

ARCHDIOCESE OF ANCHORAGE

PERSONNEL POLICIES AND PRACTICES

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MESSAGE FROM ARCHBISHOP ROGER L. SCHWIETZ, O.M.I.

My dear friends in Christ:

What you have before you are the Archdiocesan Personnel Policies and Procedures.

It is my hope and prayer that the policies and procedures contained in this volume contribute to our achieving already here on earth an image of God's eternal kingdom, a common perspective, and unity of action.

Accordingly, by this letter I hereby promulgate these Archdiocesan Personnel Policies and Procedures. I entrust them to the watchful care of all concerned for their implementation and observance, and declare that they shall have effect from the first day of June, 2004.

Done at the Pastoral Center in Anchorage, Alaska, this 1st day of May, 2004.

Most Reverend Roger L. Schwietz, O.M.I.
Roman Catholic Archbishop of Anchorage

SECTION I. INTRODUCTION

MISSION

The mission of the Church, and therefore our Archdiocese, is to bring people to Christ. In this way we build up a community of faith that fosters the holiness of its members and the coming of the Kingdom. Each strives to that goal which was outlined by St. Paul: “It is no longer I who live, but Christ who lives in me.”

INTENT OF PERSONNEL POLICIES AND PRACTICES

The intent of the Personnel Policies and Practices Manual is to maximize the organization’s effectiveness in fulfilling the organization’s mission and to comply with all applicable federal, state and local laws. If any part of this manual conflicts with any law or any rule, regulation and/or condition mandated by any funding source or regulatory body, those regulatory specifications shall prevail.

The Personnel Policies and Practices were also developed to assist Archdiocese personnel in understanding their responsibilities and rights as employees of the Archdiocese of Anchorage. They were designed to acquaint you with the Archdiocese and to provide you with information about working conditions, employee benefits and some of the policies affecting your employment. You should read, understand and comply with all provisions of the Personnel Policies and Practices Manual.

No manual can anticipate every circumstance or question and as the Archdiocese continues to grow the need may arise to revise, supplement or rescind any portion or policy of this manual. The Archdiocese of Anchorage, therefore, in its sole and absolute discretion, reserves the right to revise, supplement or rescind any policies or portion of this Personnel Policies and Practices Manual from time to time, as it deems appropriate.

The Archdiocese of Anchorage, at its discretion, may change, delete, suspend or discontinue any part or parts of the policies in this manual at any time without prior notice. Any such action will apply to existing as well as future employees. No statement or promise by a supervisor or manager may be interpreted as a change in policy nor will it constitute an agreement with an employee contrary to any policy specified in this manual.

NATURE OF EMPLOYMENT

This Personnel Policy and Procedure Manual is not an employment contract and is not intended to create contractual obligations of any kind. Your employment is not for a specified period of time and this manual does not limit your right or the Archdiocese of Anchorage’s right to terminate employment at any time for any reason or no reason. No supervisor or director is authorized to enter into anything other than an at-will employment relationship with any employee on behalf of the Archdiocese of Anchorage.

AUTHORITY AND RESPONSIBILITY

The pastoral guidance of the Archdiocese of Anchorage shall be conducted under the authority of the Archbishop with the assistance of the Vicar(s) General (canons 381 and 475, §1); pastors, parochial administrators, and parochial vicars in their parishes (canons 519, 540-541, and 545); and others in comparable institutions.

The Pastoral Center administration of the Archdiocese of Anchorage shall be conducted under the authority of the Archbishop with the assistance of the Vicar(s) General (canons 473, §1 and 479, §1); the Chancellor (canon 482); and the department directors and archdiocese directors (canons 469-470).

The Chancellor is responsible for establishing, implementing and enforcing policies and practices for the overall operation of the organization.

SECTION II. EMPLOYMENT PRACTICES

2.01 EQUAL OPPORTUNITY

It is the policy of the Archdiocese of Anchorage to recruit, hire, train and promote for all job classifications without regard to a person's race, religion, color or national origin, age, physical or mental disability, sex, marital status, changes in marital status, pregnancy, parenthood or any other impermissible characteristic as defined by law when the reasonable demands of the position do not require distinction of the aforementioned items. Notwithstanding this policy, certain positions require the incumbent to be a Catholic. In these instances, the requirement is a Bona Fide Occupational Qualification (BFOQ).

2.02 HARASSMENT

The Archdiocese of Anchorage in keeping with federal and state law and good business practice expressly prohibits any form of harassment based on race, color, religion, sex, age, national origin, disability, marital status or status as a Vietnam-era or disabled veteran. Interference with the ability of the Archdiocese of Anchorage's employees to perform their expected job duties is not tolerated.

(a) Workplace Harassment

Workplace harassment can take many forms. It is not necessarily sexual in nature. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, calendars, e-mail jokes or statements, pranks, intimidation, physical assaults or contact or violence.

(b) Reporting

If you experience any job-related harassment based on your sex, race or another factor, or believe you have been treated in an unlawful, discriminatory manner, you should immediately contact your supervisor and complete a written report as soon as possible. All reports will be promptly investigated with due regard for the privacy of everyone involved. If, after conducting an investigation, management believes that any of its employees have acted inappropriately, disciplinary action will be taken against the offending employee, up to and including termination. If the alleged offender is the Archbishop, the Chancellor, or your supervisor, you should contact the Vicar General.

(c) Retaliation

Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

(d) Sexual Harassment

Sexual harassment by supervisors, employees or volunteers is illegal and will not be tolerated. Unwelcome sexual advances, inquiries, requests for sexual favors, derogatory verbal and visual displays, or verbal or physical conduct of a sexual nature constitutes sexual harassment. Additionally, sexual harassment also occurs when:

- submission to such behavior is made explicitly or implicitly a term or condition of an individual's employment or volunteer service; or
- submission to or rejection of such behavior by an individual is used as the basis of decisions affecting the employee or volunteer; or
- such behavior has the effect of interfering with an individual's work performance by creating an intimidating, hostile or offensive work environment.

Sexual harassment is grounds for immediate dismissal. Any employee who feels this policy is being violated should report this to the immediate supervisor and/or the Chancellor. In the event the Chancellor is the alleged harasser, the complainant should make a report directly to the Archbishop. If the alleged harasser is the Archbishop, the complaint should be made to the Vicar General.

2.03 DISABILITY PROVISION

It is the policy of the Archdiocese of Anchorage to comply with federal and state laws concerning the employment of individuals with a disability. Accordingly, the Archdiocese of Anchorage will not discriminate against qualified individuals who have a disability with respect to selection and hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment. Further, the Archdiocese of Anchorage reasonably accommodates qualified individuals with a disability so that they can perform the essential functions of a job, so long as the accommodation does not constitute an undue hardship.

2.04 RECRUITMENT OF JOB APPLICANTS

When a position becomes available, the archdiocese will encourage qualified employees to apply and may simultaneously advertise the position externally to ensure the most qualified applicant is selected. Depending on the circumstances, we reserve the right not to seek applicants or advertise when, in management's discretion, it is not necessary.

2.05 EMPLOYMENT OF RELATIVES

Employees' relatives are eligible for employment with the Archdiocese of Anchorage as long as no conflicts in supervision, safety, security, morale and other conflicts of interest exist. Employees may not directly supervise or have influence on a relative.

Alternate lines of supervision must be established by the Chancellor should an individual be hired to work in a department or program which is supervised by a member of his/her immediate family.

For purposes of enforcement of this policy, relatives are defined as an employee's parent, child, spouse, sibling, foster placement, step relationship, grandchild, niece, nephew, aunt, and uncle.

2.06 POSITION DESCRIPTIONS

Every position in the Archdiocese of Anchorage shall have a description of the position. A description of a position shall specify or indicate:

- The title of the role or position that is both accurate and in accord with current terminology in the Archdiocese of Anchorage.
- The title of the position(s) of the employee to whom the person will be accountable.
- The titles of positions, if any, of employees who are accountable to this position.
- General or overall responsibility of this position.
- A list of essential responsibilities or duties and working and physical conditions of the position for purposes of complying with the Americans with Disabilities Act for employment.
- Very often, one description of a position will be applicable to several people who hold the same title.

Applicants for positions will be informed of the minimum requirements and qualifications (i.e., knowledge, skills, abilities, physical requirements, working conditions, driving requirements) for that position as well as the salary range. A job description will be provided to an employee at the time of hire or within thirty (30) days of hire.

2.07 ORIENTATION

The immediate supervisor or his/her designee will be responsible for providing an orientation for the new staff members within thirty (30) days of hire. The orientation will include: a review of the employee's job duties and responsibilities in accordance with the job description, an introduction to staff members and a review of all relevant policies and procedures. An archdiocesan orientation may also be required.

2.08 INTRODUCTORY PERIOD

All new full and part-time employees will be subject to an introductory period during the first three (3) months of employment at the Archdiocese of Anchorage. An orientation

period of three (3) months also applies to employees who have been transferred or promoted to different jobs within the Archdiocese of Anchorage.

The intent of the introductory period is two-fold: (1) for the employee to become familiar with the organization and to learn his/her roles and responsibilities of the position and (2) to allow the Archdiocese of Anchorage to observe the employee's performance and ability to meet archdiocesan standards.

At the end of the introductory period, the employee's performance will be evaluated. If, in management's judgment, employment is marginal or unsatisfactory, the Archdiocese may end employment or may extend the introductory period for another thirty (30) days to further evaluate performance and suitability for the job. (see 1.11) Nothing in this policy changes the at-will relationship between the Archdiocese of Anchorage and its' employees.

2.09 PERSONNEL RECORDS AND PRIVACY

General

Archdiocese of Anchorage maintains accurate and complete personnel files and other personnel information on all employees. The personnel file contains the complete history of employment. Information contained within the personnel file and files of other personnel information includes, but is not limited to, application for employment, position assignments, job descriptions, job performance evaluations, certifications, and employee benefit enrollment forms. All health-related information will be kept in a separate file to maintain confidentiality. In addition, a separate payroll file is maintained. Personnel files are considered confidential files and are property of Archdiocese of Anchorage.

Employee Review

Both employees and former employees have the right to review their personnel file and other personnel information. A written request to review the file(s) should be made to the Human Resources Department, which will be accommodated in a reasonable period of time. Any review of the file(s) will be monitored and the file must remain in the Human Resources Department while the employee is reviewing it. Upon receiving a written request for copies of the personnel file and other personnel information, employees and former employees will be provided with a copy of such records within a reasonable amount of time. Employees and former employees may be required to pay the reasonable cost of copying the records.

Access to Records

Access to the personnel file is restricted to the Human Resources Department, the Chancellor and the employee's supervisor. However, appropriate government agencies may be permitted to review such files to the extent it is necessary to comply with the terms and conditions of grants. Supervisors may request their subordinates' personnel file

only. Supervisors will not have access to files containing health-related information for any employees. Access to the file of health-related information maintained for each employee will be strictly limited to the Human Resources Department and the Chancellor, except in the case of a bona fide necessity. For instance, health-related information may be released to an insurance company upon proper request. The Payroll Department has access to, and maintains, a separate compensation file for each employee.

To ensure privacy, the personnel file and other personnel information are considered strictly confidential. Unless a form authorizing release of job-related information has been signed by an employee or former employee, only the date of employment and position title will be confirmed in response to an inquiry by a bona fide organization. Archdiocese of Anchorage will cooperate with government agencies as required by the audit requirements of various grants, but the representative of the Archdiocese in question must present a legitimate reason for requesting the information contained in personnel records.

No personal information, such as address or telephone number, will be given to other employees or individuals not employed by Archdiocese of Anchorage unless the employee has given specific written consent to the release of such information.

2.10 PERSONNEL DATA CHANGES

Employee personnel files are deemed essential for efficient operation of the Archdiocese. Aside from relevant documents for employment, these files shall include pertinent information such as name, address, telephone number, emergency contact information, etc. Employees are required to report changes to any of these above areas to their supervisor.

2.11 PERFORMANCE EVALUATIONS

A written performance evaluation will be prepared by an employee's immediate supervisor at the end of the three (3) month introductory period. A conference will be held between the immediate supervisor and the employee. The employee will be given his/her evaluation and based on the evaluation, the supervisor will decide on one of the following options:

- Termination of employment
- Additional introductory period not to exceed thirty (30) days
- Regular employment

An annual performance evaluation will be conducted for each employee by his/her immediate supervisor and a conference will be held to discuss that evaluation. Employees will receive a copy of the written evaluation. The evaluation will be completed on the anniversary date or the transfer date to another position.

All written evaluations will have the immediate supervisor's and the employee's signatures and become part of the employee's personnel file.

All employees of the Archdiocese of Anchorage will receive a formal performance evaluation annually. However, interim performance evaluations may be conducted at the discretion of an employee's immediate supervisor. New employees will receive a written performance evaluation upon completion of their introductory period or after three (3) months of employment.

The employee and the employee's immediate supervisor will both sign the performance evaluation and a copy will be given to the employee and placed in the employee's personnel file.

The evaluation will rate the employee's performance with regard to overall suitability for his/her position based upon, but not limited to such factors as abilities, relationships with co-employees and clients, self-improvement and performance of work as described in the employee's job description. Employees are encouraged to participate in the evaluation process.

2.12 PROMOTIONS

It is the policy of the Archdiocese of Anchorage to promote employees to vacant positions whenever possible. Notifications of vacant positions will be made available and promotions will be based on qualifications and performance. This, however, will not prohibit management from utilizing standard advertising practices to seek the best qualified person for the position, or not advertising openings at all, when management deems appropriate.

There is a three (3) month introductory period for employees promoted into a new position. The introductory period may be extended by thirty (30) days at the discretion of the supervisor. An evaluation will be conducted by the immediate supervisor at the end of the introductory period.

SECTION III. EMPLOYMENT CLASSIFICATION

The Archdiocese of Anchorage has employment status categories that assist in making distinctions in benefits and conditions of employment among employees.

3.01 FULL-TIME EMPLOYEE

A full-time employee is one who is hired to work a pre-determined schedule of forty hours (40) per week and is eligible for benefits.

3.02 PART-TIME BENEFITS ELIGIBLE EMPLOYEE

An employee who is hired to work less than forty (40) hours per week, but is regularly scheduled to work a minimum of thirty (30) hours per week for eight (8) or more months per year, shall be a benefits eligible part-time employee.

3.03 PART-TIME BENEFITS INELIGIBLE EMPLOYEE

Those employees who are regularly scheduled to work fewer than thirty (30) hours per week for eight (8) months per year shall be regular part-time employees and shall not be eligible to participate in employee benefit programs, other than those mandated by law, such as worker's compensation.

3.04 TEMPORARY EMPLOYEE

A temporary employee is one who is hired on a regular, seasonal or emergency basis for a specified period of time. A temporary employee may be employed for up forty (40) hours per week, but may not be employed for more than six (6) months in this category. Temporary employees are not eligible for benefits.

3.05 NON-EXEMPT EMPLOYEE

An employee who is governed by the wage and hour laws of the United States and the State of Alaska Wage and Hour Act is a non-exempt employee. Such employees are paid for overtime as per applicable law. Generally, program and support staff are classified as non-exempt employees and are paid on an hourly basis.

3.06 EXEMPT EMPLOYEE

An employee who meets the criteria for exclusion from the overtime requirements of the wage and hour laws (e.g., administrative, professional) is considered an exempt employee. Exempt employees do not receive pay for hours worked in excess of eight (8) hours per day or forty (40) hours per week.

SECTION IV. COMPENSATION AND PAYROLL PRACTICES

4.01 SALARY ADMINISTRATION

Timekeeping

Time sheets are to be filled out in ink by each employee at the end of a two week period, signed and dated by his/her supervisor and submitted for payroll processing. The time sheet must be submitted according to the predetermined payroll schedule; in the event a time sheet is submitted after the deadline, the paycheck may be delayed until the following pay period. The time sheet must bear an original employee signature in ink.

Paydays

Pay periods are biweekly; the last day of the two (2) week period being Friday. Payroll checks are distributed to program directors/managers in accordance with the predetermined payroll schedule. When a payday falls on a holiday, employees shall be paid on the last working day preceding the holiday.

Paychecks must be cashed within six (6) months of the date of the check. Only the employee may claim a paycheck unless the employee requests in writing that the Payroll Technician release the paycheck to the designated individual.

If the employee believes that an error was made in the amount, the error should be brought to the attention of the employee's supervisor, preferably prior to the cashing of the check.

Employees may request that their paychecks be directly deposited into a specified account. Employees may obtain a Direct Deposit form from the Finance Office and may enroll at any time.

4.02 PAYROLL DEDUCTIONS

The following payroll deductions are required by law: FICA, Medicare, Federal Income Tax and ESC (Alaska Unemployment) taxes. Voluntary deductions will be made at management's discretion and only if the employee requests the deduction in writing.

4.03 EMPLOYEE PAY ADVANCES

Employees employed by the Archdiocese for a minimum of one year may request an advance on their pay not to exceed their net pay. Two (2) requests in a 12 month period may be authorized. A request form must be completed by the employee and submitted to the Director of Human Resources for determination of eligibility.

A pay advance is early payment for work performed during the pay period. The entire amount of the advance will be deducted from the employee's next paycheck. Extensions or pay installments or loans are not permitted.

4.04 GARNISHES AND TAX LEVIES

A garnish is a legal action by a creditor requiring the Archdiocese to withhold an amount from an employee's earnings. The company must forward the amount to the creditor each payday until the debt has been paid.

A tax levy is an action brought by a governmental tax agency to satisfy an employee's tax indebtedness.

When a garnish or tax levy is served on the Archdiocese of Anchorage the employee may be contacted by the Chancellor or other individual to whom the responsibility has been delegated. The employee shall be asked to try to make arrangements with the creditor or tax agency to make direct payments to satisfy the indebtedness. If an agreement is reached, the employee will ask the creditor to issue a written release to the Archdiocese of Anchorage.

4.05 OVERTIME AND TIME REPORTING

Only non-exempt employees are eligible for overtime. Employee overtime is based on hourly rate of pay and must be pre-approved by the immediate supervisor. Overtime is computed as time and one-half for all hours worked in excess of 8 straight time hours per day or 40 straight time hours per week, unless on an approved flexible work hours plan. Paid Time Off or Banked Sick Leave hours used or any other non-regular work hours are not considered in the calculation when determining hours of overtime.

The Fair Labor Standards Act is a federal law that requires non-exempt employees to complete their own timesheets for each work week and to submit them to the employer. In all cases, timesheets must be signed by the employee and that employee's direct supervisor before submission to the payroll processor. The supervisor (not the employee) must deliver the timesheet to the payroll processor.

Every *exempt full-time employee* shall complete and submit a PTO request form only to report the use of Paid Time Off (PTO).

Every *non-exempt full-time and part-time employee* shall complete and submit a timesheet. Non-exempt full-time and part-time employees are required to indicate the total hours worked each day, excluding lunch periods. When appropriate, an indication of the type of absence should be included. A line must be drawn through open dates and spaces before the timesheet is signed by the supervisor. Work schedules and break periods are determined locally.

Timesheets are the property of the Archdiocese of Anchorage. Alteration or removal of timesheets from the facility will invalidate them and require the employee to verify the time worked to the satisfaction of their immediate supervisor. An employee may not enter time for another employee, except in extraordinary circumstances (illness, out of town, etc.) and only if approved in advance by the employee's immediate supervisor.

4.06 EXPENSE REIMBURSEMENT

Employees may be required to travel in order to provide professional services, conduct orientations or to attend educational training, conferences or seminars. The Archdiocese of Anchorage covers the expense of travel in these situations.

Requests to attend training must be in advance and include a detailed description of anticipated expenses. Expense reimbursement requests must be submitted to an employee's immediate supervisor who has authority to approve the expenses if they are within budgeted allowances.

Employees are required to submit reimbursement requests with appropriate documentation to include: canceled tickets, parking receipts and other related travel expense records. Reimbursement requests must be submitted to the Finance Office within five (5) working days upon completion of travel.

Employees may be reimbursed for mileage when their private automobile is used to conduct business on Archdiocese of Anchorage's behalf. Mileage for use of a personal vehicle on Archdiocesan business will be reimbursed at the current mileage rate established by the Internal Revenue Service.

4.07 WORKWEEK AND SCHEDULES

The normal workweek of the Archdiocese of Anchorage is forty (40) hours. The workweek begins at 12:01 a.m. Saturday morning. The Chancellor or his/her designee shall retain the authority to adjust individual work schedules to best serve the needs of the clients of the Archdiocese of Anchorage. When emergencies arise, employees may be required to work more than an eight (8) hour day, forty (40) hour week. When this occurs, non-exempt employees are eligible for overtime compensation. Exceptions to this can be made if a flexible work plan is signed by the employee, the employee's supervisor and the Chancellor, as required, and filed with the State of Alaska Department of Labor.

4.08 FLEXIBLE WORK SCHEDULE

The typical workday for all staff is 8:00 a.m. to 5:00 p.m.; however, with approval from an employee's immediate supervisor and the Chancellor, an employee may work a flexible schedule provided that the core hours of 9:00 a.m. to 3:00 p.m. are worked.

4.09 LUNCH PERIODS

Employee lunch periods are a one (1) hour unpaid break and are normally scheduled during the hours of 11:30 am to 1:00 p.m. For some employees, the work schedules may not permit a lunch period at this time of day. As such, the employee is to coordinate and confirm the lunch period with their supervisor.

Employee lunch schedules should be arranged so that adequate coverage is provided to departments during those times. Occasionally an employee may need to work through their regularly scheduled lunch period.

SECTION V. EMPLOYEE STANDARDS OF CONDUCT

The nature of the work performed by employees of the Archdiocese of Anchorage requires frequent contact and interaction with members of the public. All employees are expected to maintain conduct that is courteous and professional and reflects favorably upon the Archdiocese and the employee.

5.01 GENERAL CONDUCT

The Archdiocese of Anchorage's reputation for integrity and excellence requires careful observation of the spirit and letter of all applicable laws and regulations, as well as scrupulous regard for the highest standard of conduct and personal integrity.

The Archdiocese of Anchorage will comply with all applicable laws and regulations and expects its managers and employees to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct. In general, the use of good judgment, based on high ethical principles, must guide each employee to lives of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with an immediate supervisor or, if necessary, the Chancellor.

Compliance with this policy is the responsibility of every employee. If an employee's conduct has a detrimental impact on his/her performance, the performance of others or reflects poorly on the Archdiocese of Anchorage, it may result in disciplinary action, up to and including termination.

5.02 CONFIDENTIALITY

Employees are not to disclose, without proper authorization, or outside the normal execution of their job responsibilities, any confidential matters which come to their attention as a result of their employment with the Archdiocese of Anchorage. Disclosure to anyone of such information, without proper authorization, or outside the normal context of one's job, may be cause for disciplinary action, up to and including termination.

5.03 PERSONAL APPEARANCE

Employees of the Archdiocese of Anchorage are a reflection of the organization, and a role model to others. Although the Archdiocese respects the right to individual expression in terms of wardrobe, a professional attitude should be reflected in what employees wear.

These guidelines are offered to help you with choices regarding what to wear to work, with the understanding that the decision should also reflect the responsibilities of position:

- Clothing should not have holes.
- “Short” shorts and mini-skirts are not allowed.
- Bare midriffs are not allowed.
- See through clothing is not allowed. (Sleeves are an exception.)

Should there be any question about what is acceptable, please talk to a supervisor or Human Resources.

5.04 ATTENDANCE AND PUNCTUALITY

Absenteeism and tardiness place a burden on other employees and make normal operations difficult. The Archdiocese of Anchorage expects employees to be reliable and punctual in reporting to work. In rare circumstances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their immediate supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness may result in disciplinary action, up to and including termination.

5.05 CONFLICTS OF INTEREST

A conflict of interest exists whenever an individual encounters a situation in which their personal interest might affect their judgments on behalf of the Archdiocese of Anchorage. Employees should avoid the potential for conflicts of interest, or situations that may be interpreted as creating a conflict of interest, by not engaging directly or indirectly in an outside employment, business activity, financial relationship, or investment that competes with the Archdiocese of Anchorage or offers goods or services to the Archdiocese of Anchorage. This prohibition extends to contracts in which the employee's spouse, minor child, dependent or their respective businesses' employees may have a personal or financial interest, as well as benefits received by such persons. Employees must not speculate in materials, supplies, or services produced or purchased by the company. Employees may not represent themselves as representing the Archdiocese of Anchorage when supporting political candidates. Finally, employees must not take any action inconsistent with the employee's fundamental duty of loyalty to the Archdiocese of Anchorage as his or her employer.

If an employee wishes to engage in activities where a potential for conflict of interest may exist, the Chancellor or his/her designated representative must be consulted for approval in advance.

5.06 OUTSIDE ACTIVITIES

All employees are expected to avoid any conflict between their personal interests and the interests of the Archdiocese of Anchorage. Employees engaging in any other activity, which might constitute a conflict of interest must notify the Chancellor.

Outside employment may be detrimental to the Archdiocese of Anchorage because of the conflicting demand on employees' productivity or availability for work, or because it might create a conflict or appearance of conflict between the Archdiocese of Anchorage and the proposed employer. The Archdiocese of Anchorage employees are required to discuss the nature of the activity with the Chancellor prior to engaging in any questionable activity. If the Chancellor determines that a conflict exists, the employee will be asked to resolve the situation, which normally will require termination of the activity which gives rise to the conflict.

5.07 SOLICITATION

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

The Archdiocese of Anchorage recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty).

In addition, the posting of written solicitations on company bulletin boards is restricted. If employees have a message of interest to the workplace, they may submit it to their supervisor for approval. All approved messages will be posted by the Director of Human Resources.

Additionally, employees or volunteers may bring in goods and services to sell to colleagues on their own behalf or on the behalf of their children, such as Girl Scout cookies, Camp Fire candy, popcorn, crafts, etc. Employees may leave information in a common area where other employees may see, but are not pressured, harassed, or teased into purchasing said goods and services.

5.08 OFFICE EQUIPMENT USE

Computers, computer equipment, email, Internet, software, phone, facsimiles, and copiers are property of the Archdiocese of Anchorage, and are intended to be used for business, in a manner consistent with the Archdiocese's standards of conduct. Employees are expected to exercise good judgment and restraint in their personal use, especially of the Internet. Supervisors may, with good cause and authorization, prohibit any or all personal use of email, Internet, copiers, or faxes.

The Archdiocese emphasizes service to clients and is, therefore, limited in its resources. Equipment and supplies are limited and employees are encouraged to exercise resourcefulness to ensure use does not infringe on serving clients. The Archdiocese strives to maintain a workplace free of harassment and to be sensitive to the diversity of its employees.

(a) Computer and E-Mail Usage

Computers, computer files, the e-mail system, and software furnished to employees are property of the Archdiocese of Anchorage and are intended for business use only. Employees may not use computers, e-mail or software provided by the Archdiocese for personal use. Employees have no right of privacy in any computer or in any information stored on a computer provided by Archdiocese of Anchorage. All computer equipment and software is provided for the sole purpose of accomplishing Archdiocesan business. The Archdiocese of Anchorage has the right and authority to full and complete access to its own equipment and premises, including information stored on a computer workstation or network that it supplies, and may take actions to monitor use of the equipment when deemed necessary to the efficient management and operation of Archdiocese.

Employees should not use a computer or a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored at any time and e-mail is subject to search at any time.

The Archdiocese of Anchorage strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the Archdiocese prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

The Archdiocese of Anchorage purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Archdiocese does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Archdiocese of Anchorage prohibits the illegal duplication of software and its related documentation. Employees are also prohibited from loading software onto any workstation without the prior written approval of the program director.

The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images;
- Using the Archdiocese of Anchorage's time and resources for personal gain;
- Stealing, using, or disclosing someone else's code or password without authorization or necessity;
- Sharing your password with another employee without authorization;
- Copying, pirating, or downloading software and electronic files without permission;
- Sending or posting confidential material, trade secrets, or proprietary information outside of the Archdiocese;
- Violating copyright law;
- Failing to observe licensing agreements;
- Engaging in unauthorized transactions that may incur a cost to the Archdiocese or initiate unwanted Internet services and transmissions;
- Sending or posting messages or material that could damage the Archdiocese of Anchorage's image or reputation;
- Participating in the viewing or exchange of pornography or obscene materials;
- Sending or posting messages that defame or slander other individuals;
- Attempting to break into the computer system of another organization or person;
- Attempting to by-pass security provisions in the Archdiocese of Anchorage's network and computers to access programs or information which you are not authorized to access;
- Refusing to cooperate with a security investigation;
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities;
- Using the Internet for political causes or activities, religious activities, or any sort of gambling;
- Jeopardizing the security of the Archdiocese of Anchorage's electronic communications systems;
- Sending or posting messages that disparage another organization's products or services;
- Passing off personal views as representing those of the organization;
- Sending anonymous e-mail messages; or
- Engaging in any other illegal activities.

Employees should notify their immediate supervisor or the Human Resources upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by the Archdiocese of Anchorage to assist certain employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the Archdiocese of Anchorage and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the Archdiocese of Anchorage. As such, the Archdiocese reserves the right to monitor Internet traffic, and to retrieve and to read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Abuse of the Internet access provided by the Archdiocese of Anchorage in violation of law or the Archdiocese of Anchorage's policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

(b) Phone Usage

Phones are the property of the Archdiocese of Anchorage and there should be no expectation of privacy with the use of phones.

(c) Facsimiles

Facsimiles are provided by the Archdiocese of Anchorage to assist employees in work-related data activities. Employees should have no expectation of privacy with faxes or facsimile use.

Material that is faxed must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, or any other characteristic protected by law.

(d) Copiers

Copiers are provided by the Archdiocese of Anchorage to assist employees in work-related data activities. Employees should have no expectation of privacy with copies or copier use.

Material that is copied must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, or any other characteristic protected by law.

Employees should notify their immediate supervisor or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

5.09 SMOKING

In recognition of increasing employee concern for health and believing that consideration for the other person is a vital element in all interpersonal relationships, the Archdiocese of Anchorage has established smoking policies to govern the smoking practices of employees and visitors in its facilities. All employees are expected to be considerate of the other person in the practice of any facility smoking policy. Each facility has a posted no-smoking policy.

Smoking is not permitted in any of the Archdiocese of Anchorage's facilities. A designated smoking area is located directly outside of all Archdiocese of Anchorage facilities. For those employees who do not work in an Archdiocese of Anchorage-owned facility, the employee is required to adhere to the policies at that location.

5.10 DRUG AND ALCOHOL-FREE WORKPLACE

It is the Archdiocese of Anchorage's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

Drug and alcohol use are highly detrimental to the safety and productivity of employees in the workplace, as well as to others such as clients and volunteers. No employee may be under the influence of any illegal drug or alcohol while in the workplace, while on duty, or while operating a vehicle or equipment.

While on the Archdiocese of Anchorage's premises and while conducting business related activities off these premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

In accordance with federal and state laws, employees under the age of 21 are prohibited from serving or consuming alcohol.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Director of Human Resources without fear of reprisal.

There are times and events when an Archdiocesan function includes the availability of alcohol. At no time during these events may an employee place themselves or others at risk through unsafe use of alcohol or controlled substances. Appropriate use of alcohol and controlled substances is the responsibility of the employee. Inappropriate behaviors as a result of misuse of alcohol or controlled substances could result in disciplinary action up to and including termination.

5.11 VIOLENCE IN THE WORKPLACE

The Archdiocese of Anchorage is committed to preventing workplace violence and to maintaining a safe work environment. To that end, the Archdiocese has adopted a policy of "zero tolerance for violence" in the work environment. Given the increasing violence in society in general, the Archdiocese has adopted the following guidelines to deal with intimidation, coercion, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors, full time, part time, temporary or contract employees, as well as independent contractors, volunteers, and clients of the Archdiocese of Anchorage, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others. Further, the Archdiocese will not tolerate any talk of violence or joking about violence. Firearms, weapons, and other dangerous or hazardous devices or substances, including but not limited to, knives, explosives, and any other potential weapons, are prohibited from the premises of the Archdiocese of Anchorage.

The Archdiocese of Anchorage will not tolerate employees being in the possession of any weapons, including weapons transported in employee vehicles to Archdiocesan parking areas. In addition, when working off Archdiocesan premises, employees are prohibited from carrying or transporting weapons while conducting Archdiocesan business. Employees are not permitted to carry concealed weapons on Archdiocesan property or while performing work as an Archdiocesan employee, even if the employee has a valid permit to carry a concealed weapon.

Conduct that threatens, intimidates, or coerces another employee, volunteer, client, or member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, must be reported as soon as possible to the immediate supervisor or any other member of management. This includes threats by employees, as well as threats by clients, volunteers, vendors, solicitors, or other members of the public. When reporting a threat of violence, the report should be as specific and detailed as possible. The Archdiocese has adopted an Incident Report Form to use for this purpose. The Incident Report Form should be promptly completed and forwarded to the Director of Human Resources.

All suspicious individuals or activities should also be reported as soon as possible to management. Employees should not place themselves in peril by interceding or trying to determine what is happening. However, if required by circumstances, supervisors or those witnessing the incident are expected to take immediate action to protect the safety and security of themselves and other individuals in response to an incident of violence.

The Archdiocese will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making the report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including immediate termination of employment. Employees and other individuals may be subject to criminal prosecution.

The Archdiocese encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Director of Human Resources before the situation escalates into potential violence. The Archdiocese is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns. Involved employees should, however, try to work it out between themselves first.

Receptionists and supervisors must keep emergency phone numbers, as well as the numbers for local hospitals, at their desks and readily available for use if needed.

Employees of the Archdiocese who are licensed pilots and are required to carry tools or a gun for safety reasons, may have these items in their possession while on Archdiocesan property, with the understanding that the tools or gun should only be used for approved purposes.

SECTION VI. EMPLOYEE BENEFITS

6.01 SCOPE OF BENEFITS

Full-time and benefits eligible part-time employees shall be eligible for all employee benefits provided for their respective group (e.g., lay, religious, clergy). Full summary plan descriptions may be obtained from the Human Resources office and are distributed to employees during their orientation. In many cases, employees must meet the deadline for enrollment within thirty-one (31) days or wait for the yearly enrollment period.

6.02 PAID TIME OFF (PTO)

In order to provide for more flexibility in earned leave usage, The Archdiocese of Anchorage has a Paid Time Off (PTO) benefit. PTO policies apply to all lay employees and those religious who receive a religious stipend. Employees will receive a bank of paid time for vacation, sick leave, and personal time off.

All benefit eligible employees accrue PTO. Employees who work 30 hours per week but less than 40 will accrue hours at a prorated rate based on an 80 hour pay period.

PTO begins to accrue from the first day of employment and will be accrued at a rate based on length of employment in eligible status. PTO will accrue at the following rates based on a 40 hour work week:

<u>Rate Step</u>	<u>Years of Service</u>	<u>Rate of Accrual Per 80 hrs. Worked</u>	<u>Equivalent PTO Earned On Annual Basis</u>
1	0 - 2	6.77 hours	22 Days or 176hours
2	3 - 7	8.31 hours	27 Days or 216 hours
3	8 - 20	9.85 hours	32 Days or 256 hours
4	21 +	11.38 hours	37 Days or 296 hours

An employee will move to the next step during the pay period in which he or she completes the months of service at regular full-time employment.

PTO continues to accrue while an employee is on PTO. Exception: If the employee terminates at the end of the scheduled leave, the PTO accrued during leave is lost.

PTO will not accrue during leave without pay or leave of absence.

Employees who have been rehired as full-time will retain the leave status step at the point of their most recent termination, provided the time away from the Archdiocese is not greater than twelve (12) months.

When a full time employee moves to a part time position, any accrued PTO balance will be cashed out at the time the change is made.

(a) Paid Time Off Usage

PTO may be used either all at once or in parts and will be charged only in hourly increments. Except in cases of illness or emergency, the prior written approval of the employee's supervisor is required for PTO usage. Employees must provide as much notice as possible by submitting the Archdiocesan Leave Request Form to their supervisor for approval.

PTO may be used for to take care of personal business such as car repairs/maintenance, enrolling children in school and other activities, medical and dental appointments, etc. Illnesses of more than 3 days may require verification of illness.

PTO must be used when an employee does not work regularly scheduled hours, with the exception of holidays, time off after an accident or injury before worker's compensation pay begins, jury duty, or military leave.

If an employee uses PTO in hourly increments, the total number of hours reported for the day may not exceed eight (8). For instance, if the employee has worked a total of six (6) hours, they may only take two (2) hours of PTO. (An exception would be someone who is scheduled to work four ten hour days. In this case, the number of hours reported for the day should not exceed ten.)

An employee may utilize PTO up to 40 hours per week, regardless of his/her regular schedule. However, the combined total of PTO and hours worked may not exceed 40 hours per week.

Employees may not carry negative PTO balances.

In cases of termination, PTO may not be used after the last full day that the employee actually works unless the absence is the result of a long term illness. No PTO shall be taken by an employee in the last five work days of employment with the Archdiocese of Anchorage unless a written waiver is granted by the Chancellor.

(b) Paid Time Off Carry-Over

PTO may be carried over from one fiscal year to the next but may not be accumulated beyond 240 hours. On June 30 of each year, any PTO above the maximum allowed will be transferred to the employee's **banked sick leave**.

(c) Paid Time Off Annual Cash Trade-In

Employees with PTO balances of 281 hours or more may cash in (once per calendar year at a time designated by the Chancellor) no more than 40 hours of PTO at their current

rate of pay. PTO balances of 241 hours to 280 hours are not eligible for cash trade-in but will be deposited into the employee's respective sick bank (see #603) if not used by June 30 of each fiscal year.

(d) Paid Time Off Cash-Out

Resigning employees who have worked two or more years are eligible to cash-out accrued personal time at their current salary rate. Employees terminated involuntarily are not eligible for cash-out. Maximum cash out is the total hours accrued in one year at the current rate step.

6.03 HOLIDAYS

Benefit eligible employees will be paid for all Archdiocesan holidays. Non-benefit eligible employees who work on a holiday will be paid their regular rate of pay. A schedule of holidays will be posted prior to the beginning of each calendar year.

If a non-exempt employee is required to work on a holiday, s/he will be paid at one and one-half (1 ½) times his/her hourly rate of pay. Exempt employees who are required to work on a holiday may take this day at another time, but within 30 days before the holiday.

6.04 BANKED SICK LEAVE

At the end of each fiscal year, any PTO for an employee above 240 hours is added to the balance in the sick leave bank for that employee. Banked sick leave caps at 120 hours. Banked sick leave will not be paid out at the time of termination or retirement. Banked sick leave will be used for personal or family illness/injury lasting more than 5 consecutive days. Supervisors may request verification of the disability by the attending physician, as well as its beginning and expected ending dates. Once Banked Sick Leave is exhausted, PTO will be used.

6.05 LEAVE SHARING DONATIONS

The leave sharing program is intended to help employees who have a personal or medical hardship receive PTO donated from other employees.

Eligible employees who have used all of their PTO and banked sick leave may submit a leave sharing donation request to their supervisor for major medical or other emergencies. Leave donation requests are forwarded for final approval to the Human Resources office.

Employees choosing to donate PTO may only donate PTO in excess of 80 hours, and may donate no more than 40 hours.

Recipients may receive no more than 80 hours of donated leave per 12-month period. Family Medical Leave will be applied concurrently with donated leave. Such cases will be determined on a case by case basis. Should donated sick leave not be needed, it will be returned to the donor.

6.06 FAMILY MEDICAL LEAVE

An employee may request up to twelve weeks of unpaid leave under the Family Medical Leave Act (FMLA) for a serious health condition of the employee or close family member, birth of a child, or adoption or placement of a child in the employee's home. The employee must have been employed with the Archdiocese for at least 12 months and 1250 hours to be eligible.

The employee will be provided with a notice in writing that they are being placed on FMLA leave. The notice will be accompanied by paperwork which the treating physician must fill out. If the employee fails to provide the requested certification, the leave classification may be denied. Employees returning from medical leave must provide a physician's verification of their fitness to return to work upon request, with the exception of leave for birth or adoption. The Archdiocese of Anchorage may delay the restoration to duty until the verification is provided.

When the leave is foreseeable, such as leave based on an expected birth or adoption of a child or pre-scheduled surgery, the employee shall provide the Archdiocese with not less than 30 days notice, before the date the leave is to begin, of the employee's intention to take leave. If the employee does not provide at least 30 days notice for foreseeable leave, the Archdiocese reserves the right to delay the start of the approved leave until 30 days after the employee gives notice. If family leave is for any other approved reason, employee is to give as much notice as is practicable. Notice may be by telephone or fax and must be sent to the employee's supervisor or the Human Resources Director.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of PTO accrual.

Employees are required to use all accumulated Banked Sick Leave (BSL) and Paid Time Off (PTO) concurrently with Family Medical Leave. Benefit accruals, such as Paid Time Off (PTO) will be suspended during the leave and will resume upon return to active employment.

The Archdiocese of Anchorage shall maintain coverage under any group health plan for the duration of such leave at the same level and under the same conditions coverage would have been provided if the employee had continued in employment for the duration

of such leave. The Archdiocese may recover the premium that it paid for maintaining coverage for the employee under such group health plan during any period of unpaid leave under these provisions, if the employee fails to return from leave.

The Archdiocese requires that any employees on leave report to the program director on a regular basis on the employee's status and intent to return to work. An employee who fails to report to work promptly at the end of the leave is considered to have resigned.

6.07 BEREAVEMENT LEAVE

In the event of a death in the immediate family, an employee will be given up to 5 days leave with pay at the discretion of the supervisor. Immediate family includes grandparents, parents (including step-parents), siblings (including stepsiblings), spouses, children (including step-children), grandchildren, father/mother-in-law, brother/sister-in-law, and other relatives as approved by the director of Human Resources or the Chancellor.

6.08 JURY DUTY LEAVE

When an employee is called for jury duty they will be compensated in full. The check s/he receives from the court is not expected to be turned in to Archdiocese of Anchorage. In the event that the employee does not serve a full day, s/he will be expected to return to work.

6.09 MILITARY LEAVE

The Archdiocese of Anchorage recognizes its responsibility to support the armed forces and military reserve services and training. A military leave of absence will be granted to eligible employees to attend scheduled drills or training, or if called to active duty with the U.S. armed services. All military leave, with the exception of two-week active duty training, will be unpaid. Employees may use any available paid time off for the absence.

Employees on two-week active duty training assignments or inactive duty training drills will be paid for the two-week training period. Employees are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reemployment in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of PTO accrual.

PTO benefits will not be paid by the Archdiocese during any military leave of absence which is longer than 30 days.

As soon as eligible employees become aware of a need for a leave of absence, they should request a leave from their supervisor.

Benefit accruals, such as PTO or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

An employee who fails to report to work promptly at the end of the leave is considered to have resigned.

6.07 LEAVE WITHOUT PAY

The Archdiocese of Anchorage provides leave of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations which do not qualify for family and medical leave and who have used all accrued leave time. Eligible employees may request personal leave only after having completed one (1) year of continuous service. The length of absence is at the discretion of the Archdiocese of Anchorage. Requests for leave without pay will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

All requests for leave of absence without pay must be made in writing to the employee's immediate supervisor and the Chancellor. The written request must be submitted one (1) month in advance of the requested commencement date of the absence, except in cases of an emergency. All approved leave requests must specify a date of return from leave of absence. Approval from the employee's immediate supervisor and the Chancellor is required.

Subject to terms, conditions and limitations of the applicable plans, health insurance benefits will be provided by the Archdiocese until the end of the first full month of approved leave. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from leave, benefits will again be provided by the Archdiocese of Anchorage according to the applicable plans.

Benefit accruals (e.g., annual leave, sick leave, holidays, etc.) will be suspended during the leave without pay and will resume upon return to active employment.

When a leave without pay ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar position for which the employee is qualified. Except when legally required, the Archdiocese of Anchorage cannot guarantee reinstatement.

An employee who does not return to work at the end of leave is considered to have resigned.

6.08 PENSION PLANS

All full-time and benefits eligible part-time lay employees shall be eligible to participate in a non-contributory pension plan after completing one year of service and 1050 hours as of their anniversary date. This benefit shall be provided at no cost to the employee and shall provide supplemental benefits in addition to Social Security upon retirement. Please contact the Finance Office or the HR Department for Summary Plan Descriptions.

6.09 TAX DEFERRED ANNUITY

All employees shall be eligible to participate in a tax deferred annuity on their first day of employment. Please contact the Finance Office or the HR Department for Summary Plan Descriptions.

6.10 TRAINING

Any training that is required for a job must be compensated. This includes not only training that is directly related to a job, but training that is beneficial to the organization as well. Training time is compensatory if the training is directly related to the job, meaning that it is “designed to make the employee handle his job more effectively.” This does not, however, necessarily include classes which an employee may be taking outside of work hours. Training time will be paid if the particular function or program requires the training, or the supervisor feels that it would be advantageous to have such training.

Examples of training which are compensable include: Orientation and Emergency Awareness Training.

Should you have any questions about an individual course, please consult with the Human Resources Department.

6.11 WORKERS’ COMPENSATION

Disabilities or illnesses that arise out of and in the course of employment with the Archdiocese of Anchorage are compensable through the Archdiocese’s Workers’ Compensation insurance carrier. Employees injured on the job must immediately notify their supervisor of the injury and report the injury to the Human Resources Office as soon as possible in order for the appropriate paperwork to be completed.

In the case of serious injury where time loss from work occurs, the Human Resources Office will work with the employee and the Workers’ Compensation insurance carrier to determine the best course of action. In the event that time loss occurs, an employee will not be allowed to return to work without a release from a qualified physician.

On a case-by-case basis where a qualified physician has approved a partial resumption of work, there is a possibility that accommodations can be made to assist an employee in returning to work. These accommodations can only be initiated and approved by the

Human Resources Director and the employee's immediate supervisor. In no instance will an accommodation be made that will cause undue hardship to the Archdiocese.

6.12 CONTINUATION OF BENEFITS (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the health plan of the Archdiocese of Anchorage when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage of the group rates of the Archdiocese of Anchorage plus an administrative fee.

The Archdiocese of Anchorage provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the health insurance plan of the Archdiocese of Anchorage. The notice contains important information about the employee's rights and obligations.

6.13 HOUSING BENEFITS

Priests and men/women religious shall be permitted to rent housing in buildings owned by the Archdiocese if vacancies permit. A nominal rental fee shall be charged that covers building maintenance, water, sewer, electricity and heat. Tenants must be employed by the Archdiocese or by one of its parishes or agencies. Once employment terminates, the tenant must vacate the unit.

The rental fee is set each July 1 for the fiscal year. Apartments may or may not be furnished with basic necessities. Tenants are not permitted to dispose of furniture, appliances, utensils or fixtures without notifying the head of maintenance at the Pastoral Center. Telephone, cable and internet service are provided. Needed repairs should be reported to the maintenance coordinator at the Pastoral Center as soon as possible. In the event of an emergency, contact one of the posted numbers. No tenant may enter a vacant apartment without the permission of the maintenance coordinator at the Pastoral Center.

SECTION VII. DISCIPLINARY ACTIONS

Although employment with the Archdiocese of Anchorage is based on mutual consent and both the employee and the Archdiocese has the right to terminate employment at will, with or without cause or advance notice, the Archdiocese may use progressive discipline at its discretion.

6.01 PROGRESSIVE DISCIPLINE

The purpose of this policy is to state the Archdiocese of Anchorage's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The Archdiocese of Anchorage's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment. When it is deemed that progressive discipline is appropriate to address a situation, the following is the procedure that will generally be followed, based on the specific facts and circumstances at issue:

(a) Verbal Warning

An employee demonstrating either unsatisfactory performance or violation of personnel and/or program policies generally will be warned verbally of the need to discontinue or correct the problem. If a verbal warning is given, the employee shall also be informed of the possibility of further disciplinary action if satisfactory correction is not apparent. Documentation of the verbal warning signed by the employee and supervisor will be placed in the employee's personnel file.

(b) Written Warning:

If unsatisfactory performance or violation of personnel and/or program policies continues, or a more serious issue regarding performance or violation of personnel and/or program policies occurs, a written memo from the supervisor may be presented to the employee outlining the unsatisfactory performance, appropriate correction required, time frames and a reference to any prior disciplinary actions. The reprimand will be signed by both the immediate supervisor and the employee, after the employee has had a chance to respond. It shall be placed in the employee's personnel file with a copy sent to the Chancellor.

The supervisor will conduct a conference with the employee within the time frame indicated on the written memo to discuss the employee's progress towards meeting the objectives outlined in the warning. If the performance problems have persisted and improvements have not occurred as required in the written warning, the employee's employment with the Archdiocese of Anchorage may be terminated or other disciplinary action may be taken.

The above process is designed to give the employee the opportunity to make improvements and to continue employment. If the employee's response to this process is to adapt negative, uncooperative behavior which affects the work and/or morale of others, this can be in itself grounds for termination.

(c) Termination:

If an employee receives both a verbal warning and a written warning, the employee's employment may be terminated should unsatisfactory performance continue.

The Archdiocese of Anchorage recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Archdiocese of Anchorage.

7.02 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, the Archdiocese of Anchorage expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- * Theft or inappropriate removal or possession of property
- * Falsification of timekeeping records
- * Working under the influence of alcohol or illegal drugs
- * Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- * Fighting or threatening violence in the workplace
- * Boisterous or disruptive activity in the workplace
- * Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Smoking in prohibited areas
- * Sexual or other unlawful or unwelcome harassment
- * Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- * Excessive absenteeism or any absence without notice
- * Unauthorized absence from work station during the workday
- * Unauthorized use of telephones, mail system, or other employer-owned equipment
- * Unauthorized disclosure of business "secrets" or confidential information
- * Violation of personnel policies
- * Unsatisfactory performance or conduct

Employment with the Archdiocese of Anchorage is at the mutual consent of the Archdiocese and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

7.03 SERVICE OF DISCIPLINARY ACTION

If unable to serve a disciplinary action in person, a notice will be prepared and mailed to an employee. All mailed disciplinary actions will be sent by certified mail, return receipt requested to the last known address of the employee.

SECTION VIII. EMPLOYEE GRIEVANCES

Employees who have complaints, problems, concerns or disputes concerning disciplinary action, performance evaluation or work condition may initiate the Employee Grievance Process.

Employees may use the Employee Grievance Process without fear of retaliation. Any complaints of retaliation will be dealt with swiftly and disciplinary action will be taken.

Supervisors and managers must disclose to their supervisor all complaints from subordinates that involve them. This allows the second-level supervisor the opportunity to determine if he/she should involve themselves at earlier stages of the process. The Chancellor will notify the Archbishop.

8.01 STAGE ONE GRIEVANCE

An employee who has a problem, concern, dispute or complaint should make every effort to resolve the issue through informal discussion(s) with the parties involved. Should informal discussion(s) not resolve the issue, the employee may file a written statement to his/her supervisor explaining the issues and naming all parties involved.

The supervisor shall endeavor to resolve the issue within five (5) business days of the date of request.

If the employee is satisfied with the resolution after meeting with his or her supervisor, the issue will be considered closed.

If the employee is dissatisfied with the resolution, they may progress to Stage Two Grievance.

The supervisor will document the results of the grievance and resolution at this stage, and submit their documentation to the Human Resources Department for filing.

8.02 STAGE TWO GRIEVANCE

An aggrieved employee who was unable to achieve resolution through the Stage One Grievance process may file a written complaint with the Director of Human Resources within five (5) working days after the initial meeting from the Stage One Grievance. The written complaint must include information about the employee's initial complaint and information about attempts to resolve the issue.

- The Director of Human Resources will immediately report the complaint to the Chancellor and describe the investigative process proposed to thoroughly investigate the complaint.
- The Director of Human Resources and the Chancellor will agree on the timeline for the investigation of issues and concerns and the Director of Human Resources will endeavor to respond in writing to the aggrieved employee within seven (7) working days of the date the complaint was received. The response will include the timeline for completion of investigation of the complaint (no more than 25 days), and any temporary changes that may be put in place to maintain a comfortable working environment for all involved. In the event that the Director of Human Resources is unavailable, the Chancellor will inform the employee in writing of the date the Director of Human Resources will be available.
- The Director of Human Resources or other person, as determined in the meeting with the Chancellor, will conduct the investigation of the complaint.
- After thorough investigation, the Director of Human Resources and the Chancellor will work together to formulate a written response with regard to resolution of the complaint and it will be provided to the aggrieved employee.

If the aggrieved employee is satisfied that resolution has been reached, the issue will be considered closed.

If the aggrieved employee is dissatisfied with the resolution proposed in Stage Two Grievance s/he may progress to Stage Three Grievance.

8.03 STAGE THREE GRIEVANCE

An aggrieved employee who is unable to achieve resolution through use of the Stage Two Grievance process may file a written complaint with the Chancellor within five (5) working days after receipt of the findings in Stage Two Grievance. The written complaint must include information about the employee's initial complaint, copies of the Stage Two Grievance resolution letter and specific information about the reasons for dissatisfaction with the process.

- The Chancellor will bring the issue to the attention of the Archbishop.
- The Chancellor and the Archbishop will agree on the timeline for the investigation of issues and concerns, and the Chancellor will endeavor to respond in writing to the aggrieved employee within fourteen (14) working days of the date the complaint was received. The response will include the timeline for completion of investigation of the complaint (no more than 15 days) and any temporary changes that may be put in place to maintain a comfortable working environment for all involved.

- After completion of the investigation, the Chancellor will summarize, in writing, a final report that will include resolution plans as necessary. The report will be presented to the Archbishop for review and approval.
- The final report, once approved by the Archbishop, will be considered final and binding.
- The aggrieved employee will be provided a copy of the final report.

8.04 FINAL RESULT

Although the aggrieved employee will receive a copy of the final report, he/she will not be entitled to any information regarding disciplinary action taken as a result of the process, if the grievance indicated a disciplinary action against another employee.

SECTION IX. EMPLOYEE SEPARATION OR TERMINATION

As previously stated in this manual, the Archdiocese of Anchorage is an at-will employer. This means that neither the Archdiocese nor the employee has entered into a contract regarding the duration of employment. An employee is free to terminate their employment with the Archdiocese at any time, with or without cause. Likewise, the Archdiocese has the right to terminate employment with an employee at any time, with or without cause.

There are five forms of separation:

- Separation by resignation
- Separation by lay off
- Separation due to loss of qualifications or inability to return
- Separation due to suspension
- Involuntary termination or discharge

9.01 SEPARATION BY RESIGNATION

If an employee decides to resign from their position at the Archdiocese of Anchorage, management encourages advance notice; for an exempt employee at least 30 days and a non-exempt employee at least two (2) weeks. In doing so, this will give the organization the opportunity to begin the search process and to transition the employee's responsibilities to another staff member until such time as the position is filled.

9.02 SEPARATION BY LAY OFF

An employee may be subject to an involuntary separation from work due to lay off in connection with a shortage of funds, elimination of a position or lack of work performed by an employee or a group of employees. The Archdiocese of Anchorage will endeavor to give at least two (2) weeks notice to employees being laid off for any reason.

If the employee is laid off, the employee will be cashed-out for all unused leave.

9.03 SEPARATION DUE TO LOSS OF QUALIFICATIONS OR INABILITY TO RETURN

Employees who no longer meet the qualifications for their position due to loss of a certification, license or failure to meet the physical requirements of a position (where reasonable accommodations cannot be made) will be terminated from employment from the Archdiocese of Anchorage. These employees are considered eligible for rehire with the Archdiocese of Anchorage once they meet the qualifications for their position or if they apply to another position for which they qualify.

9.04 SEPARATION DUE TO SUSPENSION

Employees who are suspended for investigation purposes or as a result of disciplinary action are considered to be separated from the Archdiocese of Anchorage for the period of suspension.

Suspended employees whether on paid suspension for purposes of investigation or unpaid suspension may be requested to surrender keys and any Archdiocese of Anchorage owned equipment prior to beginning his or her period of suspension.

9.05 INVOLUNTARY TERMINATION OR DISCHARGE

Employees separated due to discharge from their position for disciplinary purposes are considered ineligible for rehire at the Archdiocese of Anchorage.

9.06 CHECKOUT UPON FINAL SEPARATION

The Director of Human Resources or his/her designee, will request an exit interview with an employee leaving the Archdiocese of Anchorage. The purpose of the interview is to evaluate reasons why the employee terminated employment and how the Archdiocese of Anchorage can improve the Archdiocese.

Supervisors route all appropriate information (timesheets, completed performance appraisals, etc.) to the Director of Human Resources. The Director of Human Resources will complete the employee exit paperwork and information process.

Employees will be responsible for all property, materials or written information issued to them or in their possession or control. All property of the Archdiocese of Anchorage must be returned to the employee's immediate supervisor or the Director of Human Resources.

9.07 FINAL PAYCHECKS

Employees leaving employment with the Archdiocese of Anchorage will receive their final pay in accordance with the Alaska statutes. Final pay will include all hours worked since the last payday and any accrued leave. An employee who involuntarily separated from employment shall receive, within three (3) working days of separation, termination leave in the form of a lump sum payment for the number of hours of personal leave credited to the employee at the time of separation.

9.08 REFERENCES

The Archdiocese of Anchorage will endeavor, in good faith, to provide accurate information based principally on the personnel records of the employee or former

employee. The amount of information disclosed will be limited to the following information:

- Date of Hire
- Positions Held
- Date of Termination

Release of additional information will require a signed release by the employee or former employee.

PERSONNEL POLICY AND PRACTICES MANUAL ACKNOWLEDGEMENT

The employee handbook describes important information about the ARCHDIOCESE OF ANCHORAGE, and I understand that I should consult my immediate supervisor regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the ARCHDIOCESE OF ANCHORAGE's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Archbishop and the Chancellor have the ability to adopt any revisions to the policies in this handbook.

I have entered into my employment relationship with the ARCHDIOCESE OF ANCHORAGE voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the ARCHDIOCESE OF ANCHORAGE can terminate the relationship at will, with or without cause, at any time.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

In addition, by signing this statement, I also acknowledge that I have received the Archdiocese of Anchorage Sexual Misconduct Policy. I have been given the opportunity to read and ask questions about the policy.

Further, by signing this agreement, I agree to abide by all the provisions contained in the Sexual Misconduct Policy. I understand that this agreement is required for me to serve in any capacity of ministry, or to be employed by or volunteer for the Archdiocese of Anchorage, its parishes, schools, institutions, offices, or programs. I understand that failure to comply with the policy subjects me to the responses outlined there, including termination of employment or service.

I acknowledge that I have read and understand Policy 2.02 contained in this handbook which sets forth the Archdiocese’s policy on “Sexual & Other Unlawful Harassment.” I understand that the Archdiocese does not tolerate sexual or other unlawful harassment and that the Archdiocese has provided me with a number of avenues to make a complaint if I feel that I have been subjected to sexual or other unlawful harassment. I agree to utilize such procedures if I believe that I have been subjected to sexual or other unlawful harassment.

Employee's Signature

Date

Employee's Name (Typed or Printed)

Witness

NOTE: The original of this form will be placed in the employee’s personnel file.