

The Diocese of Charleston Employee Personnel Manual

Rev. 10/1/2023

DISCLAIMER
THIS IS NOT A CONTRACT

EMPLOYEES OF THE CATHOLIC DIOCESE OF CHARLESTON, INCLUDING ANY PARISH OR SCHOOL UNDER THE DIOCESAN 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 ORGANIZATION’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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I. EMPLOYMENT

THE CATHOLIC DIOCESE OF CHARLESTON

101 GENERAL INFORMATION

The policies in this manual are generally applicable to all persons working in the Diocesan offices, parishes and schools. Some policies are applied differently at parishes and schools and this manual will attempt to provide those distinctions. This policy manual, which is effective October 1, 2023, supersedes any and all prior policy manuals and/or handbooks. Some of these policies also apply to religious persons working in the Diocese.

Any policy that mentions discretion of the ‘Pastoral Leader’ shall be defined as follows:

Bishop of Charleston – Diocesan employees & employees of Diocesan schools (in conjunction with the Principal). In certain instances, the Bishop may designate the Vicar General to act in his authority.

Pastor or Administrator- Parish employees & employees of Parish schools (in conjunction with The Principal)

For purposes of this policy manual, ‘Employer’ will be interpreted to mean the Diocese, Parish or School as the employer.

For purposes of this policy manual, the ‘Diocese of Charleston’ will be interpreted to mean the Diocese and all of its parishes and schools throughout South Carolina.

For purposes of this policy manual, ‘Location Coordinator’ will be interpreted to mean the following:

Diocesan HR department – Diocesan employees

Local payroll designee or liaison –Parish & School employees

For purposes of this policy manual, ‘Human Resources’ will be interpreted to mean the Diocesan HR department.

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

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 employer 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, the employer reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook. The only recognized deviations from the stated policies are those authorized by the Bishop.

102 EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Diocese of Charleston believes in equal employment opportunity for all individuals without regard to race, color, sex, age, national origin, disability, genetics, or status as a Vietnam Era veteran. While there are some positions for which being a Catholic in good standing is a bona fide occupational qualification, the employer does not unlawfully 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 company facilities and participation in all employer-sponsored activities, including the following:

- (1) Recruitment, advertising, and job application procedures
- (2) Hiring, promotion, 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
- (6) Fringe benefits available by virtue of employment
- (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 Diocese of Charleston will make a reasonable accommodation for the known 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 Diocesan Human Resources.

103 EMPLOYMENT OF IMMEDIATE FAMILY MEMBERS

Although it is highly discouraged, and not best practice, relatives of persons currently employed by the Diocese may be hired provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee is permitted to work within “the chain of command” when one relative’s work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative. The reporting relationship is not to be “finessed” so that the chain of command is circumvented only to eliminate the appearance of one relative reporting to another.

Should employees, as of this revision date, currently be in positions which violate this policy, they will be permitted to remain in those positions, unless local management deems it to be a problem. If they are currently reporting to their relative, this must discontinue immediately, and an alternate supervisor must be responsible for their supervision. The Director of Human Resources is to be contacted to assist in that transition. However, it is advisable that they are to be encouraged to pursue other employment opportunities when they become available.

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.

For the purposes of this Employment of Relatives policy only, a relative is defined to include spouses, parents, children, brothers, sisters, nieces, nephews, brothers- and sisters-in-law, fathers and mothers-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

This policy may also apply to individuals who are not legally related but reside with another employee.

Any exception to this policy can only be considered after the following process has been completed:

1. Establish a committee of neutral third parties
2. Committee will review job description and compare and contrast with the candidates resume, background, skills, and experience.
3. Committee will interview and make an assessment of whether or not the currently-employed family member possesses the professional discretion to successfully deal with the potential conflict of interest
4. Committee will interview and present their findings to the employer.

104 EMPLOYMENT OF MINORS

Due to the stringent legal requirements 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. Therefore, direct and consistent supervision of the minor and written documentation of that supervision must be in effect to ensure compliance with government regulations. 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 job description completed by the Supervisor (see HR for assistance).
2. A written plan created by the Supervisor that details the procedure to be used to meet the monitoring requirements of the minor employee.

II. EMPLOYMENT STATUS AND RECORDS

THE CATHOLIC DIOCESE OF CHARLESTON

201 DEFINITION OF EMPLOYEE STATUS

Regular Full-time Employees: Those employees who have satisfactorily completed the initial 90-day probationary period and who fill a regular (not temporary) position that normally requires a work week of at least 30 hours.

Regular Part-time Employees: Those employees who have satisfactorily completed the initial 90-day probationary period and who fill a regular (not temporary) position with a normal work week of less than 30 hours, but who work at least 20 hours per week.

Part Time Employees:

Those employees who have satisfactorily completed the initial 90-day probationary period, who work less than 20 hours per week and/or whose hours vary.

Temporary Full-time and Temporary Part-time Employees Those employees whose service is intended to be of limited duration, and who have satisfactorily completed the initial 90-day probationary period. 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. Temporary Employees are not eligible for benefits.

Grant Employees:

Those employees whose position is paid for by a grant, whose service is intended to be of limited duration, and who have satisfactorily completed the initial 90-day probationary period. Although grant employment may be anticipated to last a particular time period (such as the duration of grant funding), employment is at will and there is no guarantee of employment for the anticipated period. Grant employees are eligible for benefits if provided by the grant.

Contract Employees: Employees who are hired for a specific job and a length of time. Contract employees are ordinarily religious priests, sisters, brothers, and principals and teachers in the Catholic School system.

School Year Employees: Employees that only work during the school year and do not work during the summer break (as part of their regular job). School year employees are ordinarily teachers, teachers' aides, etc.

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. This status may not be assigned without the approval of Diocesan Human Resources or Location Coordinators.

Probationary Period: Upon hire, all employees have an initial 90-day probationary period. During this period, supervisors coach and evaluate new employees to ensure a good fit to the role and organization. Employees still in their probationary period who have three consecutive unexcused absences will be automatically terminated.

THE CATHOLIC DIOCESE OF CHARLESTON

202 PERSONNEL CHANGES

It is the responsibility of each employee to make updates to any changes in personnel data in the self service module of the payroll system. Personal mailing addresses, email address, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency and other such status reports should be accurate and current at all times.

In addition, it is the responsibility of each employee to notify their Location Coordinator within 15 days of any qualifying life event (birth/adoption, marriage, divorce, etc.) that may affect their benefits status in order to ensure proper coverage options can be extended.

THE CATHOLIC DIOCESE OF CHARLESTON

203 EMPLOYMENT APPLICATIONS

The Diocese relies upon the accuracy of information contained in the employment application and resumes, as well as the accuracy of other data presented throughout the hiring process and employment. The Diocese 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 Diocese's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

204 PERFORMANCE APPRAISALS

The Supervisor should conduct a formal performance evaluation after an employee's first 90 days of employment or transfer or promotion into another position.

A formal performance evaluation should be conducted annually thereafter.

THE CATHOLIC DIOCESE OF CHARLESTON

205 JOB POSTING AND INTERNAL PROMOTION

It is encouraged that all vacant positions be posted publicly to obtain a qualified pool of applicants. However, when in the best interests of the employer, vacancies may be filled from within, without external advertising or posting.

The employer will consider the transfer or promotion of qualified staff members to fill vacancies and newly created positions whenever appropriate.

Any employee who has been in his/her current job for a minimum of six months is eligible to apply for a transfer or promotion to a posted position after discussing his/her desire to move with his/her present Supervisor. If he/she meets this requirement, believes he/she is qualified, and wishes to be considered for a posted position, the employee should make contact with the location coordinator.

Management may direct the promotion of any employee as deemed necessary or desirable, regardless of the length of time in his/her current position.

For Diocesan Positions: Supervisors/Department heads should work with the Office of Human Resources to fill vacancies or add staff. New non-budgeted positions and/or additional staff must be reviewed and approved by the Bishop and/or his designee. Any requests for temporary staff should be made directly to the Human Resources Department.

THE CATHOLIC DIOCESE OF CHARLESTON

206 REFERENCES

All applicants should provide three professional references at the time of application. It is the responsibility of the Location Coordinator to check references and verify past employment.

Responses to reference requests and employment verifications will confirm only dates of employment and position(s) held. Only with written authorization from the employee may salary/wage information be released.

THE CATHOLIC DIOCESE OF CHARLESTON

207 MOVE IN EMPLOYMENT FROM ONE PARISH, SCHOOL OR DIOCESAN OFFICE TO ANOTHER

INSURANCE BENEFITS

In the event an employee of one Parish, School or Diocesan office leaves that employment and immediately begins working at another location within the Diocese, 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 starting with their first paycheck under the new location. The employee should work with their Location Coordinator to complete the transfer process.,

PAID LEAVE BENEFITS

When he or she separates employment at one location, accrued vacation will be paid out. Sick leave is not paid out, in accordance with Policy #303. However, if there is no break in service, he or she will be given credit for the length of service at the previous location when determining the accrual level for vacation leave at the new location.

MEDICAL LEAVE BENEFITS

Employees that transfer without a break in service will be eligible for medical leaves as described by Policy #501 counting all service at the previous location.

RETIREMENT BENEFITS

All parishes and schools participate in the same 403(b) retirement plan and therefore, transferring employment from one location to another has no effect on an employee's eligibility under the plan.

Employer Matching Contributions for Transferring Employees

Employees who have completed the year of service requirement for matching contributions at any point in their employment history with any parish/school/or diocesan office are always considered to have satisfied the year of service requirement for matching contributions, regardless of any breaks in service which occur after the year is satisfied.

Example:

An employee works at a parish and participates in the 403b plan during 2008-2009. After the year of service is met, the employee starts receiving the match in 2009. Shortly thereafter they resign. They go to work at a different parish in 2017. They will be eligible for the 403b match immediately as long as all other criteria is met.

THE CATHOLIC DIOCESE OF CHARLESTON

208 ACCESS TO PERSONNEL RECORDS

Personnel files are the property of the employer 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.

Employees who wish to review their own file should contact their supervisor in writing, citing this policy. The supervisor will coordinate a review of the personnel file in the office and in their presence. The employer is not required to provide employees copies of materials contained in their own personnel files, except as required by law.

THE CATHOLIC DIOCESE OF CHARLESTON

209 REHIRE AND REINSTATEMENT

Former employees may be eligible for rehire or reinstatement. 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 with a new date of hire and no credit for previous length of service.

“Reinstatement” is reinstating a former employee to a position with credit for previous length of service.

Rehired and reinstated employees will be subject to probationary period.

III. EMPLOYEE BENEFIT PROGRAMS

THE CATHOLIC DIOCESE OF CHARLESTON

301 VACATION

Each pay period, Regular Full Time and Regular Part Time employees accrue vacation time based on years of service, standard hours, and role level in accordance with the matrix following this policy.

Regular Full Time and Regular Part Time employees begin accruing vacation leave as of the date of hire. However, the accrued vacation cannot be used until successful completion of the probationary period.

When an employee reaches the anniversary date of his/her first, fifth, or fifteenth year of service (as a Regular Full Time or Regular Part Time employee), his/her vacation leave accrual will be adjusted upward in the pay period in which the anniversary date falls.

All vacation leave must be requested and approved in advance by the Supervisor.

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

Vacation 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 vacation leave.

Accrued vacation balances will be paid out upon separation of employment. If an employee terminates during the probationary period, all earned vacation leave is forfeited. Otherwise, accrued vacation time is compensable through the end of the pay period prior to the pay period in which the employee terminates.

There will be no pay issued for unused vacation time other than at separation of employment. In other words, vacation time cannot be paid out in advance during active employment.

MATRIX FOR VACATION TIME ACCRUAL
Per Pay Period

Hourly Employees and Entry Level Exempt Employees

<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>
40	1.54	3.08	4.62	6.16
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.

Exempt Professional Positions

<u>Regularly Scheduled hrs.</u>	<u>Up to 5 yrs.</u>	<u>5 yrs. thru 15 yrs.</u>	<u>15 yrs. plus</u>
40	3.08	4.62	6.16
37.5	2.88	4.32	5.76
35	2.70	4.05	5.40
32	2.46	3.69	4.92
30	2.30	3.45	4.62
25	1.92	2.88	4.03
20	1.56	2.31	3.08
Equivalent to:	10 work days	15 w.d.	20 w.d.

Leadership & Executive Employees

<u>Regularly Scheduled hrs.</u>	<u>Up to 5 yrs.</u>	<u>5 yrs. plus</u>
40	4.62	6.16
37.5	4.32	5.76
35	4.05	5.40
32	3.69	4.92
30	3.45	4.62
25	2.88	4.03
20	2.31	3.08
Equivalent to:	15 work days	20 w.d.

THE CATHOLIC DIOCESE OF CHARLESTON

302 HOLIDAYS

Regular Full-time and Regular Part-time Employees who work year round will be paid for all celebrated holidays. (Paid time off for non-contract and contract school year employees who work 20 or more hours per week is provided according to Policy 312). Holidays will be set by the Pastoral Leader at each location. At a minimum, the following holidays will be observed:

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

Good Friday
*Fourth of July
Thanksgiving Day

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.

Most holidays will be observed on the day on which they occur. The holiday calendar will be released each year in the Fall for the following calendar year.

*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.

THE CATHOLIC DIOCESE OF CHARLESTON

303 HOLIDAYS – SCHOOL YEAR EMPLOYEES

All Regular Full-time and Regular Part-time Employees who work during the school year only year will be paid for specified holidays. Additional 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
Thanksgiving Day
Christmas Eve

Good Friday
Labor Day
Friday after Thanksgiving
Christmas Day

In the event a holiday falls on a Saturday, the preceding Friday will be observed as a holiday and in the event the holiday falls on a Sunday, the following Monday will be observed as a holiday.

THE CATHOLIC DIOCESE OF CHARLESTON

304 SICK DAYS

Each pay period, Regular Full-time Employees and Regular Part-time Employees accrue sick time based on standard hours in accordance with the matrix below.

Regular Full Time and Regular Part Time employees begin accruing sick leave as of the date of hire. However, the accrued sick time cannot be used until successful completion of the probationary period.

Sick Time Accrual Per Pay Period

<u>Standard Hrs per week</u>	<u>Hours</u>
40	3.69
37.5	3.46
35	3.23
32	2.95
30	2.77
25	2.32
20	1.85

Equivalent to: 12 work days

Sick leave ceases to accrue when an employee is granted Family Medical leave, medical leave, personal leave, military leave, or is in an unpaid status for more than two weeks.

Sick leave may accumulate up to the hourly equivalent of 60 work days. Thus, someone who normally works 8 hours a day will have a maximum sick balance of 480 hours and someone who normally works 6 hours a day would have a 360-hour maximum. Accrued sick balances are not paid out upon separation of employment.

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 (see Section 501).

The Diocese of Charleston 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.

THE CATHOLIC DIOCESE OF CHARLESTON

305 BEREAVEMENT

Regular Full-time Employees and Regular Part-time Employees receive 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.

THE CATHOLIC DIOCESE OF CHARLESTON

306 HEALTH INSURANCE

Regular Full-time Employees are eligible to purchase comprehensive health insurance coverage.

- Insurance elections must be made with 30 days of hire
- Coverage begins on the first of the month following 60 days of employment
- A summary of benefits and coverages is available in the online benefits system.

Health insurance elections may only be made at hire or at the annual open enrollment. Health insurance elections may be changed during the plan year with a qualifying life event.

THE CATHOLIC DIOCESE OF CHARLESTON

307 LIFE INSURANCE

Regular Full-time Employees and Regular Part-time Employees receive a life insurance benefit of 1x their salary, up to \$50,000. Coverage begins on the first of the month following 60 days of employment.

These employees also have the opportunity to purchase additional supplemental life insurance coverage. A summary of benefits is available in the online benefits enrollment system.

THE CATHOLIC DIOCESE OF CHARLESTON

308 403B RETIREMENT PLAN

All Regular Full-time Employees and Regular Part-time Employees normally scheduled to work at least 20 hours per week are eligible to participate in the Diocesan Retirement Plan.

As of writing, the employer matching contribution provides employees who have completed one year of service who contribute at least 3% of their paycheck per pay period with a flat 5% contribution. The employer retains the right to modify this matching formula at any time.

THE CATHOLIC DIOCESE OF CHARLESTON

309 JURY DUTY OR WITNESS DUTY

Employees are encouraged to accept their civic responsibility when summoned to jury duty or subpoenaed to serve as a witness in a legal proceeding. For Regular Full-time Employees and Regular Part-time Employees, 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.

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.

THE CATHOLIC DIOCESE OF CHARLESTON

310 DISABILITY INSURANCE

Regular Full-time Employees and Regular Part-time Employees are enrolled in long term disability coverage. Coverage begins on the first of the month following 60 days of employment. A summary of benefits is available in the online benefits enrollment system.

Short Term Disability coverage is also available for purchase during new hire enrollment or during open enrollment each year.

311 EXTENSION OF MEDICAL BENEFITS INTO RETIREMENT

The Diocese of Charleston currently offers eligible 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 Diocese 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. The retiree and covered dependents are required to obtain Medicare Parts A and B when eligible. When retired and enrolled in Medicare, the insurance offered through the Diocese becomes secondary to Medicare.
4. The retiree is responsible for paying the full monthly insurance premium – there is no contribution made by the Diocese on behalf of the retiree.
5. Payment is due 5-days prior to the first of the month. If it is not received before the first 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 Human Resources 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.
9. If an otherwise eligible individual elects not to participate at the time of retirement, that election may not be changed thereafter.
10. This policy is subject to any terms and conditions imposed on such a benefit by the current insurance carrier, which may change at any time.

Please see the matrix outlining eligibility for this benefit based on age and minimum years of service to the Diocese.

Age	Minimum years of service
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 Diocese 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.**

THE CATHOLIC DIOCESE OF CHARLESTON

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 an 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 these days a full contract day's pay (1/190th of the annual contracted amount – this is not the same amount of pay as one day out of a pay period) will be deducted from the employee's salary for every additional day the employee does not come to work. This means that if more than a full pay period is missed above and beyond the PTO allotment, additional adjustment may be required to the payout at the end of the contract.

Upon termination for any reason, any unused paid time off is forfeited.

IV. TIME KEEPING WORK CONDITIONS AND HOURS

THE CATHOLIC DIOCESE OF CHARLESTON

401 TIME RECORDS

All Non-exempt Employees will record the number of hours they work each day and must attest to the accuracy of such time record by approving the timecard at the end of each pay period.

Exempt Employees should indicate on the timecard only if they are taking vacation time, sick time, holiday time or office closure time. They, too, must attest to the accuracy of this information. At some locations and in some cases, exempt employees may be asked to keep time records as a means of tracking and/or evaluating business needs.

For Diocesan Offices: Department Heads must approve their employees' timecards before submitting them to the Finance Office by Friday afternoon.

THE CATHOLIC DIOCESE OF CHARLESTON

402 OFFICE WORK SCHEDULES

Full-time office employees generally will be scheduled to work 40 hours per work week. The employer reserves the right to alter the work schedule as it deems such changes necessary.

General Guidelines:

- Standard working hours are generally 8:00 a.m. to 4:30 p.m.
 - Supervisors are responsible to ensure office coverage during these hours
- Flex schedules may occur with approval from supervisors, but must meet the following guidelines:
 - In the case of a flexible schedule, working hours must occur between 7 :00 a.m. and 6:00 p.m.
 - Daily total of 8.5 hours including standard lunch of 30 minutes
 - Daily office schedule cannot be reduced with a lunch taken at beginning/end of day
- Standard lunch of 30 minutes
 - Lunch is unpaid
 - Flexible lunch up to 60 minutes (which would result in a longer workday)
 - Lunch to occur between 11:30 a.m. and 1:30 p.m.

THE CATHOLIC DIOCESE OF CHARLESTON

403 PAYROLL PERIODS AND PRACTICES

The work week begins on Saturday and ends on Friday.

All employees are paid bi-weekly, in arrears, on every other Friday. 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. You may access a statement of your current and year-to-date earnings and deductions each pay day in the payroll system.

404 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 his/her supervisor no later than 15 minutes past his/her scheduled starting time. This will facilitate any necessary changes in the department'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 employer.

THE CATHOLIC DIOCESE OF CHARLESTON

405 VOLUNTARY RESIGNATIONS AND INVOLUNTARY TERMINATIONS

Non-exempt Employees who decide to leave their jobs at the Diocese of Charleston are requested to submit a letter of resignation to their Supervisor at least two weeks prior to their last day. 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.

THE CATHOLIC DIOCESE OF CHARLESTON

406 PERSONAL PHONE CALLS

While we realize that there will be times when it will be necessary to make or receive personal phone calls at work, such calls should be brief and kept to a minimum. The use of your business phone for personal matters prevents its use for Diocesan business. Therefore, please refrain from making unnecessary personal calls and instruct family and friends to call during the workday only for matters of extreme importance.

407 EQUIPMENT CARE, USE AND PRIVACY

Computers, copiers, and other such items 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 your Supervisor so that a trained repair person can be called. No equipment should be "borrowed" or moved to another location.

Computer equipment, software and other communication systems are the property of the employer and are intended to be used for employer business needs. The employer 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. Employees should have no expectation of privacy in regards to their electronic files or physical items at work.

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.

THE CATHOLIC DIOCESE OF CHARLESTON

408 SAFETY & WORKERS COMPENSATION

Each employee is expected to obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate Supervisor.

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

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.

THE CATHOLIC DIOCESE OF CHARLESTON

409 WEATHER CONDITIONS, DISASTERS, AND FACILITY CLOSURES

In the event of serious weather conditions and/or other disasters, the Bishop of Charleston or his designee(s) will determine the need for emergency closure of diocesan offices. Parish emergency closures will be determined by the Pastor or his designee, and parish school emergency closures will be determined by the Pastor or his designee, in collaboration with the school Principal. Closure of diocesan high schools will be determined by the diocesan Superintendent of Schools in consultation with the Principal of the school. In some cases, emergency closure may be deemed appropriate for some or all offices in certain areas, while emergency closure may not be deemed appropriate for all offices in all areas.

For periods during which the facility is officially closed due to what is expected to be a short-term (7 days or less) 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 standby to return to duty when the facility reopens and, if their job functions and conditions permit, that they continue to work remotely during the facility closure. As a further condition of receiving pay during the closure, employees must provide their supervisors with contact information, including a telephone number at which they may be reached. In the event of an evacuation or similar circumstances, employees must provide alternative contact information if their normal contact information will not apply.

For periods during which a facility is officially closed for periods of longer than one full week (7 days or more), the period of time for which paid leave is provided will depend upon the nature and duration of the event(s) requiring closure, the ability of and need for the employee to continue to perform substantially all of his or her job functions remotely, and the resources reasonably available from which to continue to grant paid leave. When prolonged closures are anticipated, the Bishop (or his designee), Pastor and/or Principal may consider alternative measures, including voluntary or involuntary full or partial furloughs, periods of reduced payment, layoffs or other similar measures in order to best respond to the needs and limitations of the organization and, to the extent reasonably feasible, to meet the needs of its employees.

At such time as the Bishop (or his designee), Pastor and/or Principal of a closed facility determines that it is no longer economically reasonable to continue payment, leave may be converted to unpaid leave until such time as circumstances reasonably permit otherwise, or further pay reductions or layoffs may be necessary. When pay reductions or layoffs are necessary, the employer parishes and schools will endeavor to give at least seven days advance notice. Where emergent circumstances make that impossible, parishes and schools will give as much advance notice as is feasible under the circumstances at the time.

In the case of an emergency closure, including closures dictated by federal, state or city mandates, the Bishop of Charleston or his designee will contact the Director of Human Resources, who will then notify the affected diocesan employees in the most expedient and effective manner possible under the circumstances. Employees of a parish or parish school will be notified by the Pastor, the Principal or a designee. For information on parish and/or school closures, employees are to contact the appropriate parish and/or school. If employees are unable to make contact with the parish or school and there is no message from their employer, employees are to monitor local radio and television stations and follow government or other general closure and/or 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 to report to work.

THE CATHOLIC DIOCESE OF CHARLESTON

410 SMOKING

All Diocesan properties, parishes and schools have been declared non-smoking, non-vaping and tobacco-free facilities.

THE CATHOLIC DIOCESE OF CHARLESTON

411 WAGE AND/OR BENEFIT DISCREPANCIES

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 by the employee.

Generally, once over-payments are identified, the employer will work with the employee to get them corrected in the next regular paycheck. Under-payments will be corrected in the same manner if the underpayment 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

THE CATHOLIC DIOCESE OF CHARLESTON

501 LEAVES OF ABSENCE

There are currently 5 types of Leaves of Absence available to employees. All Leaves of Absence are unpaid.

1. FAMILY AND MEDICAL LEAVE ACT

Employees employed 12 months or longer and who have worked 1,250 hours or more in the preceding 12 months have a right to 12 weeks of job protected leave 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 FMLA leave status without application.

Reasons for FMLA Leave of Absence

- A serious health condition, including disability resulting from an on-the-job injury, prevents the employee from being able to perform his job;
- 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;
- 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.
- 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.
- To care for a service member injured on active duty if you are the spouse, son, daughter, parent or next of kin of the injured service member.

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 rolling 12-month period. However, 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. For all other types, leave may be taken intermittently if the healthcare provider certifies that intermittent leave is needed.

Time off for a job-related injury that also qualifies as a serious health condition under FMLA will be designated as such. All applicable FMLA rules apply to those Workers Compensation FMLA leaves.

Reinstatement

At or before the conclusion of the FMLA leave of absence, the employee is entitled to reinstatement to his former position or to a position equivalent to his former position. The employee must provide documentation of the certifying physician's release to full

duty and demonstrate that he is fit for duty and must give reasonable notice of intent to return to work.

Special Situations

- 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.
- 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 Director of Human Resources.

2. MEDICAL LEAVE

Non-temporary employees that have completed the initial 90-day probationary period **and do not qualify for Family Medical Leave** due to being employed less than 12 months and/or having worked fewer than 1,250 hours in preceding 12 months may be eligible for up to 12 weeks of medical leave.

Reasons for Medical Leave of Absence

- A serious health condition, including disability resulting from an on-the-job injury, prevents the employee from being able to perform his job;
- 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
- 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.

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 rolling 12-month period.

Return to Work

This leave policy does not provide guaranteed reinstatement. At the conclusion of the medical leave of absence, the employee may return to work and 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, then he will be returned to some other position of equal or lesser compensation for which he is qualified and in which there exists a vacancy to be filled. Upon return, the employee must provide documentation of the certifying physician's release to full duty and demonstrate that he is fit for work.

3. EXTENSION OF LEAVE WITHOUT BENEFITS

An employee who is unable to return to the duties of his position due to their own serious health condition and who has exhausted his entitlement to leave under the Family and Medical Leave Act or Medical Leave will, upon written application, be granted up to an additional 12 weeks of leave. This additional leave of absence does not entitle the employee to reinstatement. Employees on extended leave must pay 100% of the monthly cost of their health benefits. 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 due to the lack of an available position, he will be continued on extended leave of absence status until a suitable position is available or his extended leave of absence expires, whichever occurs sooner. Any employee who has not been reinstated by the end of the twelve (12) weeks extension of leave 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.

4. PERSONAL LEAVE

Employees that may require time off in addition to other types of leave will be considered for an unpaid personal leave of absence for up to a maximum of six (6) weeks.

All non-temporary employees employed for a minimum of one (1) year are eligible to apply. Job performance, absenteeism and departmental requirements all will be taken into consideration before a request is approved. Personal leaves are granted only in

the discretion of the Director of Human Resources upon recommendation by the employee's supervisor. Requests for personal leave may be denied or granted for any reason or no reason and are within the sole discretion of the Diocese. The Diocese reserves the right to terminate employment for any reason or no reason during the leave of absence. This personal leave of absence does not entitle the employee to reinstatement.

An eligible employee should submit a request in writing to Human Resources. Human Resources will consult with the Supervisor and return a decision to the employee as soon as feasible after receipt of the written request.

Employees on personal leave must pay 100% of the monthly cost of their health benefits.

If the employee is able to return to work prior to the exhaustion of his personal 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 due to the lack of an available position, he will be continued on personal leave of absence status until a suitable position is available or his personal leave of absence expires, whichever occurs sooner. Any employee who has not been reinstated by the end of the six (6) weeks of leave shall be terminated.

5. 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, and the Supervisor or Department head should notify Human Resources immediately if an employee brings in a request for reinstatement.

The following provisions apply to all Leaves of Absence listed in this policy:

Effect of Leave on Paid Time Off

Concurrent with the leave of absence, an employee who must be absent due to his own medical condition 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.

After the employee has exhausted his vacation and/or sick leave, as a general rule, an employee on a leave of absence is not entitled to wages and does not accrue any additional time off. Certain exceptions may be established by law, but any other exceptions are or will be listed in this policy.

Effect of Leave on Benefits Deductions

Except as described above, 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.

Employee Responsibility

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.

Leave requests must be reviewed and approved in writing by the Diocesan Human Resources Department.

Proof of need for leave of absence will be required for all leave requests.

While on leave, it is the employee's responsibility to check in with Human Resources every 14 days to update us on his or her status.

An employee desiring to return to work from a leave of absence should notify his Supervisor in writing at least ten (10) days prior to the desired date of return.

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. Failure to notify the Diocese of the need for an extension, the exhaustion of all possible leave time, or failure to return to work at the end of a leave of absence will result in termination.

Anyone out of work for more than 24 weeks will be terminated regardless of the reason.

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

THE CATHOLIC DIOCESE OF CHARLESTON

601 DRUGS AND ALCOHOL

A. ALCOHOL USE/ALCOHOL TESTING: The possession or use of alcoholic beverages by employees on Diocese 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 or she 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 Diocese reserves the right to require an employee to submit to blood alcohol tests, breath tests, and other alcohol screens which would commonly be used to identify alcohol use in violation of this policy. A test is not required, however, for the Diocese 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 or her property may also lead to termination of employment.

Alcohol use may be permitted at designated functions expressly approved by the Bishop or Vicar General or 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 Diocese 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 or 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 Diocesan property. The Diocese 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.

602 ANTI-HARASSMENT/ANTI-DISCRIMINATION POLICY

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.

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 your supervisor or to a higher level in your “chain of command.”
- (b) By reporting to the Human Resources Director.
- (c) By reporting anonymously (using the attached report form) by mail, addressed to:

Director of Human Resources
901 Orange Grove Rd.
Charleston SC 29407

Any supervisor who observes or receives a report of a violation is required to report the matter either directly to the Human Resources Director, Principal, Pastor 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 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) _____

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/Diocesan official:

Date received

Signature of Official

603 PERSONAL APPEARANCE

Employees are expected to present a clean and neat appearance and dress according to the requirements of their positions. When employees are in the workplace or representing the Employer outside of the workplace, the following general rules apply:

1. All employees are requested to be aware and conscientious of their dress, personal hygiene, neatness and cleanliness of attire, and appropriateness of apparel.
2. Good judgment, with periodic assistance from peers and supervisors should, in most cases, be sufficient to define appropriate dress. The following attire, however, is usually not acceptable in the work setting: jeans (unless the person is in a maintenance function), shorts, any clothing with inappropriate sayings or language, any clothing that is ill fitting or suggestive, or any clothing that is not clean and in reasonable repair. While this is not a comprehensive list, employees again are asked to use good judgment or seek assistance from their supervisor or the Human Resources Office if they have questions about appropriate dress.
3. Employees who fail to follow personal appearance guidelines may be sent home and directed to return to work in proper attire. Under such circumstances, employees shall take the time away from work unpaid or the employee may use accrued vacation time to pay for the time away from work. If an employee continually fails to comply with this policy, further disciplinary action may be taken.
4. The Employer reserves the right to determine the appropriateness of employee appearance and attire.

604 DISCIPLINE/PERFORMANCE PROBLEMS

There may be times when an individual's performance or conduct requires that disciplinary action be taken. Each disciplinary situation will be coordinated through the Supervisor, reviewed on an individual basis.

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 violence; insubordination; theft; misrepresentation; willful destruction of property; unwarranted or illegal copying or distribution of 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; actions which reflect negatively on the Employer; or sexual or other unlawful harassment. Misrepresentation, falsification, or material omission of information on employment application materials.

However, just as you can terminate your employment at any time for any reason or for no reason, the Employer 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 Employer in its sole discretion. Normally, the Diocese 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 Employer.

THE CATHOLIC DIOCESE OF CHARLESTON

605 SOLICITATION AND DISTRIBUTION POLICY

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

The Diocese of Charleston 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.

Employer bulletin boards may not be used except for official employer announcements such as internal memoranda, and federal and state labor information.

THE CATHOLIC DIOCESE OF CHARLESTON

606 CELLULAR PHONES AND DRIVING

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.

THE CATHOLIC DIOCESE OF CHARLESTON

607 WEAPONS

The possession of firearms or other 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 termination of employment

THE CATHOLIC DIOCESE OF CHARLESTON

608 EXPENSE REIMBURSEMENT FOR DIOCESAN OFFICES

This expense reimbursement policy covers activities by all Employees of the Diocese of Charleston and Catholic Charities (“Employees”) with the exception of parishes, schools and missions, as an effort toward responsible and accountable stewardship of Diocesan assets.

Change or reissuance of this policy is to be made through the Diocesan Office of Finance upon approval by the Vicar General. Exceptions to this policy are to be approved in writing by the Vicar General.

The department head is responsible for ensuring compliance with these policies. The Office of Financial Services is responsible for monitoring approvals to ensure the office directors are complying with the policies. Periodic audits of such expenditures will be held to ensure compliance with Diocesan policies. Any failure to comply will cause the expense to be disallowed and notification to Employee’s supervisor.

Automobile Expense

Reimbursement for use of an individual’s personal automobile on Diocesan business will be made at the prescribed IRS mileage rate. The Office of Financial Services will notify all Diocesan Employees of changes in the approved mileage rate. Mileage reimbursement at the prescribed rate represents total remuneration available for all expenses associated with the business use of one’s personal vehicle, including gasoline, insurance, routine service and repairs, etc. The costs associated with parking tickets and traffic citations is not reimbursable. When travelling on Diocesan business by automobile, the Diocesan fleet car may be used, if it is available. All persons on Diocesan business should travel together where practical in order to keep mileage costs to a minimum.

Commuting mileage (mileage from home to office) is not reimbursable. When travelling from home directly to an appointment, the allowable mileage will be the lesser of:

- Mileage from home to an appointment, or
- Mileage from office to appointment, unless the mileage occurs on a day when the Diocesan offices are officially closed. On those days, allowable mileage will be the mileage from home to appointment.

Parking fees are reimbursable when incurred for Diocesan business.

Meals

The cost of restaurant meals is only reimbursable in the following circumstances:

- The individual is travelling out of town on Diocesan business
- The individual is attending an all-day seminar and lunch is not included as part of the cost of the seminar, or
- The meal occurs in the context of a business meeting (which is necessary to conduct Diocesan business).

The amount reimbursed for restaurant meals is limited per person as follows: \$35 for dinner, \$15 for lunch, and \$10 for breakfast, plus applicable taxes and tip. If the charge exceeds these amounts, the amount submitted for reimbursement should be reduced accordingly. Reimbursement of travel related meals may be further limited to the IRS approved per diem amount, at the discretion of the department head.

Gatherings and Celebrations

When voluntary gatherings involving food & beverage are held on or off the premises, the associated costs are not chargeable to the diocese. Special luncheons and events may be charged to the diocese upon prior written approval from the appropriate Secretary of the Curia.

Business Planning Meetings

Business planning meetings held on the premises should be structured so participants can enjoy their normal lunch period. Planning meetings which extend through the lunch or dinner period may choose to offer food for the participants. This expense may be charged to the diocese provided the cost is reasonable and infrequent in occurrence.

Gifts & Flowers

The gift policy is as follows:

- Hospitalization of an Employee or volunteer (not to exceed \$50).
- Death of an Employee or volunteer or member of their immediate family (not to exceed \$100).
- Gifts for weddings, birthdays, anniversaries, Employee resignations, and other such events are not chargeable to the diocese.
- Retirement gifts on behalf of the diocese are allowable upon receipt of written permission from the Vicar General.
- Thank-you gifts may be given to volunteer council and commission members annually and/or upon completion of their terms if approved in writing by the Vicar General.

Overnight Travel

Costs incurred while travelling overnight on Diocesan business are reimbursable by the diocese provided the expense is necessary and reasonable and has been approved by the appropriate department head or Secretary of the Curia. Personal expenses while traveling (in-room movies, side trips and other personal travel, etc.) are not chargeable to the diocese. If the Employee's spouse accompanies the individual, personal costs (including the spouse's meals, airfare, incremental room costs, etc.) are not chargeable to the diocese.

Airfare

Travel by plane, necessary for the performance of one's duties and assignments, should be charged to the Diocese at coach fares. Additionally, the Diocese will cover either a seat upgrade to economy comfort (NOT business or first class) OR luggage fees, not to exceed \$75 per round trip.

However, any travel that is International or west of the Mississippi River will be eligible for both economy comfort and luggage fees, not to exceed \$100 per round trip.

In the event that an Employee extends a business trip for personal recreation, the following should occur:

- If the cost of the 'extension' is the same or below what the cost of the business trip would have been, the Diocese will cover the entire cost
- If the cost of the 'extension' is more than what the cost of the business trip would have been, the Diocese will cover the cost of the business trip only
- The Employee must show via printed ticket prices what the cost of the business trip would be (in accordance with all guidelines above)

All reasonable effort should be exercised to purchase the most economical airfare available and when possible, purchased 2 months in advance (including consideration of the extension of trips for personal recreation).

Continuing Education, Attendance at Conferences, Workshops, Conventions

The cost of attendance at continuing education seminars and inter-Diocesan meetings is chargeable to the diocese provided it has been approved in the annual departmental budget. No unbudgeted expenses should be incurred without express written consent by the Secretary or Vicar General. When attending such seminars or meeting, only business related expenses may be charged to the diocese. Personal expenses (in-room movies, side trips, and other personal travel, etc.) are not chargeable to the diocese. If the Employee's spouse attends the conference, personal costs (including the spouse's meals, airfare, incremental room costs, etc.) are not chargeable to the diocese.

Participation on Boards

Professional Employees may be invited to serve on national, regional or local boards, project committees, etc. Prior to accepting invitations to serve on these boards or committees, approval is to be obtained from the Employee's supervisor and Secretary or Vicar General. This approval should consider the following:

- Purpose of serving on committee. How does serving:
 - Benefit the Diocese
 - Benefit the Employee
- Amount of time and frequency of travel that will be required
- Estimate of expenses to be paid by the Diocese

Volunteers who serve on Diocesan advisory boards, committees, councils, etc. are not eligible for stipends, mileage, or other travel-related expense reimbursement associated with their activity. The Vicar General will establish any appropriate recognition for these volunteers.

Authorization of travel and conference expenses, purchases of goods and services

Office Directors/Department Heads must sign all requests from their staff for reimbursement of expenses in connection with the general areas of travel, meals, lodging, meetings, and seminar/retreats/conferences and purchases of goods and services. Approval of Office Director/Department Heads' expenditures requires the authorization of their direct supervisor. When their direct supervisor is the Vicar General, he may delegate the authorization for approval to the Director of Financial Services.

Tuition

At this time, tuition is considered under a separate policy. Please refer to Human Resources for additional information.

Stipends

Diocesan Employees are not to accept a stipend or other form of payment from a parish, school or Diocesan office when asked to participate in a function related to their normal duties. However, the Employee may accept a donation to the Diocese for the service offered, which will be credited to the Employee's office or department.

Signature Approvals

For all signature requirements included in this policy, each signature approving an item must be original. The following signatures are not permitted:

- Electronic scans of signatures
- Typed signatures
- Copies of signatures

Satellite locations may submit approved documents via scan to the appropriate office for processing once an original signature approval is obtained.

Miscellaneous

All invoices, reimbursement requests, and other requests for payment must have an explanation of the expenditure. All requests for reimbursement of expenses covered in this policy must be submitted on expense account forms and shall be verified for compliance with these rules. All information requested on the expense account form must be completed and the receipts attached to the reimbursement request. Failure to include all of the information and documentation required above will cause the expense to be disallowed.

All receipts for purchases must be retained and turned in when submitting expenses for reimbursement. Receipts must show all itemized purchases. In the event of a lost receipt or if a receipt is unavailable, the Employee must provide a written explanation of the expense.

609 MOBILE DEVICE SECURITY

The Employer seeks to protect its mobile devices and the data stored on such devices from unauthorized access, use, disclosure, alteration, modification, deletion, destruction, and/or removal. Using non-employer owned/controlled mobile devices to access, use, or store sensitive employer related information, including sensitive or confidential personal information, is strictly prohibited.

Purpose

This policy describes the minimum security policy for mobile devices. Mobile devices must be appropriately secured to

- Prevent sensitive or confidential data from being lost or compromised
- Reduce the risk of spreading viruses
- Mitigate other forms of abuse of Diocesan computing and information infrastructure

Scope

This policy applies to users of any mobile device that connects to the Diocesan network/resources or is otherwise used to store or transport Diocese related information.

Enforcement

Non-compliance with this policy and/or its resulting procedures may be cause for disciplinary action up to and including termination. Depending on the circumstances, federal or state law may permit civil or criminal litigation and/or restitution, fines, and/or penalties for action that would violate this policy.

Responsibility

1. All mobile device users are responsible for following this policy.
2. Anyone observing what appears to be a breach of security, violation of this policy, violation of state or federal law, theft, damage, or any action that might place Diocesan resources at risk must immediately report the incident to an appropriate level supervisor or IT personnel.
3. Managers and supervisors are responsible for ensuring that all mobile device users in their area are aware of and understand this policy and all related procedures.

Policy

1. All mobile devices must be submitted to the Diocesan department of Information Technology for approval.
2. Whenever possible, all mobile devices must be kept password protected.
3. The physical security of these devices is the responsibility of the user to whom the device has been assigned. Mobile devices shall be kept with the user whenever possible. Whenever a device is being stored, it shall be stored in a secure place, preferably out of sight.
4. If a mobile device is lost or stolen, promptly report the incident to

your supervisor or IT personnel.

5. If sensitive or confidential information must be stored on the device, the information must be:
 - a) Encrypted
 - b) Completely and securely removed from the mobile device before it is disposed
6. Mobile device options and applications that are not in use should be disabled.
7. Whenever possible, all mobile devices should have screen locking and screen timeout functions enabled.
8. No sensitive personal information shall be stored on mobile devices unless it is encrypted.
9. Before a mobile device is connected to Diocesan IT systems, it shall be scanned for viruses. If viruses are detected, the Diocese may delete any files on the device. If the mobile device is used for transitional storage (for example, copying data between systems), the data shall be completely and securely removed from the mobile device immediately upon completion.

THE CATHOLIC DIOCESE OF CHARLESTON

610 SOCIAL MEDIA POLICY

PREAMBLE

The Roman Catholic Diocese of Charleston places the highest value on the integrity of Church Personnel in our parishes, agencies, schools and organizations. All Church Personnel must uphold Christian values and work diligently to serve and enhance the mission of the Church. This Policy provides a set of standards for conduct in certain situations regarding an individual's public voice on social media.

DEFINITIONS

Church Personnel: For the purposes of these guidelines, the following are included in the definition of "Church Personnel": bishops, priests, deacons, religious, lay employees, and lay volunteers involved in ministry for the Diocese, its parishes and schools.

Social Media: any form of electronic communication, including but not limited to websites or "apps" that are designed to turn communication into interactive dialogue, such as blogs/wikis, mobile phone, computer or tablet "apps", message boards/forums, Facebook, Vine, TikTok, Twitter, YouTube, Vimeo, LinkedIn, Instagram, Tumbler, Snapchat, GroupMe, etc.

POLICY

In furtherance of the Church's mission, all Church Personnel (defined above), regardless of whether they are members of the Catholic Church, are by virtue of such employment actively engaged in pastoral ministry and the formation of God's people by personal witness. Therefore, Church Personnel must acknowledge and agree that they will, at all times, publicly speak and act in accordance with the mission and teachings of the Roman Catholic Church, as set forth in Sacred Scripture and the Catechism of the Catholic Church. This includes posts on one's personal Social Media pages.

This policy sets forth the Diocese of Charleston's expectations for Church Personnel regarding social media conduct.

Accordingly:

- Church Personnel will not post obscene, harassing, generally offensive, derogatory, defamatory, or otherwise scandalous, comments, links, or images, that discredit the Diocese of Charleston or its affiliates, employees, parishes, volunteers, schools, or others.
- Church Personnel will not publicly engage in behavior or promote messages that contradict Catholic teachings or (e.g., promote racism, abortion, same-sex relationships, hatred, etc.).
- Church Personnel will not share or post anything on any type of social media that contradicts doctrine, traditions, social teaching or sacred Scripture of the Roman Catholic, as set forth by the official Catechism of the Catholic Church and the Code of Canon Law.

The Secretariat of Communications and Public Affairs is the sole voice of the Diocese of Charleston. No one has the right to speak for the diocese without the written consent of the Secretary, the Vicar General with authority over the Secretariat or Bishop of Charleston.

ENFORCEMENT

Church personnel are expected to abide by this policy. Failure to comply with any of the provisions of the Social Media Policy will be grounds for discipline, up to and including termination. Reports of alleged infractions or questions regarding content may be made to the Secretariat of Communications and Public Affairs or the Office of Human Resources at the Pastoral Center, 901 Orange Grove Road, Charleston, SC 29407.

The Roman Catholic Diocese of Charleston reserves the right to make changes at any time upon posting a new version to its website. This Social Media Policy supplements and is in addition to the applicable provisions of the 2022 diocesan Policy Concerning the Protection of Minors and Vulnerable Adults from Sexual Abuse by Church Personnel and the accompanying Code of Conduct for Church Personnel and Ministerial Standards and Guidelines for Dealing with Minors and Vulnerable Adults.

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

THE CATHOLIC DIOCESE OF CHARLESTON

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

This policy is maintained separately by the Diocesan Safe Environment office. A revised copy was issued to each department head in 2022 with instructions that the policy should be reviewed and the acknowledgment signed by each employee and returned to the Diocesan Safe Environment office. When an employee is hired into the Diocese, this policy is to be given to the new employee at the time of hire for review and acknowledgment. A copy of the signed acknowledgment should also be kept in the employee's personnel file.

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