



THE ROMAN
CATHOLIC DIOCESE OF
ALTOONA-JOHNSTOWN

EMPLOYEE HANDBOOK

September 1, 2024

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TABLE OF CONTENTS

LETTER FROM BISHOP MARK BARTCHAK

SECTION 1 INTRODUCTION

1.1	Introductory Statement and Purpose	1
1.2	Authority and Distribution of Employee Handbook	1
1.3	Applicability of Policies and Procedures	1
1.4	Policy Guideline Changes	1
1.5	Employment-At-Will	1

SECTION 2 EQUAL OPPORTUNITY AND FAIR EMPLOYMENT PRACTICES

2.1	Employment Recruitment and Selection	2
2.2	Equal Opportunity	2
2.3	Immigration Reform and Control Act	3
2.4	Americans with Disabilities Act (ADA) and Reasonable Accommodations	3
2.5	Equal Pay	3
2.6	Child Labor	4
2.7	Employment of Relatives	4
2.8	Harassment and Complaint Procedure	4
2.9	Reinstatement/Rehire of Former Employees	5
2.10	Transfers/Promotions	5
2.11	Personnel Records	5
2.12	Personnel Data Changes	6
2.13	Remote Work	6

SECTION 3 PERFORMANCE MANAGEMENT

3.1	Job Descriptions	6
3.2	Probationary Period	6
3.3	Performance Evaluation	7
3.4	Progressive Discipline	7
3.5	Termination of Employment	7

SECTION 4 EMPLOYMENT RELATIONSHIP/PAY PRACTICES

4.1	Employee Definition/Classification	8
4.2	Conditions and Hours of Work	9
4.3	Meal and Rest Breaks	9
4.4	Nursing Breaktime	9
4.5	Time Keeping/Paychecks	10
4.6	Overtime	10
4.7	Deductions from Pay	10
4.8	Travel and Business Expense Reimbursement	10
4.9	Workplace Attire	11
4.10	Inappropriate Attire	11

SECTION 5 BENEFITS

5.1	Benefit Eligibility and Enrollment	12
5.2	Paid Time Off	12
5.3	Inclement Weather	14
5.4	Health Care Insurance	14

5.5	Open Enrollment	15
5.6	Group Medical Coverage	15
5.7	HIPPA	15
5.8	Employee Assistance Program	15
5.9	Tuition Reduction	15
5.10	Retirement	15
5.11	Life/Accidental Death and Dismemberment Insurance	16
SECTION 6	AUTHORIZED LEAVES OF ABSENCE	
6.1	Absence from Work	16
6.2	Family Medical Leave (FMLA)	16
6.3	Worker’s Compensation	16
6.4	Personal Leave	16
6.5	Parental Leave	17
6.6	Short-term Disability Leave	17
6.7	Long-Term Disability Leave	17
6.8	Bereavement Leave	17
6.9	Military Leave	17
6.10	Jury Duty/Court Appearance	18
SECTION 7	STANDARDS OF CONDUCT	
7.1	Work Site Courtesy	18
7.2	Sexual Misconduct with Minors and Adults	18
7.3	Workplace Bullying	19
7.4	Weapon-free Workplace	20
7.5	Attendance, Punctuality, Dependability	20
7.6	Solicitations and Distribution of Literature	21
7.7	Conflict of Interest, Gifts, and Stipends	21
7.8	Outside Employment	21
7.9	Visitors in the Workplace	21
7.10	Employer-owned Vehicle Usage	22
7.11	Personal Vehicles	22
SECTION 8	ELECTRONIC MEDIA	
8.1	Purpose	22
SECTION 9	EMPLOYEE SAFETY AND HEALTH	
9.1	Safety and Health Responsibilities	22
9.2	Smoking	23
9.3	Drug and Alcohol/Substance Abuse	23
9.4	OSHA Hazard Communications Standard	24
9.5	Building Security/Emergency Procedures	24
SECTION 10	SEPARATION FROM EMPLOYMENT	
10.1	Voluntary and Involuntary Separation	24
10.2	Separation Process	25
10.3	Exit Interview	25
RECEIPT OF EMPLOYEE HANDBOOK AND AGREEMENT		27



Diocese of Altoona-Johnstown

Office of the Bishop
2713 W Chestnut Avenue
Altoona, PA 16601
Phone: 814-695-5579
www.dioceseaj.org

Dear Brothers and Sisters in Christ,

In the *Catechism of the Catholic Church* promulgated by Pope John Paul II in 1994 (n. 2427), it states: “Human work proceeds directly from person created in the image of God and called to prolong the work of creation by subduing the earth, both with and for one another. Hence work is a duty.” It goes on to say: “Work honors the Creator’s gifts and talents received from him.” It also reminds us of the dignity of work insofar as Jesus was a carpenter in Nazareth. And his most important work as the one crucified was redemptive.

As his disciples, our work for the Church in the Diocese of Altoona-Johnstown is a means of sanctification and a way of animating earthly realities with the Spirit of Christ. “Everyone should make legitimate use of his/her talents to contribute to the abundance that will benefit all and to harvest the just fruits of one’s labor” (*Catechism*, n. 2428).

At the same time, access to employment, a fair wage, fair treatment, unemployment, health care, and retirement benefits have long been considered in Church teaching to be matters of justice (*Catechism*, n. 2433-2436). And as described by Pope Francis in *Laudato Si* (nn. 127-128), the broader objective should be to allow persons to have a dignified life through work.

In view of these principles of Catholic social teaching, I am pleased to approve and promulgate this ***Employee Handbook for the Diocese of Altoona-Johnstown***. The provisions of this handbook are made in accord with applicable state and federal regulations. Finally, I hereby decree that what is contained in this handbook is binding in accord with the norm of Church law (cf. *CIC*, canons 31-32) for all those who are employed by the Diocese of Altoona-Johnstown and its parishes, schools and ministries in carrying out the Church’s mission.

Given on July 1, 2024

Most Rev. Mark L. Bartchak
Bishop of Altoona-Johnstown

Teresa M. Stayer
Chancellor



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Diocese of Altoona-Johnstown

EMPLOYEE HANDBOOK

SECTION 1.1: INTRODUCTORY STATEMENT AND PURPOSE

This handbook provides the employees of the Diocese of Altoona-Johnstown and its locations with information concerning working conditions, employee benefits, employee responsibilities, and policies that affect employment at the Diocese of Altoona-Johnstown and its parishes, schools, and other locations. Employees are expected to read this handbook carefully in order to understand its contents and comply with the policies as described.

The Diocese of Altoona-Johnstown reserves the right to add, change, or cancel policies at any time. Employees will be notified of any changes to the handbook as they occur.

SECTION 1.2: AUTHORITY AND DISTRIBUTION OF THE EMPLOYEE HANDBOOK

Under the direction of the Bishop, the Diocese of Altoona-Johnstown is the final authority on the establishment, application and interpretation of personnel guidelines and procedures. The Department of Human Resources is responsible for the contents and distribution of the personnel guidelines and procedures in this handbook.

This handbook **is not an agreement or a contract of employment and supersedes any prior manual, handbook, or unwritten guidelines promulgated by the Diocese of Altoona-Johnstown.** This handbook describes policies and practices in general terms. Any questions concerning any of the information presented in this handbook should be directed to the Department of Human Resources.

SECTION 1.3: APPLICABILITY OF POLICIES AND PROCEDURES

Separate policies and procedures may apply to contracted school employees and religious orders, and diocesan clergy members who perform religious functions and ministry for or on behalf of the Diocese of Altoona-Johnstown. In these cases, contracts take precedence for guidance regarding work expectations.

SECTION 1.4: POLICY GUIDELINE CHANGES

The Department of Human Resources will communicate changes in established personnel policy guidelines and procedures approved by the Bishop to all locations, which in turn are expected to inform the employees. When revisions to the handbook occur, all employees will sign an acknowledgement page reflecting the revision which will be kept in their personnel folder.

SECTION 1.5: EMPLOYMENT-AT-WILL

Employment in the Diocese of Altoona-Johnstown is voluntary. All employees are free to resign at any time with or without cause. Similarly, the Diocese may terminate the employment relationship at any time with or without notice or cause except for violations of federal or state law.

The policies summarized in this handbook are not intended to create a contract and should not be construed to constitute contractual obligations of any kind or a contract of employment between the Diocese of Altoona-Johnstown and any employee. Only school administrators and teachers are to be employed under contracts.

The provisions of the handbook have been developed at the discretion of the Diocese of Altoona-Johnstown, and except for the policy of employment at will, may be amended or cancelled at any time at the sole discretion of the Diocese.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Bishop of the Diocese of Altoona-Johnstown.

SECTION 2 EQUAL OPPORTUNITY AND FAIR EMPLOYMENT PRACTICES

SECTION 2.1: EMPLOYMENT RECRUITMENT AND SELECTION

The Diocese of Altoona-Johnstown strives in its recruitment and selection processes to hire the best-qualified personnel available. Primary consideration is given to maintaining the highest standards of performance and conduct with a total assessment of each candidate's qualifications being performed during the selection process for all open positions.

Only the responsible hiring authority may make final hiring decisions. "Hiring authority" is defined as follows: The Bishop of Altoona-Johnstown; Director of Human Resources; pastor; principal; and department director.

Potential new employees must undergo the background check process according to Diocesan guidelines before a start date is determined. Criminal findings are reviewed on a case-by-case basis and employment eligibility is made in accordance with Pennsylvania law guidelines.

Any offer of employment is contingent upon the truthfulness and accuracy of information provided by the candidate during the application and interview process. An employment offer may be revoked if any falsification or omission of material facts is discovered. If falsification or omission is discovered after a candidate has been hired, he/she may be subject to immediate discharge.

Employees must contact the Children and Youth Protection Department to obtain a copy of the diocesan policy regarding the clearance process.

SECTION 2.2: EQUAL OPPORTUNITY

The Diocese of Altoona-Johnstown is an equal employment opportunity employer in accordance with all federal, state, and local laws, which prohibit an employer from discrimination based on protected characteristics such as: Race; Color; Ancestry; National Origin; Religion; Disability; Age; Sexual Orientation; Gender Identity; Pregnancy; and Educational Status. Notwithstanding the foregoing, as a Roman Catholic Religious Organization, the Diocese reserves the right to give preference in certain employment areas to individuals who are practicing Roman Catholics and who are in full communion

with the Church.

SECTION 2.3: IMMIGRATION REFORM AND CONTROL ACT

It is the policy of the Diocese to fully comply with the Immigration Reform and Control Act of 1986 and will hire only those who have the legal right or authorization under federal law to work in the United States.

A completed I-9 Form must be obtained and filed for each employee.

SECTION 2.4: AMERICANS WITH DISABILITIES ACT AND REASONABLE ACCOMMODATIONS

The Diocese of Altoona-Johnstown complies with the Americans with Disabilities Act, the Pregnancy Discrimination Act, the Pregnant Worker's Fairness Act, the Providing Urgent Material Protections for Nursing Mothers Act, and all applicable fair employment practices and laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities; including disabilities related to pregnancy, childbirth, and associated conditions. Consistent with this commitment, the Diocese and its locations will provide reasonable accommodation to qualified individuals where appropriate, to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship to the Diocese or its locations.

The Diocese and its locations must be made aware that an employee needs accommodation in order to consider appropriate steps. If an employee requires accommodation because of a disability, it is the employee's responsibility to notify his/her supervisor and provide relevant information in support of the needed accommodation.

After receiving the employee's request, Human Resources will engage in an interactive dialogue with the employee to determine the precise limitations of the disability and explore potential reasonable accommodations that could overcome the limitations. Where appropriate, it may be necessary to get the employee's permission to obtain additional information from the medical provider. All medical information received in connection with such a request will be treated as confidential.

Employees are encouraged to suggest specific reasonable accommodations that the employee believes may allow him or her to perform the job. However, the Diocese and its locations are not required to provide the specific accommodation requested and may provide an alternative accommodation to the extent any reasonable accommodation can be made without imposing an undue hardship on the Diocese or the location.

SECTION 2.5: EQUAL PAY

In accordance with Pennsylvania's Equal Pay Law, the Diocese of Altoona-Johnstown prohibits discrimination based on sex in the rate of pay for equal work on jobs that require equal skill, effort, and responsibility, and are performed under similar working conditions.

SECTION 2.6: CHILD LABOR

Child labor laws restrict the occupations in which minors may be employed and the number of hours and times during which they may work. All minors under the age of eighteen are prohibited from working in hazardous occupations. Locations contemplating hiring minors must consult Human Resources to review applicable labor laws.

SECTION 2.7: EMPLOYMENT OF RELATIVES

The Diocese of Altoona-Johnstown welcomes the opportunity to hire and retain qualified employees who support its mission of spreading the Gospel through both professional and spiritual attributes. However, it also recognizes potential work conflicts and implications of favoritism that may be associated with the hiring of relatives. The Diocese has established the following policy when addressing related issues and retains the right to handle such situations on a case-by-case basis. For clarification purposes, reference to familial relationship pertains to relationships of husband, wife, father, mother, brother, sister, son, daughter, uncle, aunt, nephew, niece, grandfather, grandmother, grandson, granddaughter, or any relationships resulting from marriage (in-laws).

- **Supervisory Roles:** Employees who have or acquire a familial relationship shall not have any direct or indirect administrative or operational authority over one another. This prohibits not only direct supervision but occupying a position within their chain of command.
- **Peer Authoritative Roles:** Employees who have or acquire a familial relationship shall not be in positions that allow for benefits or disadvantages to one another such as approving/declining reimbursements or signing checks.
- **Current Employees:** Employees who marry one another during their employment will be allowed to remain with the Diocese unless they are in one of the previously described roles and there is no open position to which they may be moved.
- **Notification:** Employees are required to notify the Director of Human Resources of any existing familial relationships; any future familial relationships (created by marriage); or potential employment by the Diocese or its locations of a family member.
- **Hiring:** The Diocese may decline from hiring an applicant who is in a familial relationship with a current employee addressed within this policy. Internships, temporary, summer employment, etc., will be reviewed by the Director of Human Resources on a case-by-case basis.

SECTION 2.8: HARASSMENT AND COMPLAINT PROCEDURE

The Diocese of Altoona-Johnstown is committed to creating and maintaining work environments in which all persons are treated with dignity and mutual respect in accord with Christian principles and the social teachings of the Church. An employee who commits an act of harassment, based on the characteristics covered under federal or state law, is subject to corrective action up to and including termination of employment.

Harassment includes, but is not limited to:

- Threats to personal safety, employment, wages, or other working conditions, and requests to engage

in illegal, immoral, or unethical conduct.

- Comments and racial, ethnic “jokes” that are offensive.
- Display of offensive materials of a sexual nature, which depicts racism, or any that may otherwise be considered offensive, to include posters, cartoons, drawings, gestures, email, texts, or social media.
- Unwanted physical contact, assault, deliberate impeding or blocking of movement, or any intimidating interference with normal work or physical movement.
- Unwelcome sexual advances, requests for sexual favors, display of sexually offensive materials, and other physical, verbal, or visual conduct.

Employees are encouraged to report any unwelcome or offensive behavior to Human Resources. However, if an employee thinks a person in the workplace is harassing him/her, the employee must, as soon as reasonably able to do so, tell the person that the behavior is unwelcome and offensive and to stop. If the behavior does not stop, the employee must report the behavior to the immediate supervisor or to Human Resources, which will initiate an investigation.

The Pennsylvania Human Relations Act (PHRA) also prohibits retaliation against an employee who has opposed a discriminatory employment practice or who has made a charge, testified, or assisted in any investigation, proceeding, or hearing held under the PHRA.

Any employee who knowingly makes false charges, who refuses to cooperate in an investigation, who participates in any form of unlawful retaliation, or who knowingly breaches the confidentiality of an investigation will be subject to corrective action up to and including termination.

SECTION 2.9: REINSTATEMENT/REHIRE OF FORMER EMPLOYEES

Former employees reinstated/rehired before twelve (12) months following their termination date, are not considered new hires for the purpose of years of service. However, employees reinstated/rehired at any time after their termination date are considered new employees for benefits eligibility and hiring practices. Reinstatement/rehire status regarding pension benefits is according to the Pension Plan Document.

SECTION 2.10: TRANSFERS/PROMOTIONS

Employees who have successfully completed an evaluation period in their current position by achieving a performance rating of “commendable” or above, may be eligible to apply for transfer/promotion to another position or location. Employees will not be subject to retaliation because of applying for any open position. Upon completion of a transfer/promotion, employees will be subject to a probationary period for the new position. Transferred/promoted employees will not be considered new hires for years of service. There will be no disruption of healthcare benefits and the employment action will not be considered a qualifying event. PTO balances will carry over. Employees may be required to be transferred to another position or department due to business need with advanced notice.

SECTION 2.11: PERSONNEL RECORDS

A personnel file must be maintained for each employee in accordance with Human Resources guidelines. All files must be kept strictly confidential and available only to authorized persons. The files, which

contain required personnel documentation, remain the permanent property of the Diocese. Employees may review their personnel file under the provisions of the Pennsylvania Personnel Files Act.

Information provided to outside organizations concerning former or current employees is limited to hire date, termination date (if applicable), and the position held. Additional Information can only be provided with the written consent of the (former) employee.

SECTION 2.12: PERSONNEL DATA CHANGES

It is the responsibility of employees to provide the Diocese of Altoona-Johnstown and its locations with current contact information including current mailing address and telephone number. Employees should also provide information of any changes to their tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 forms and other documents. To make changes, contact Human Resources or work location.

SECTION 2.13: REMOTE WORK

The Diocese of Altoona-Johnstown and its locations, as a temporary and infrequent accommodation, may permit employees to work at home with the approval of the Director of Human Resources, the Diocesan Technology Services Director, and their pastor, supervisor, or director. This assignment which will be decided on a case-by-case basis, should not be considered a company-provided benefit, does not change the terms and conditions of employment, and can be discontinued at will and at any time at the discretion of the Diocese and/or location.

Employees performing remote work must abide by the guidelines outlined in the associated policy provided by Human Resources.

SECTION 3 PERFORMANCE MANAGEMENT

SECTION 3.1: JOB DESCRIPTIONS

To ensure consistency in the treatment of employees, all Diocesan locations must create a written job description for every position through collaboration with Human Resources and compliance with applicable employment laws.

SECTION 3.2: PROBATIONARY PERIOD

The probationary period of ninety (90) calendar days is an opportunity for the employee to acclimate to the position and its responsibilities and to demonstrate the ability to meet the requirements of the job. All new, rehired, transferred, or promoted employees are required to complete a probationary period. The probationary period is not a guarantee of employment for any period, and completion of the probationary period is not a guarantee of continued employment. The probationary period may be extended at the discretion of Human Resources, the director, supervisor, or pastor.

SECTION 3.3: PERFORMANCE EVALUATION

The performance evaluation is a continual development process that presumes on-going communication between the employee and the supervisor, as well as interim reviews regarding job performance. The formal performance evaluation includes the immediate supervisor's assessment, employee input, and, if necessary, a plan for continued satisfactory performance (Performance Improvement Plan). It also provides the basis for compensation review and other employment actions. Supervisors and employees should work together on mutually agreed upon standards of performance or goals to be accomplished during the performance evaluation period. Employees should receive, at minimum, one (1) verbal performance review and one (1) formal written performance evaluation during each twelve (12) month period. New hires should receive written evaluations at 30, 60, and 90 days, and evaluated at the end of the probationary period to determine whether the employee is to be retained in the position. The probationary period may be terminated prior to ninety (90) days based on the individual's failure to comply with performance or other requirements. Evaluation forms may be obtained from the Human Resources Department.

SECTION 3.4: PROGRESSIVE DISCIPLINE

Progressive discipline is a process designed to identify and correct the conduct and/or performance of an employee who does not meet the standards set forth by the Diocesan personnel guidelines and procedures. Corrective action may include, but is not limited to verbal counseling, documented discussion, suspension, and termination of employment. The implementation of progressive discipline does not alter the employment-at-will relationship that exists between the Diocese of Altoona-Johnstown and its employees.

SECTION 3.5: TERMINATION OF EMPLOYMENT

Termination can occur with or without progressive discipline at the discretion of the Director of Human Resources. Immediate termination may be warranted by, but not limited to the following actions:

- Continued failure to meet performance expectations.
- Possession of a weapon on any workplace property or at workplace functions.
- Vandalism of any workplace property.
- Use, possession, or sale of illegal substances, or being under the influence of alcohol or illegal substances while on the job on any workplace property or at workplace functions.
- Falsification or omission of records or information, including criminal charges, timecards, or other documents.
- Harassment of any type, threatening or causing bodily harm, or other coercive and/or intimidating actions.
- Discrimination of any type as defined in this handbook or under the law.
- Willful and repeated failure to follow management direction regarding diocesan requirements and procedures.
- Sexual misconduct or other behavior resulting in discredit to the organization.
- The public support of positions contrary to the teachings of the Roman Catholic Church.
- Failure to follow directives as indicated in this handbook.

- Failure to comply with safe environment requirements.
- Excessive unexcused absences, tardiness, or early unexplained departures.
- Violations of any sections of this handbook.

**SECTION 4
EMPLOYMENT RELATIONSHIP/PAY PRACTICES**

SECTION 4.1: EMPLOYEE DEFINITION/CLASSIFICATIONS

An employee is defined as any person who receives direct compensation from the Diocese for any service performed for which the Diocese or its locations has the legal right to manage or control both the method and result.

Employees are classified into various groups by defining their status. All provisions of the Fair Labor Standards Act (FLSA) apply and are to be complied with.

Employee Categories	Description
Regular Full-time	Employees who work a minimum of 35 hours per week and who maintain continuous regular employee status.
Regular Part-time with benefits	Employees who work a minimum of 30 hours per week and who maintain continuous regular employee status.
Regular Part-time without benefits	Employees who work less than 30 hours per week and who maintain continuous regular employee status.
Temporary or Seasonal	Employees who have been hired for a defined period not to exceed 12 continuous months or for seasonal-related work.
Principals and Teachers	Lay principals and teachers are the only employees to be employed under a contractual agreement. Contracts are to be offered in accordance with school policies and procedures.
Interns	A temporary employment arrangement in which student or recent graduate gains exposure to a specific field or skill.

Each employee is classified as either exempt (salary) or non-exempt (hourly) in accordance with the provisions of the Fair Labor Standards Act (FLSA). Exempt employees are paid on a salary basis and are not eligible for overtime pay. Non-exempt employees are eligible for overtime pay for hours worked over forty (40) hours per work week, not per pay period. Changes in job duties or assignments can result in a change of status. Job duties and compensation must meet FLSA regulations in determination of exempt or nonexempt status.

SECTION 4.2: CONDITIONS AND HOURS OF WORK

The following terms and their definitions are important payroll and bookkeeping information used in the calculation of employee compensation:

- **Standard Work Week:** Begins at 12:00 a.m. Sunday and ends at 11:59 p.m. Saturday.
- **Hours worked:** Time that includes the hours the employees are required to be working and that are actually worked.
- **Overtime hours:** Hours over forty per week worked by non-exempt employees. Employees must have approval from the director, supervisor, or pastor before working.
- **Workday:** Consists of regular business hours as determined by the Diocese or its locations.
- **Volunteer work:** Employees cannot volunteer to perform duties that are required in their job description.

SECTION 4.3: MEAL AND REST BREAKS

Breaks: Short paid breaks may be taken as approved by the director, supervisor, or pastor.

Meals: Meal breaks consist of an unpaid meal break of at least thirty (30) minutes if the employee works a minimum of seven hours a day. An employee cannot choose to work during an unpaid meal break in order to be paid for it or to have a shorter workday. However, an employee may infrequently work through a meal break to make up missed time during a work week with the approval of their director, supervisor, or pastor.

SECTION 4.4: NURSING BREAK TIME

In accordance with state and federal regulations and to accommodate nursing mothers, the following guidelines in the Diocese of Altoona-Johnstown have been established:

- Nursing mothers must be allowed reasonable time for nursing.
- Nursing mothers must be provided with a private, uninterrupted location to nurse. Bathrooms are not permissible.
- Time utilized for nursing is unpaid and not required to be made up by working extra hours. Nursing time is to be accounted for accordingly on time sheets as directed by payroll.
- Nursing time must be permitted up to one year from date of birth.

The Providing Urgent Maternal Protection for Nursing Mothers (PUMP Act), enacted in 2023, requires employers to provide reasonable break time for an employee to express breastmilk for their nursing child for one year after the child's birth each time the employee has the need to express milk. Employees are entitled to a place to pump at work, other than a bathroom, that is shielded from view by coworkers and the public.

SECTION 4.5: TIME-KEEPING/PAYCHECKS

Accurate records of hours worked by employees must be kept and monitored in compliance with wage and hour laws and to ascertain benefit eligibility. Both exempt and non-exempt employees must record all hours worked, paid holidays, paid holy days, hours used for approved leaves of absence (with or without pay) and Paid Time Off. Any modifications to time sheets must be signed or initialed by both the employee and the director, supervisor, or pastor. Time sheets must be signed and submitted according to the pay schedule to be paid. Employees must be paid through direct deposit and according to the diocesan bi-weekly pay periods. Timekeeping for nursing mothers must adhere to guidelines provided in Section 4.4: Nursing Break Time.

To ensure accurate pay practices, non-exempt employees are not permitted to answer business emails and telephone calls outside of work hours or forward office phones to their home without approval from their director, supervisor, or pastor, and must record this time worked accurately on timesheets.

SECTION 4.6: OVERTIME

Non-exempt (hourly) employees are eligible for overtime and must be paid at a rate of one-and-one-half times their regular pay for hours worked over 40 hours per week based upon actual hours worked, as required by law. Any authorized absence such as PTO, holy days, holidays, etc., will not be considered hours worked for calculations of overtime. Overtime must be approved by the director, supervisor, or pastor before worked. As required by law, overtime pay is to be included in the employee's paycheck in the pay period in which it is earned.

In accordance with the Fair Labor Standards Act (FLSA), compensatory time off (comp time) in lieu of overtime pay is not allowable in a church organization.

In place of overtime pay, the work schedule of a nonexempt (hourly) employee may be adjusted so that the number of hours for that work week totals forty (40) hours.

SECTION 4.7: DEDUCTIONS FROM PAY

Deductions may be taken from an employee's wages as required by state or federal law or court order, and with the employee's written authorization for other permissible deductions including, but not limited to health care or pension plan contributions, union dues, child support, withholding, creditor garnishments, and tax levies.

SECTION 4.8: TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT

Employees will be reimbursed for travel and business-related expenses as approved by their director, supervisor, or pastor. Employees must complete the diocesan expense form, include applicable receipts to be reimbursed, and submit for payment according to diocesan policy.

Employees will be paid as work time for business travel according to state and federal law, which does not include being reimbursed for mileage for commuting to and from their permanent work location.

SECTION 4.9: WORKPLACE ATTIRE

As representatives of the Diocese of Altoona-Johnstown, and its locations, employees are expected to present themselves in a respectful, conservative, and professional manner at all times. Therefore, in accordance with anti-discrimination regulations, the required dress code is to be followed by the guidelines below.

- **Business Casual:** This type of dress is to be used for the regular work week and is defined as business-appropriate while being less formal than business professional wear and more formal than what one would wear to personal outings.
- **Women:** Dress, skirt, dress pants, blouse, sweater, dress shoes, strapped sandals with heels.
- **Men:** Collared shirts tucked in, slacks with belt, shoes with socks.
- **Casual Wear:** Every Friday, employees are permitted to “dress down” and wear the following: jeans, casual shirts, leggings with tops that are thigh length, sneakers, and strapped sandals with heels.
- **Safety Attire** Employees in maintenance and related positions are expected to dress in a respectful manner while safeguarding themselves from injury while working. Work boots of at least ankle-high coverage are required. Long or short sleeved shirts, and long pants are required while performing landscaping duties. Wearing personal protective equipment is required.

SECTION 4.10: INAPPROPRIATE ATTIRE

In keeping with the diocesan workplace attire policy, it is never appropriate to wear jeans with frays, rips or holes, any type of flip flops or sandals without heels and straps, sports jerseys, tank or midriff tops, sundresses, or shirts with spaghetti straps, low necklines, shorts of any length, mini-skirts, sweatpants, yoga pants or any type of clothing that is tight and/or revealing. Human Resources should be consulted for any questions regarding the appropriateness of an item.

- **Inappropriate Attire:** If clothing is determined to be inappropriate at the discretion of Human Resources, employees may be asked to leave work to change with the related time being covered by paid time off or remaining unpaid.
- **Body Piercings:** Rings and other body piercing jewelry through the nose, eyelid, tongue, or other visible body part other than the ear lobes are not appropriate.
- **Tattoos/Body Art:** Tattoos and/or body art will be evaluated on a case-by-case basis and employees may be asked to cover them at the discretion of Human Resources. However, any on the face, scalp, ears, or neck are prohibited. Also prohibited are those of a sexual nature, those that depict racism or any that may otherwise be considered offensive under the same principles that apply to pictures, emails, or posters in the workplace.

It is noted that nothing in the rules in this handbook is intended to restrict rights under the National Labor Relations Act.

SECTION 5 BENEFITS

SECTION 5.1: BENEFIT ELIGIBILITY AND ENROLLMENT

To attract and retain highly qualified employees, the Diocese strives to offer a competitive and comprehensive benefits package. Eligibility depends on the minimum number of hours for which an employee is paid each week and length of continuous employment. Eligibility for benefits and/or enrollment in any benefit does not guarantee continued employment.

BENEFIT	MINIMUM # OF HRS PER WORKWEEK	EFFECTIVE DATE/ LENGTH OF EMPLOYMENT
Paid Time Off	30	Date of Hire (DOH)
Medical Insurance	30	First of the month following the month of start date.
Dental Insurance	30	First of the month following the month of start date.
Vision Plan	30	First of the month following the month of start date.
Life/AD&D Insurance	35	DOH
Long-Term Disability Insurance	35	DOH
Short-Term Disability Insurance	35	DOH
Employee Assistance Program	All employees are eligible	DOH
403 (b) Employee Contribution	All employees are eligible	DOH

Employees are to be offered benefits at the time of eligibility in accordance with the policies and procedures for each benefit, except as noted elsewhere in this handbook or mandated by law or contract.

SECTION 5.2: PAID TIME OFF

All employees who work a minimum of 30 hours per week will receive separate banks of vacation and sick time in January of each calendar year.

Sick Time:

- Granted sick time is 10 days equal to hours worked each day. Sick time can be carried over each year for a maximum of 180 days. Once this maximum has been reached, the granting of sick days will cease.
- To align with the Family Medical Leave Act (FMLA), sick time may be used for the care of the employee's own health condition or to care for a sick parent, child, or spouse and the related follow up doctor's appointments. The definition of a child is as follows: Any person under the age of eighteen or any person eighteen years or older who is incapable of self-care because of a mental or physical disability. The relationship can be that of a biological, adopted, or foster child; legal ward, or child of a person standing in the place of a parent. However, the definition of a child does not apply to sons or daughters-in-law.
- Cannot be used in place of Short-Term Disability (STD).
- Balances are not permitted to go into the negative. When time is exhausted for the year, time

off for the employee’s own health condition or to care for a sick parent, child, or spouse, must be unpaid unless superseded by a different policy. However, if the employee has vacation time available, this time must be used before the employee goes unpaid for being off sick.

- Must be used in no less than one-hour increments. However, in accordance with the Fair Labor Standards Act (FLSA), employees who are paid on a salary basis (exempt employees) and who work a partial day are not required to use sick time for the remainder of the day. The Diocese defines partial days as a minimum of six (6) hours.
- Donations of sick time to co-workers are not permitted.
- Cannot be used to incur overtime.

Vacation Time:

- Vacation time is credited according to the following Years of Service Allotment Table. When employees reach the next increase milestone, the increase will take effect on that anniversary date.

Years of Service Allotment Table	
Start Date – 4 years	2 Weeks
5-9 Years	3 Weeks
10 Plus Years	4 Weeks

- Does not carry over from year to year and must be used by December 31. An exception to this guideline is if an employee is on vacation the last week of the year and is called in to work by the director, supervisor, or pastor for an urgent situation. The vacation time worked will be paid at the employee’s regular rate in addition to the hours worked. Vacation time cannot be used to incur overtime.
- Must be used in no less than one-hour increments. However, in accordance with the Fair Labor Standards Act (FLSA), employees who are paid on a salary basis (exempt employees) and who work a partial day are not required to use vacation time for the remainder of the day. The Diocese defines partial days as a minimum of six (6) hours.
- Is equal to the number of hours worked per day. Pre-planned time off must be requested in advance by submitting a request for approval to their director, supervisor, or pastor, as soon as possible. Vacation requests may be approved or declined based on business needs.
- If multiple employees request vacation time during the same period, it will be accommodated on a first-come, first-served basis.
- Balances are not allowed to go into the negative. Once vacation is exhausted for the year, time off must be unpaid, unless superseded by a different policy.
- Donations of vacation time to co-workers are not permitted.
- Newly hired employees will be allotted vacation time according to the following table:

Hire Date	Percent of Allotment
January-March	100%
April - June	70%
July-September	40 %
October – December	10%

- Upon termination, vacation time will be paid out according to the following schedule; however, if an employee does not submit in writing a two-week notice of resignation and/or does not work

through their resignation period, any unused vacation time will not be paid upon separation of employment, absent an agreement/contract that states otherwise.

Termination Date	Percent Allotment Pay
January-February	No Payment
March-April	10%
May-June	20%
July-August	40%
September-October	70%
November-December	100%

- If employees become ineligible for vacation benefits because of a status change to less than 30 hours worked per week, the entire balance of vacation time will be paid out in the next pay period following the change.
- If a scheduled holiday falls within an employee’s vacation, the holiday will not be counted as vacation time.
- Vacation cannot be used to incur overtime.

Holidays/Holy Days:

- Holiday and holy days are according to the diocesan schedule. However, parish employees are paid according to parish needs at the discretion of the pastor.
- Limited job positions may work under a floating holiday/holy day schedule with the approval of Human Resources, director, supervisor, or pastor and cannot carry over from year to year.
- If an employee is required to work on a holiday or holy day, another day may be taken as a paid day; however, it must be taken within the same week and with the approval of the director, supervisor, or pastor.
- If a holiday or holy day falls on a non-workday for a non-exempt employee, pay will not be received for the day because it is not a regularly scheduled workday.

SECTION 5.3: INCLEMENT WEATHER

- Hours of operation of locations and the Diocesan Pastoral Center will no longer align with school district delays or closures and will be at the discretion of the Bishop or pastors.
- If Diocesan offices or locations are closed due to weather conditions, or if employees make the decision to report off, come in late, or leave early while offices remain open, that time will be unpaid unless vacation time is used or the time is made up during the same week.
- Remote work may be considered during inclement weather if applicable to the job and with the approval of the director, supervisor, pastor, or Human Resources.

SECTION 5.4: HEALTH CARE INSURANCE

Group medical, dental, and vision options are available for all locations and their eligible employees and dependents. Participation in all plans is voluntary.

SECTION 5.5: OPEN ENROLLMENT

Open Enrollment is conducted on an annual basis, with benefits being effective April 1. This is the only time of the year that employees can change their health care benefits, unless a “qualifying event” occurs. Examples of such an event include marriage and the birth of a child. In the circumstances of a qualifying event, employees must follow the associated guidelines outlined in the Summary Plan Description (SPD).

SECTION 5.6: GROUP MEDICAL COVERAGE

- Group medical, dental, and vision coverage is offered to employees who work a minimum of 30 hours per week. The effective date of coverage is the first day of the month following the date of hire. Employees who are rehired are under the same eligibility requirements.
- Dependent coverage must take place at the time of the employee’s eligibility period unless a “qualifying event” occurs.
- If an eligible employee waives coverage, he/she must sign a Waiver of Coverage Form to acknowledge that the benefit was offered and for the refusal to be valid.

SECTION 5.7: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

All employees enrolled in the Diocese of Altoona-Johnstown employee group health care plans are entitled to receive a Notice of the Privacy Policies and Procedures adopted by the Diocese in compliance with Title 2 of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the federal regulation adopted to implement HIPAA. The employee will receive all required notifications upon enrollment.

SECTION 5.8: EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Diocese provides an EAP for all employees in need of confidential assistance regarding family, personal, legal, financial, or emotional/mental health matters. Employees may participate in the EAP at no cost. For information, employees should contact Human Resources.

SECTION 5.9: TUITION REDUCTION

All active Diocesan Pastoral Center and Catholic Charities personnel working a minimum of 30 hours per week are eligible to receive a reduction of tuition for their children attending a Catholic elementary school within the Diocese of Altoona-Johnstown. Eligible children are biological, adopted, or foster children, stepchildren, and legal wards. For information, employees should contact Human Resources.

SECTION 5.10: RETIREMENT

The Diocese of Altoona-Johnstown provides eligible employees with the Diocesan Pension Plan for Lay Employees. In addition, employees are offered a 403 (B) plan. The Diocesan Finance Department should be contacted for details.

SECTION 5.11: LIFE/ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

The Diocese provides Life and AD&D insurance for employees who work thirty-five (35) or more hours per week, beginning on their date of hire. The coverage paid by the Diocese cannot be waived. No dependent coverage is available.

SECTION 6 AUTHORIZED LEAVES OF ABSENCE

SECTION 6.1: ABSENCE FROM WORK

Regular and reliable attendance is a requirement of all Diocesan employees. However, the Diocese of Altoona-Johnstown and its locations recognize the needs of its employees to be absent from work for a variety of reasons. Additionally, employees are encouraged to use Paid Time Off (PTO) to ensure a proper work-life balance. Therefore, absences may be authorized according to the procedures covered by this policy, acknowledging that the Diocese may change these procedures where legally allowable, based upon business needs with or without notice.

SECTION 6.2: FAMILY AND MEDICAL LEAVE ACT (FMLA)

In accordance with the Americans with Disabilities Act (ADA) and the Federal Family and Medical Leave Act of 1993 (FMLA), the Altoona-Johnstown Diocese provides eligible employees with job-protected leave in specific situations involving:

- The birth, adoption, or foster care placement of a child
- The employee's own serious health condition
- The serious health condition or injury of a Wounded Warrior
- A qualifying exigency.

FMLA is administered through the Human Resources Department. Employees must contact Human Resources to request FML or obtain a copy of the Diocesan FMLA policy.

SECTION 6.3: WORKER'S COMPENSATION

Workers' compensation (WC) absences run concurrently with FML and are paid under the WC program. PTO cannot be used during a WC leave.

SECTION 6.4: PERSONAL LEAVE

Unpaid personal leave may be granted to employees for personal reasons other than those covered by other types of absences.

- Employees must submit a request in writing to the Director of Human Resources including the start date, the reason for the leave and the approximate end date. Personal leave must have the approval of the employee's director, supervisor, or pastor, and the Director of Human Resources.
- The maximum amount of time taken for personal leave is thirty (30) days. Benefits coverage will remain in effect up to thirty (30) days at the pre-leave level and employee contributions will be

collected through invoicing.

- If a qualifying event such as annual enrollment occurs while on personal leave, coverage may be changed accordingly.
- Employees must confirm a return-to-work date with their director, supervisor, pastor, or the Director of Human Resources a minimum of one week in advance. If the employee is unable to return to work at the end of the leave, separation from employment may occur.
- Business needs may require a replacement during the employee's personal leave. The employee may then be placed in a different position for which the employee is qualified upon return to work.

SECTION 6.5: PARENTAL LEAVE

Employees working a minimum of 30 hours per week having at least twelve (12) months of service, are eligible for two (2) weeks of paid parental leave for the birth, adoption, or foster care placement of a child, in addition to Family Medical Leave. Parental leave must be taken on a continuous basis following FML or in lieu of FML if the employee is not eligible under the FMLA. Parental leave cannot be used to supplement short-term disability (STD), but it can be used during the STD elimination period if employees have no other paid time off to use.

SECTION 6.6: SHORT TERM DISABILITY LEAVE (STD)

The Diocese and its locations pay 100% of short-term disability insurance for employees working thirty-five (35) hours or more per week. Enrollment is automatic on the date of hire. Benefits are payable after a 7-day elimination period for a maximum of 25 weeks.

SECTION 6.7: LONG-TERM DISABILITY LEAVE (LTD)

The Diocese and its locations pay 100% of long-term disability insurance for employees working thirty-five (35) hours or more per week. Enrollment is automatic on the date of hire. Benefits are payable after short-term disability leave has been exhausted.

Participation in STD/LTD cannot be waived in lieu of using sick time.

SECTION 6.8: BEREAVEMENT LEAVE

Bereavement leave up to a maximum of three (3) consecutive workdays may be granted to employees working 30 hours or more per week when a death occurs in an employee's immediate family. The immediate family includes parents, stepparents, mother-in law, father-in law, spouse, child, stepchild, foster child, legal ward, sibling, stepsibling, brother/sister-in law, and grandparents. One paid day will be granted for the deaths of all other family members.

SECTION 6.9: MILITARY LEAVE

All the provisions of the Uniformed Services Employment and Re-Employment Act (USERRA) will be adhered to and abided by, and military leave will be granted to all eligible full-time and part-time employees. Employees are eligible on their date of hire with no required minimum number of hours of work per workweek.

An employee summoned by the government for duty, training, or to undergo an examination for fitness will be granted unpaid Military Leave. These leaves may last from a few hours to a maximum of five (5) years, unless extended in accordance with federal law. Individuals will not be fired, refused to be hired, disciplined, or otherwise be discriminated against because they are in the service.

For detailed information regarding a call to active military service, the employee should consult Human Resources.

SECTION 6.10: JURY DUTY/COURT APPEARANCE

Employees are encouraged to fulfill their duty as citizens to their community. Jury duty absence is granted to employees working 30 hours or more per week. Time spent in a civic nature will be paid according to the needs of the court. Employees are required to provide documentation of the appearance and ongoing proof of duration to their director, supervisor, or pastor. If an employee is compelled to appear in court for a case in which they are a named party, the time off will be unpaid unless paid time off (PTO) is used.

SECTION 7 STANDARDS OF CONDUCT

SECTION 7.1: WORK SITE COURTESY

The Diocese of Altoona-Johnstown and its locations are committed to the highest standards of moral, ethical, and professional conduct by those who serve and minister. All employees are expected to act in a professional, dignified, and Christian manner. Courtesy, consideration, respect, and cooperation are essential for effective program operations and service to others. Employees are asked to supportively recognize the worth and dignity of every person with whom they come in contact. Repeated and willful unacceptable conduct or behavior may result in corrective action up to and including termination.

SECTION 7.2 SEXUAL MISCONDUCT WITH MINORS AND ADULTS

The Diocese of Altoona-Johnstown and its locations will not tolerate sexual misconduct, abuse, or neglect of anyone. The Diocese, in accordance with the teachings of the Roman Catholic Church, is committed to the safety and well-being of its children and vulnerable persons, and expects all employees to live moral lives, respecting in all ways the sanctity of every human being. Sexual misconduct abuses the power and authority of the pastoral and educational role of those who work for the people of God and serve them. Sexual misconduct is contrary to Christian morals and the moral strictures of many other religious belief systems and societal standards, and often violates civil law.

Under the Safe Environment Program of the Diocese of Altoona-Johnstown, the Diocese shall:

- Establish and enforce policies and codes of conduct for the protection of youth and vulnerable persons.
- Comply with all applicable civil and canon laws and cooperate with civil authorities.
- Screen, train, and monitor all diocesan personnel who are in contact with youth and vulnerable persons.

- Supervise youth and vulnerable persons who participate in diocesan programs and activities.
- Manage the use of technology that is under the control of the Diocese.
- Maintain safe and secure facilities that are under the control of the Diocese.
- Investigate and resolve concerns, complaints, and allegations regarding risks to persons.
- Establish leadership, oversight, and auditing for the Safe Environment Program

Any violation of the provisions and requirements of the Safe Environment Program will be subject to corrective action up to and including termination.

Employees must contact the Children and Youth Protection Office to obtain a copy of the Diocesan Safe Environment Policy.

SECTION 7.3: WORKPLACE BULLYING

The purpose of this policy is to communicate to all employees that the Diocese of Altoona-Johnstown and its locations will not, in any instance, tolerate bullying behavior. Employees found to be in violation of this policy will be disciplined up to and including termination.

The Diocese defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

- Threatening, humiliating, or intimidating behaviors.
- Work interference or sabotage that disrupts or prevents work.
- Verbal, mental, or physical abuse.

Such behavior violates the Diocese of Altoona-Johnstown's intent that all employees will be treated with dignity and respect.

The Diocese of Altoona-Johnstown considers the following types of behavior examples of bullying:

- Verbal bullying: Slandering or ridiculing a person or his or her family; persistent name-calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical Bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- Gesture bullying: Nonverbal gestures that can convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Shouting at an individual in public or in private.
- Using obscene or intimidating gestures.
- Not allowing the person to speak or express himself or herself.
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism of matters related to the person's job performance or description.

- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Assigning menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse, or threats of abuse to an individual or an individual's property (defacing property).

Individuals who feel they have experienced bullying should report this to their director, supervisor, pastor, or to the Director of Human Resources before the conduct becomes severe or pervasive. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow the Diocese of Altoona-Johnstown to take appropriate action.

SECTION 7.4 WEAPON-FREE WORKPLACE

To ensure that the Diocese of Altoona-Johnstown and its locations maintain a workplace safe and free of violence for all employees, the possession and use of dangerous weapons on its properties is prohibited. Properties are defined as all diocesan and location-owned buildings and surrounding areas such as sidewalks, walkways, driveways, and parking areas. This policy applies to all diocesan and location-owned or leased vehicles and all personal vehicles that come onto diocesan property.

Dangerous weapons include firearms, explosives, knives, and other items that might be considered dangerous or that could cause harm.

All diocesan employees are subject to this policy, including contracted workers and temporary employees, as well as visitors to diocesan property. Although the State of Pennsylvania permits the licensing of individuals to carry a weapon, the license to carry a weapon does not supersede this diocesan policy.

The Diocese of Altoona-Johnstown and its locations reserve the right at any time and at its discretion to search all vehicles, containers, briefcases, purses, packages and people entering its property, as well as lockers, desks, and other areas for the purpose of determining whether any weapon is being, or has been, brought onto the property in violation of this policy. Employees who fail or refuse to promptly permit a search will be subject to disciplinary action up to and including termination.

Any questions or concerns should be referred to Human Resources.

SECTION 7.5: ATTENDANCE, PUNCTUALITY, AND DEPENDABILITY

It is expected and required that all employees work the hours of their work schedule and should remember

that excessive absenteeism, tardiness, and/or leaving early causes other employees within the workplace to have to bear the burden of filling in for the absent employee. To enhance the productivity of fellow employees as well as to fulfill the needs of the public we serve, any employee who will be absent from work or significantly late arriving or who must leave early is required to notify his/her director, supervisor, or pastor. Failure to provide such notice or an excessive number of absences, late arrivals, or early departures may result in corrective action up to and including termination. Continued absence without notice or explanation for three (3) consecutive working days may be considered a voluntary resignation by the employee. Anyone absent for three (3) consecutive workdays must submit a release from their doctor before returning to work.

Employees must notify their director, supervisor, or pastor as soon as possible no later than one half (1/2) hour before the scheduled starting time if he/she will be absent or significantly late.

When reporting an absence, employees are required to give the probable duration of the absence, the reason, the estimated day or time of return to work and if FML is applicable. If a prolonged absence is anticipated, the employee must contact Human Resources to discuss a leave of absence.

SECTION 7.6: SOLICITATIONS AND DISTRIBUTION OF LITERATURE

Active solicitation of funds and distribution of literature by employees during work hours is strongly discouraged. Passive solicitation and distribution of literature, such as placement of notices on bulletin boards, may be allowed with management approval in advance. Under no circumstances will non-employees be permitted to solicit or to distribute literature for any purpose on workplace property.

SECTION 7.7: CONFLICT OF INTEREST, GIFTS AND STIPENDS

Employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict of interest. Except for gifts of nominal value, employees must not accept personal gifts, services, travel, or entertainment from anyone with whom the employer does or is seeking to do business. To do otherwise may be perceived by others to affect their judgment or actions in the performance of their duties.

As this guideline is not comprehensive, employees are encouraged to seek guidance from the Director of Human Resources.

SECTION 7.8: OUTSIDE EMPLOYMENT

To avoid conflicts of interest and to prevent interference with the employee's position responsibilities, employees are expected to not engage in formal outside employment without discussion with their director, supervisor, or pastor. However, employees may engage in income generating activities/hobbies if it does not interfere with the employee's duties and responsibilities or conflict with the teachings of the Roman Catholic Church.

SECTION 7.9: VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and to avoid potential distractions and disturbances, only authorized visitors are allowed in the workplace. The presence of children, family members, and friends of employees should be brief and infrequent. Employees are responsible for the conduct and safety

of their visitors. Children are not to be in the workplace in place of Day Care.

SECTION 7.10: EMPLOYER-OWNED VEHICLE USAGE

Personally assigned employer-owned vehicles should be driven home by employees for the sole purpose of garaging and safekeeping. Except with prior management approval, personal use of the vehicles by employees is prohibited. Also prohibited is the employer-owned vehicle being driven by anyone other than the employee, being operated while under the influence of alcohol, medication, and/or drugs that would impair the employee, or using the employer-owned vehicle to transport alcohol. Insurance information must be submitted by the employee in order to conduct a driving background report. Payment of any citations issued to an employee driving or in possession of an employer-owned vehicle is the sole responsibility of the employee. Failure to pay tickets by the associated deadlines and any other abuse of this policy may result in corrective action up to and including termination.

SECTION 7.11: PERSONAL VEHICLES

Employees who use their personal vehicles while transacting employer business must comply with Pennsylvania law regarding proof of insurance, utilization of handheld cell phones and texting while driving, and possess a valid driver's license. If an employee has an accident in his/her personal vehicle while on employer business, the accident must be reported to the director, supervisor, or pastor. Mileage reimbursement provided to employees for use in conducting business is intended to cover gasoline, insurance, and normal wear and tear of the vehicle.

SECTION 8 ELECTRONIC MEDIA

SECTION 8.1: PURPOSE

The Diocese of Altoona-Johnstown has implemented the Standards for the Utilization of Electronic Media policy to ensure proper management and efficient and effective use of all electronic communications it provides.

This policy, which is distributed to employees at the time of onboarding, applies to all personnel in the Diocese of Altoona-Johnstown. The Diocese reserves the right to amend or revise this document at any time and will provide written notification of any change. All employees are required to sign off on the policy as acknowledgement of receipt and understanding.

SECTION 9 EMPLOYEE SAFETY AND HEALTH

SECTION 9.1: SAFETY AND HEALTH RESPONSIBILITIES

Employee safety and health are vital concerns of the Diocese. To ensure a safe and healthy workplace for all employees, workplace compliance with all requirements of state and federal regulations is mandatory. Employees are expected to share in the responsibility for their safety and to advise management of any unsafe situation or working condition. Each employee is asked to maintain a hazard-free work area and to clean up in such common areas as employee dining areas, lounges, rest rooms, and kitchens. Employee

violations of a safety rule of major significance may result in corrective action up to and including termination.

Ear pods, headphones, etc., are permitted with approval of the director, supervisor, or pastor, but may not be worn when employees are away from their desks or walking about, to ensure they are safely aware of their surroundings.

SECTION 9.2: SMOKING

To provide a healthy work environment and to be in compliance with state and local ordinances, smoking or any tobacco products are not permitted in any workplace. An outside area should be designated for smoking as long as non-smoking employees and others will not normally encounter second-hand smoke.

SECTION 9.3: DRUG AND ALCOHOL/SUBSTANCE ABUSE

The Diocese of Altoona-Johnstown is committed to maintaining a safe and healthy work environment which enhances the welfare and security of their employees. A drug and alcohol-free workplace, one which prohibits the unlawful manufacture, distribution, sale, purchase, possession, impaired influence, or use of a controlled substance during working hours, is a mandatory condition to provide a safe environment for employees. "Controlled substance" refers to narcotics or any other mind-altering substances, including any other substance prohibited by law. Any person accepting or continuing employment with the Diocese gives consent to the testing set forth in this guideline and procedure.

The Diocese may require any employee to submit to a drug or alcohol screening when there is reasonable suspicion that the employee is under the influence of alcohol or a controlled substance and at the time of a work-related injury or accident. Any employee found to be under the influence of alcohol or controlled substances during working hours, whether on company premises or on company business at another work site, may be subject to corrective action up to and including termination.

The consumption of alcohol on occasion may be appropriate in connection with the performance of an employee's duties on behalf of the Diocese. Possession or use of alcoholic beverages on diocesan or parish property is only permitted in connection with officially sanctioned functions and with the approval of the Bishop.

The use of marijuana has been recognized and approved for medicinal purposes. However, employees are prohibited from consuming, smoking, or otherwise ingesting marijuana during work hours. Where there is reasonable suspicion that an employee is under the influence of marijuana during working hours, the employee may be sent home until recovered. Repeated violations will result in the employee being directed to submit to a drug screening. A positive result of the screening may result in disciplinary action up to and including termination.

If an employee is under a prescription for medical marijuana, they must inform the Human Resources Director. If an employee is suspected of the sale or distribution, while on the job or on employer property, of alcohol, illegal drugs and/or other controlled substances, Human Resources will conduct a full investigation. Employees who are found to be in violation of this policy guideline may be subject to corrective action up to and including termination.

The Diocese reserves the right to conduct an unannounced search of any company property, including but not limited to desks, cabinets, and vehicles in accordance with applicable laws. As a condition of employment, employees are expected to cooperate in the conducting of such searches. Failure to cooperate may result in corrective action up to and including termination.

Any illegal substance found will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Alcohol and/or drug dependency is recognized as an illness requiring appropriate intervention and treatment. Employees with such dependencies are encouraged to seek treatment before a problem interferes with job performance either from the Employee Assistance Program (EAP), or a private provider.

SECTION 9.4: OCCUPATIONAL HAZARD AND SAFETY ACT (OSHA) – HAZARD COMMUNICATION STANDARD

Compliance with the Federal Hazard Communication Standard (better known as the Right to Know Law) as enacted by the Occupational Safety and Health Administration (OSHA), as well as any state/local regulations that may apply, is required for all workplaces with hazardous chemicals on site.

SECTION 9.5: BUILDING SECURITY/EMERGENCY PROCEDURES

Employees are expected to reasonably safeguard the workplace. Each employee can help prevent a disaster by observing all building security and emergency notification and evacuation procedures. Each diocesan location must collaborate with the diocesan facilities director to create documented building security and emergency procedures to address emergencies such as natural or man-made disasters, fires, or bomb threats. The establishment of emergency procedures must be coordinated with local fire and police officials under the direction of the diocesan facilities director.

Due to the importance of maintaining the security of diocesan locations, an employee who fails to follow building security and emergency procedures may be subject to corrective action up to and including termination.

SECTION 10 SEPARATION FROM EMPLOYMENT

SECTION 10.1: VOLUNTARY AND INVOLUNTARY SEPARATION

Nothing contained in this policy guideline should be construed to constitute a contract of employment, either expressed or implied, or be construed to modify the employment at will relationship that exists between the employer and its employees.

Voluntary separations are those initiated by the employee. Examples include, but are not limited to, resignation, retirement, death, permanent disability, and an unexcused absence that is unreported for a period of three (3) or more consecutive workdays without verifiable evidence of a reason to be absent from the workplace.

Involuntary separations are those initiated by the employer. Examples include, but are not limited to, layoff, separation by mutual agreement, separation due to failure to return from approved leave of absence, separation due to exhaustion of approved leave of absence, release for inability to perform essential functions of the job after reasonable efforts have been made to assist the employee in meeting the standards expected by the employer, and termination for conduct not in the best interest of the employer.

PTO cannot be used to extend the effective date of separation.

If an employee does not submit in writing a two-week notice of resignation and/or does not work through their resignation period, any unused vacation time will not be paid upon separation of employment, absent an agreement/contract that states otherwise.

SECTION 10.2: SEPARATION PROCESS

All separating employees must receive the required termination paperwork, have their access to email and computers inactivated, and return any keys, fobs, and any other diocesan or parish property in their possession.

SECTION 10.3: EXIT INTERVIEW

It is important to obtain feedback from separating employees concerning working conditions, policies, supervision, and other matters related to their employment. Exit interviews provide a way for Human Resources to identify problem areas so that improvements can be made. Whenever an employee separates from employment voluntarily, a confidential exit interview form will be provided to complete and submit to Human Resources.

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DIOCESE OF ALTOONA-JOHNSTOWN

RECEIPT OF EMPLOYEE HANDBOOK AND AGREEMENT

I, _____ certify and acknowledge the following:
[Please print your name]

- I have received, read and understand the provisions in the Diocese of Altoona-Johnstown Employee Handbook.
- I agree to follow the current policies and procedures as described in the handbook, as well as any subsequent changes.
- I understand that the policies and procedures, rules, and benefits described are intended to serve only as guidelines and can be changed by the Diocese of Altoona-Johnstown without notice.
- I understand and agree that the information contained in the handbook does not create an employment contract between the Diocese of Altoona-Johnstown, its locations, and me, and that my employment is for no definite period. My employment at the Diocese of Altoona-Johnstown or its locations is strictly at-will, as defined in the employee handbook.

Employee Signature

Date

Note: This completed form must be given to your director, supervisor, or pastor when reviewed, to file in your personnel file.

If you have any questions about any information contained in the employee handbook, please contact the Diocese of Altoona-Johnstown Department of Human Resources.