provision will subject the individual(s) to discipline up to and including discharge.


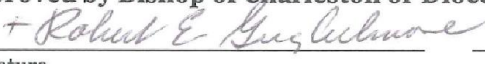
## **PARISH/SCHOOL POLICY**

**Effective Date:** 9/1/1993  
**Revision Date:** 4/1/1996  
**Revision Date:** 8/1/2004

### **412 SAFETY**

Any accident or incident involving property damage or personal injury to any person that takes place on Parish/School property must be recorded and reported to the Pastor/Principal or his/her designee within 24 hours of the incident. An incident report and/or first report of injury should be completed and sent to the Pastor/Principal or his/her designee even if no serious injury occurred. Without this report and follow-up, the Insurance Carrier will question payment should a complication arise later.

Each employee is expected to obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe condition to the Pastor/Principal or his/her designee.

 <p><b>Diocese of Charleston Employee Policy Manual</b></p>	Policy # <b><u>413 Weather Conditions, Disasters, and Facility Closures</u></b>	
	<b>Approved by Bishop of Charleston or Diocesan Administrator:</b> 	
	Signature	Date <u>12/8/10</u>
	Effective Date: <b><u>08/01/2004</u></b>	Dates revised: <b><u>01/01/2011</u></b> _____ _____
	Page # <b><u>1 of 2</u></b>	

In the event of serious weather conditions and/or other disasters, the Bishop of Charleston or his designee will determine the need for emergency closure for Diocesan Administrative Offices and the Offices of Catholic Charities. Parish emergency closure will be determined by the Pastor or his designee. School emergency closure will be determined by the Pastor or his designee in collaboration with the School Principal. In some cases, emergency closure may be deemed appropriate for some offices in some areas while emergency closure may not be deemed appropriate for all offices in all areas.

In the case of an emergency closure, the Bishop of Charleston or his designee will contact the Chancellor, who will then record the appropriate announcement on the Chancery emergency line. For instructions before, during, and/or after serious weather conditions and/or other disasters, Diocesan Administrative Offices employees and Offices of Catholic Charities employees are to call the main Chancery number, 843-853-2130, option #2. For information on Parish and/or School closure, employees are to contact the affected Parish and/or School. If employees are unable to make contact to this number or there is no message, employees are to monitor local radio and television stations and follow travel instructions for the affected areas.

If telecommunications are not available and communication is not possible, employees are instructed to use professional discretion in determining whether or not to report to work. For periods during which the facility is officially closed due to an emergency, disaster, or weather related condition, employees who were scheduled to work will be paid as though they worked their regularly scheduled hours, provided they remain on stand-by to return to duty when the facility reopens. An employee who misses work due to an emergency, disaster, or weather related condition during which the facility was not officially closed may elect to use any available accrued annual leave or take leave without pay.

In the case of an evacuation, employees are asked to provide their supervisor with contact information including a telephone number where they may be reached.

If for any reason the Bishop of Charleston or his designee determines early closure is in order for Diocesan Administrative Offices and the Offices of Catholic Charities, the Bishop or his designee will contact the Chancellor, who will then notify employees. If for any reason a Pastor or his designee determines early closure is in order for his Parish





and/or School, employees will be notified by the Pastor, Principal, or designee. Early office closure may be deemed appropriate for some offices in some areas while it may not be deemed appropriate for all offices in all areas.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 08/01/2004

**Revision Date:** \_\_\_\_\_

### **414 WAGE AND/OR BENEFIT DISCREPANCIES**

It is the intention of the Diocese to pay all positions in accordance with the Fair Labor Standards Act, the State Payment of Wages Act, and other applicable laws. All reasonable steps are taken to ensure that an employee receives the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled pay day.

In the event that an error is made in the payment or calculation of wages or benefits, the employee should promptly bring the discrepancy to the attention of his or her supervisor, so that the supervisor can address the issue with the payroll processor. If the discrepancy has not been resolved satisfactorily between the employee, his/her supervisor, and the payroll processor, the matter should be promptly reported to the Diocesan Human Resources Director at (843) 402-9115, ext. 21, by any or all of the parties involved for resolution.

Generally once over-payments are identified, they will be corrected in the next regular paycheck. Under-payments will be corrected in the same manner if the under-payment is of a nominal amount. In the event of a significant under-payment, the correction will be made as soon as is practicable unless the employee agrees in writing to wait until the next paycheck.

## **V. LEAVES OF ABSENCE**

## PARISH/SCHOOL POLICY

Effective Date: 10/1/1992  
Revision Date: 8/5/1993  
Revision Date: 2/4/1994  
Revision Date: 4/1/1996  
Revision Date: 3/26/2003  
Revision Date: 8/1/2004  
Revision Date: 1/16/2009

### 501 LEAVES OF ABSENCE

#### MILITARY LEAVE

Employees are entitled to such leaves of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty) as may be provided by applicable state and federal law. The provisions of such laws change from time to time and for that reason no effort is made to set forth the law in this policy. However, employees returning from military leave have reinstatement rights. If you receive a request for reinstatement you must contact the Diocesan Human Resources Department immediately in order to determine your obligation as an employer.

**PHYSICAL DISABILITY AND PERSONAL LEAVE** (Applies only to employees employed less than 12 months and to employees who have worked fewer than 1250 hours in preceding 12 months and to employees whose reasons for leave are not covered by the Family and Medical Leave Act.)

1. An employee who has completed his initial 90-day introductory period is entitled to a leave of absence for up to six months when unable to work because of sickness, pregnancy, or injury on or off the job. Such an employee may also apply for leave of absence for personal reasons. Personal leaves are granted only in the discretion of the Pastor/Principal or his/her designee upon recommendation by the employee's supervisor (if applicable). Employees still in their introductory periods who are absent for more than five consecutive scheduled workdays because of any personal reason will be automatically terminated, but will be eligible for rehire.
2. Employees are requested to apply for leaves of absence as far in advance of need as is possible, but an employee may be placed on leave status without application when the circumstances warrant such action.
3. Physical disability leaves will begin on the first day of absence.
4. After the employee has exhausted his vacation and/or sick leave, as a general rule, an employee on leave of absence is not entitled to wages or fringe benefits and does not accrue fringe benefits. Certain exceptions may be established by law, but any other exceptions are or will be listed in this policy.
5. Employees desiring to return to work from an unpaid leave of absence should notify the Pastor/Principal or his/her designee in writing at least ten (10) days prior to their desired date of return. If the Pastor/Principal or his/her designee finds that the employee is fit to resume his duties, the employee shall

be recalled to his former job if a vacancy exists which is to be filled. If no such vacancy exists at the time the employee desires to return to work, the employee's leave of absence shall be continued. Any employee who has not been reinstated within six (6) months following the commencement of a leave of absence shall be terminated. This action shall not affect the employee's eligibility to be considered for hire as a new employee at some future time.

**FAMILY AND MEDICAL LEAVE ACT** (Applies only to employees employed 12 months or longer and who have worked 1250 hours or more in the preceding 12 months, both prior to commencement of leave.) **NOTE: Prior to denial, FMLA leave denials must be reviewed and approved in writing by the Diocesan Human Resources Department.**

General: Employees who meet the length of service and hours worked requirement described above have rights under the Family and Medical Leave Act. As a general rule, employees must request leaves of absence under this law and policy, but in appropriate situations, employees may be placed on leave status without application.

#### Reason for Leave of Absence

An eligible employee will be granted a leave of absence under this law and policy:

1. If a serious health condition, including disability resulting from an on-the-job injury, prevents the employee from being able to perform his job;
2. If the employee's spouse, child, or parent has a serious health condition and the employee must be absent from work in order to care for that relative; or
3. To care for a natural child, adopted child, or formally placed foster child, provided that entitlement to leave to care for a child who is newly born or newly received in the employee's household shall end 12 months after a natural child is born or 12 months after an adopted or foster child is received in the employee's household.
4. Due to any qualifying exigency (as defined by the Secretary of Labor) arising out of the fact that your spouse, son, daughter or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
5. To care for a service member injured on active duty if you are the spouse, son, daughter or parent or next of kin of the injured service member.

**Proof of need for leave of absence may be required.**

### Length of Leave

Under most circumstances, an eligible employee is entitled to the equivalent of a total of 12 work weeks of leave during any 12 consecutive months. Leave due to care for an injured service member is capped at 26 weeks. Leave to care for a newly born or newly received child must be taken consecutively. Leave required because of the employee's own serious health condition or that of a spouse, child, or parent, may be taken intermittently or by means of a modified work schedule when necessary.

### Effect of Leave on Paid Time Off

An employee who must be absent due to his own disability will be paid for time lost from work first from accrued sick leave balances and then from accrued vacation leave balances and similar balances. An employee who takes leave for any other reason will be paid for time lost from work from his vacation leave balance.

Time off for a job-related injury that also qualifies as a serious health condition under FMLA will be designated as such and entitlement to compensation will be determined by the South Carolina Workers' Compensation Act. An employee may, but is not obligated to, use accrued vacation or sick leave to pay the difference between what the employee is paid by the workers' compensation carrier and the amount the employee would have earned had he not been injured and off work.

### Effect of Leave on Accrual of Fringe Benefits

1. Health Benefit Plan. Employees taking leave under this policy must continue to pay their own portion of health benefit plan premiums on the same date that such portions of premiums would be deducted from the employee's wages.
2. Unpaid time lost from work due to leave granted under this policy is not considered time worked for the purpose of accrual of paid time off.

### Employee Responsibility

Employees who request leave under this policy must give 30 days advance notice or such lesser amount of notice as is possible in the particular circumstances.

### Light Duty

Employees who accept a light duty assignment because of a condition which qualifies them for FMLA leave will have a right to restoration to their regular positions for only 12 weeks counting both FMLA leave and time spent on light duty.

### Termination of Leave of Absence

A leave of absence under this policy will end when the need for the leave of absence ends, or when the maximum leave described above has been taken, whichever occurs sooner.

### Reinstatement

At or before the conclusion of the FMLA leave of absence (12 weeks combination of leave of absence and time spent on light duty), the employee is entitled to reinstatement to his former position or to a position equivalent to his former position. The employee must demonstrate that he is fit for duty and must give reasonable notice of intent to return to work.

### Extension of Leave without Benefits

An employee who is unable to return to the duties of his position and who has exhausted his entitlement to leave under the Family and Medical Leave Act by taking 12 consecutive weeks of leave will, upon written application, be granted up to an additional 14 weeks of leave. This additional leave of absence does not entitle the employee to reinstatement nor to payment of any portion of his health benefits plan premiums. If the employee is able to return to work prior to the exhaustion of his extended leave, he will be returned to his previous position if there is a vacancy in it which is to be filled, or to some other position of equal or lesser compensation for which he is qualified and in which there exists a vacancy which is to be filled. If the employee is not returned to active employment, he will be continued on extended leave of absence status until he is returned to active duty status or his extended leave of absence expires, whichever occurs sooner.

Employees who have exhausted their FMLA leave under other circumstances, but who continue to require leave which would qualify for FMLA leave if such leave had not been exhausted, may apply for an extended leave of absence for personal reasons. Such extended leaves are granted only in the discretion of the Pastor or his/her designee upon recommendation of the employee's supervisor (if applicable).

### Automatic Termination of Employment

An employee's employment will automatically terminate if he does not return to full active employment status at the conclusion of his leave of absence.

### Special Situations

1. Spouses. When both a husband and wife are employed, their combined right to a leave of absence to care for a child or parent is 12 weeks in a 12 month period or 26 weeks in a 12 month period to care for a service member injured on active duty if the employee is the spouse, son, daughter or parent or next of kin of the injured service member.
2. Key Employees. Such employees may be denied reinstatement rights if reinstatement would cause substantial and grievous economic injury to operations. Whether or not a person is a key employee is governed by law, and this designation may only be made by the Pastor or his/her designee.

## **NOT A CONTRACT**

1. This policy does not create contract rights.
2. In no case will an employee have a greater right to a job than he would have had if he had not taken leave under this policy.



## **VI. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION**

## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/01/1993

**Revision Date:** 3/26/2003

**Revision Date:** 8/1/2004

### **601 OPEN DOOR**

The Parish/School has an established channel of communication called the Open Door. It is a means by which employees may communicate with our leaders as well as effectively and expeditiously bring to the attention of the Pastor/Principal or his/her designee any conditions of employment which are perceived to be unjust or inequitable.

It is expected that employees will discuss with the Pastor/Principal or his/her designee any work-related questions or problems. However, it is realized that in some cases you may consider the matter to be unsatisfactorily resolved by your Pastor/Principal or his/her designee, or the situation may directly involve the Pastor/Principal or his/her designee. In these instances, you may make contact with the Diocesan Director of Human Resources, but only if the matter is not satisfactorily resolved by the Pastor/Principal or his/her designee. Unless the Pastor/Principal is the source of the problem, you are expected to notify him before going to the Director of Human Resources.

An employee may use this Open Door process at any time without fear of any form of retaliation or reprisal.

## PARISH/SCHOOL POLICY

Effective Date: 10/1/1992  
Revision Date: 4/1/1996  
Revision Date: 3/26/2003  
Revision Date: 8/1/2004

### 602 ILLEGAL SUBSTANCES AND ALCOHOL

**A. ALCOHOL USE/ALCOHOL TESTING:** The possession or use of alcoholic beverages by employees on Parish/School time or premises is prohibited. Furthermore, employees are prohibited from reporting for work while under the influence of alcohol. An employee shall be considered under the influence of alcohol if he has any detectable amount of alcohol in his system. It is also a violation of this policy to be at or report to work smelling of alcohol.

The Parish/School reserves the right to require an employee to submit to blood alcohol tests, breath tests, and other alcohol screens which suggest alcohol use in violation of this policy. A test is not required, however, for the Pastor/Principal or his/her designee to determine that this policy has been violated. An employee who is determined to be in violation of this policy will face disciplinary action up to and including termination. Refusal by an employee to submit to an alcohol screen or to an inspection of his/her property may also lead to termination of employment.

Alcohol use may be permitted at designated functions expressly approved by the Pastor.

**B. DRUG USE/DRUG TESTING:** An employee's possession or use of illegal drugs or substances, or prescription drugs which are not prescribed for the employee's own use is prohibited.

The Parish/School reserves the right to require an employee to submit to a drug test whenever an employee suffers an on the job injury or is involved in any accident involving Diocesan property, or whenever circumstances exist which suggest drug use in violation of this policy. An employee who is deemed to be in violation of this policy will face disciplinary action up to and including termination. Refusal by any employee to submit to a drug test or to inspection of his/her property may also lead to termination of employment.

**C. INSPECTION OF PERSONAL PROPERTY:** Employees are required, when asked, to allow inspection of their motor vehicles, lockers, tool boxes, desks, cabinets, offices, and personal belongings on Parish/School or Diocesan property. The Parish/School reserves the right to remove a lock should an employee be unavailable or refuse access to a locker, desk, cabinet, or office. An employee's refusal to submit immediately to an inspection of his or her property shall constitute an act of insubordination and will subject the employee to disciplinary action, up to and including termination.

## PARISH/SCHOOL POLICY

Effective Date: 10/01/1992

Revision Date: 3/26/2003

Revision Date: 8/1/2004

### 603 ANTI-HARASSMENT/ANTI-DISCRIMINATION POLICY

Our policies, as well as various laws and regulations, generally prohibit employment decisions from being made on the basis of race, sex, religion, national origin, age, disability, or similar distinction. In addition, it is our policy to provide a working environment in which employees are free from discomfort or pressure resulting from jokes, ridicule, slurs, threats and harassment either relating to such distinctions or simply resulting from a lack of consideration for a fellow human being.

Disputes sometimes arise as to whether conduct was “welcome” or “unwelcome.” Conduct which would violate this policy if it were unwelcome will be considered to violate the policy if anyone complains of it. A good rule to follow in order to avoid violating this policy is as follows:

Never do or say anything to an employee that you would not do or say if your mother were standing right next to you.

Obviously, not all conduct that is prohibited by this policy constitutes a violation of the law.

If you feel that this policy has been violated by anyone with whom you come in contact on the job, regardless of whether it is a fellow worker, a supervisor, or a member of the general public, you should report the incident(s). There are several ways that you can do this:

- (a) By reporting to the Parish Priest or School Principal or to a higher level in your “chain of command.” Complaints against the Diocesan CFO should be made to the Vicar General to whom the CFO reports.
- (b) Report to the Human Resources Director.
- (c) Report to the CFO.
- (d) Reports may be made anonymously (using the attached report form) by mail, addressed to:

Director of Human Resources  
1662 Ingram Rd.  
Charleston SC 29407

If you elect to report anonymously, you should retain a copy and use a code name or number which you can refer to later if you decide to pursue the matter in person.

Any supervisor who observes or receives a report of a violation is required to report the matter either directly to the Pastor/Principal or his/her designee, Human Resources Director, CFO, or through his/her chain of command.

### **IMPORTANT**

In order to avoid misunderstandings, complaints made must involve completion of the report form reproduced in this policy manual (603A). The member of management to whom you report your complaint will assist you in completing the form. You will be given a copy of the completed form. If you report by mail, you must keep a copy of the complaint form you mailed in.

These procedures have been established to enable you to get relief if you feel that you are the victim of harassment. The U.S. Supreme Court has said that as a general rule you may not sue your employer for a violation of your rights unless you first give us notice and an opportunity to end the harassment. The reporting procedures that we have adopted are intended to establish a clear record of what has been reported.

**HARASSMENT REPORT**

Correct name of complainant (optional) \_\_\_\_\_

“Code name” of complainant (mandatory if correct name not given) \_\_\_\_\_

Date of report \_\_\_\_\_ Date of Incident(s) \_\_\_\_\_

Name or description of person who engaged in harassment:

\_\_\_\_\_  
\_\_\_\_\_

What happened? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of witnesses: \_\_\_\_\_

\_\_\_\_\_

Names of people who say that the same person harassed them at another time: \_\_\_\_\_

\_\_\_\_\_

If harassment is found to have occurred, what action do you want to have taken? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Copy received by Parish/School/Diocesan official:

\_\_\_\_\_  
Date received

\_\_\_\_\_  
Signature of Official

## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992

**Revision Date:** 2/1/1999

**Revision Date:** 8/1/2004

### **604 PERSONAL APPEARANCE**

The clothes you wear are a matter of personal preference, but should reflect reasonable standards of neatness and good taste for the duties you perform and the environment in which you work. The Pastor/Principal or his/her designee will provide guidance as to what is appropriate dress.

## PARISH/SCHOOL POLICY

Effective Date: 10/1/1992  
Revision Date: 4/1/1996  
Revision Date: 8/1/2004

### 605 CONFIDENTIALITY

Confidential information should ***NEVER*** be conveyed to individuals outside the organization, including family or associates, and even other Parish/School employees who do not need the information in performing their job duties. Any confidential subject matter should be discussed only on a “need to know” basis. Employees should not seek out confidential information. Employees without a “need to know” who become aware of confidential information should use discretion to protect the confidentiality of such information.

Any employee who discloses confidential information will be subject to disciplinary action, up to and including termination, even if he or she does not actually benefit from the disclosed information.



## **PARISH/SCHOOL POLICY**

**Effective Date:** 10/1/1992

**Revision Date:** 4/1/1996

**Revision Date:** 8/1/2004

### **606 DISCIPLINE/PERFORMANCE PROBLEMS**

Although we would like to think that it is unnecessary to address this subject, there may be times when an individual's performance or conduct requires that disciplinary action be taken. Each disciplinary situation will be coordinated with the Pastor/Principal or his/her designee, reviewed on an individual basis, and handled in the manner deemed most appropriate.

It is not possible to list all acts or omissions which might result in disciplinary action or even termination of employment. The list which follows includes some of the things which are obviously unacceptable and can result in disciplinary action or termination. The list is by no means complete.

Examples of such misconduct depend on individual circumstances and may include, but may not be limited to: physical attacks on management, co-workers or visitors; falsification of an employment application; insubordination; theft; misrepresentation; destruction of property; unwarranted or illegal copying or distribution of School, Parish, or Diocesan documents; violation of the illegal substances and alcohol policy; failure to report an absence from work; unauthorized absence; breach of confidentiality; endangering self or others; neglect of duty; willful or reckless neglect of duty; actions which reflect negatively on the Diocese; or sexual or other unlawful harassment. However, just as you can terminate your employment with the Parish/School at any time for any reason or for no reason, the Parish/School may terminate your employment at any time for any reason or for no reason.

The degree of disciplinary action taken, if any, will be determined by the Parish/School in its sole discretion. Normally, the Parish/School will take into account various factors such as the seriousness of the offense, the employee's prior disciplinary record, the employee's prior work record, and the employee's length of service. Which factors are to be considered and the weight given them are in the sole discretion of the Parish/School.

An employee who receives a written warning or counseling or who receives a disciplinary memo or other similar disciplinary document will normally be required to sign a copy of the document. An employee's signature does not signify that he necessarily agrees with the content of the document, but acknowledges that he received notice of it. Failure or refusal to sign a disciplinary document will subject an employee to further discipline, up to and including discharge.

## PARISH/SCHOOL POLICY

Effective Date: 2/1/1999  
Revision Date: 8/1/2004

### 607 SOLICITATION AND DISTRIBUTION POLICY

In an effort to assure a productive work environment, persons not employed by the Parish/School may not solicit or distribute literature in the workplace at any time for any purpose.

The Parish/School recognizes that many employees and their families may have interests in events and organizations outside the workplace. However, employees may not directly solicit or distribute items or literature concerning these activities during work time. The Pastor/Principal or his/her designee may indicate a location where items may be offered for purchase so long as direct person-to-person solicitation is absent.

Employer bulletin boards may not be used except for official employer announcements such as job postings, internal memoranda, and federal and state labor information. In those locations where boards are provided on which employees may post notices, only personal notices (such as weddings, births, car for sale, etc.) may be posted.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 09/01/2005

**Revision Date:** \_\_\_\_\_

### **608 CELLULAR PHONES**

Employees are expected to refrain from using mobile telephones if it may impair their driving ability. Employees conducting Diocesan/Parish/School business are responsible for operating their automobiles at all times without distraction. Employees are encouraged to pull their vehicles to the side of the road safely and stop their vehicle before placing or accepting a call. Employees are encouraged to use speakerphone or hands free options at all times.

Employees charged with traffic violations resulting from the use of their mobile phones while driving will be solely responsible for all liabilities and/or fines and penalties which result from such actions.

Employees in possession of company equipment, such as mobile phones, are expected to protect the equipment from loss, damage, and/or theft. Upon resignation or termination of employment or at any other time upon request, the employee may be asked to produce the mobile phone and accessories for inspection or return. Employees unable to present the phone in good working condition within the time frame requested may be expected to bear the cost of repair or replacement.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 09/01/2005  
**Revision Date:** \_\_\_\_\_

### **609 WEAPONS**

The possession of firearms or other dangerous weapons on or in Diocesan property, except by authorized security officials, is expressly forbidden. Concealed weapons are not permitted at any time on any Diocesan property. Diocesan property includes but is not limited to buildings, parking areas, churches, schools, playgrounds, offices, gymnasiums, and sporting events. Violations may result in disciplinary action, up to and including discharge.

## **PARISH/SCHOOL POLICY**

**Effective Date:** 01/01/2006

**Revision Date:** \_\_\_\_\_

### **610 TURF AND ORNAMENTAL PESTICIDE REGULATION**

In order to assure compliance with the Rules and Regulations for the Enforcement of the South Carolina Pesticide Control Act, Parish/School employees and/or any other individuals and/or organizations who are not licensed applicators in accordance with the South Carolina Pesticide Control Act Category 3, Turf and Ornamental Pest Control, are not permitted to apply pesticides, herbicides, insecticides, fungicides, rodenticides, and/or other economic poisons, hereinafter referred to as the “-cides”, to commercially or Diocesan, Parish, and/or School owned turf and/or ornamental plantings and/or engage in any other turf and ornamental pest control activities. Turf and ornamental pest control activities also include the soliciting, advertising, and/or making of sales proposals in any form for any services involving the use of the “-cides”, or devices with the intent to prevent, destroy, repel, or otherwise mitigate any pest of turf or ornamental plantings.

**VII. POLICY OF THE DIOCESE OF CHARLESTON  
CONCERNING ALLEGATIONS OF SEXUAL  
MISCONDUCT OR ABUSE OF A MINOR BY  
CHURCH PERSONNEL**

**PARISH/SCHOOL POLICY**

**Effective Date:** 4/15/2012

**701 ALLEGATIONS OF SEXUAL MISCONDUCT OR ABUSE OF A MINOR BY CHURCH PERSONNEL**

This policy is maintained separately by the Vicar General's office. A revised copy was issued to each department head in 2003 with instructions that the policy should be reviewed and the acknowledgment signed by each employee and returned to the Vicar General's office. When an employee is hired into the Parish/School, this policy should be given to the new employee at the time of hire for review, and the signed acknowledgment should be forwarded to the Vicar General's office. A copy of the signed acknowledgment should also be kept in the employee's personnel file.

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