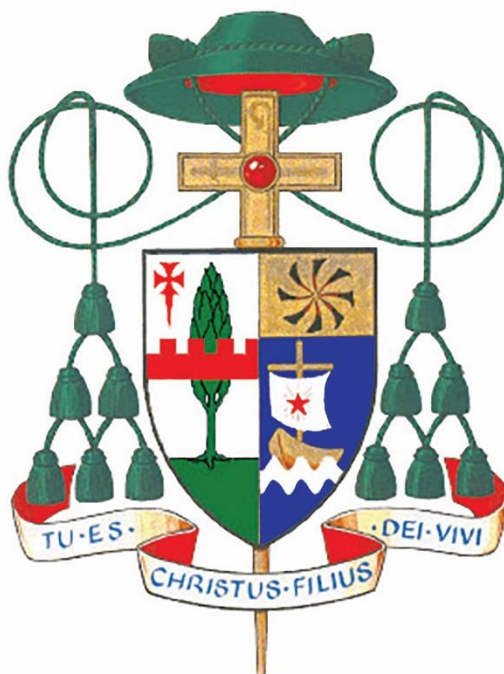


Roman Catholic Diocese of Boise



Personnel Policies

Promulgated April 17, 2017
Revised September 1, 2021



OFFICE OF THE BISHOP

INTRODUCTION

In the past, numerous documents have been generated in order to deal with Human Resource issues and policies in the Diocese of Boise. This has created a great deal of confusion at times for our employees. The following document is intended to be all inclusive for all employees working for the Catholic Church in Idaho – whether they be in parishes, schools or the Diocesan Pastoral Center (DPC). Issues/policies that are particular to only the DPC, or strictly to parishes or schools, will be specifically noted either in the text of the policy or in separate appendices.

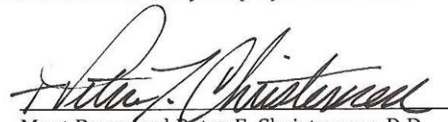
This manual contains current Human Resources policies and practices (also known as particular law in the Catholic Church) of the Diocese of Boise, and are subject to change from time to time. These policies, as noted below, are approved and promulgated by the Bishop. As legislator, the Bishop has the power and discretion to depart from these policies when particular facts and circumstances warrant such a deviation. Thus, supervisors (pastors, administrators, PLD's, principals, department directors, etc.), may not, on their own authority, deviate from these rules or make promises inconsistent with these policies.

In virtue of my authority as Bishop of the Roman Catholic Diocese of Boise as found in canon 381, §1, I hereby promulgate as particular law the following personnel policies to be followed in all Diocesan parishes and schools, as well as our Diocesan Pastoral Center.

In certain circumstances, due to particular needs, pastors of parishes may determine that a particular policy should be implemented differently, or may see a need for additional policies on topics not covered by this document. In such cases, such policies must be in writing and submitted to the Human Resources Coordinator for Diocesan approval. For example, policies adopted at the local level will not change the at-will nature of the employment relationship unless they are approved ahead of time by the Bishop in writing.

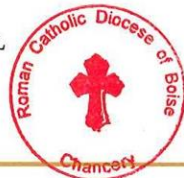
This document replaces all prior personnel policies including the "Personnel Policies - Diocesan Parishes & Schools"; Personnel Policies – Diocesan Pastoral Center"; Lay Employee Handbook - Diocesan Pastoral Center."

Given this date April 17, 2017
at the Chancery in Boise, Idaho.


Most Reverend Peter F. Christensen, D.D.
Bishop of Boise


Chancellor

SEAL



DIOCESE OF BOISE

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**PERSONNEL POLICIES
ROMAN CATHOLIC DIOCESE OF BOISE**

SECTION ONE: EMPLOYMENT PRACTICES

PREFACE

The Roman Catholic Diocese of Boise represents the Catholic Church in Idaho. As such, it is bound by the canonical and doctrinal mandates of the universal Roman Catholic Church. All employees, regardless of their personal beliefs or religious affiliation, are expected to respect the Catholic character of the Diocese and to refrain from any public rejection of the official teachings, doctrines, practices, or laws of the Roman Catholic Church. The application of this provision shall be as interpreted by the Bishop of Boise. The employee recognizes the religious nature of this employment and understands that the Diocese has the right to dismiss the employee for serious public immorality, public scandal, or public rejection of the official teachings, doctrines, practices, or laws of the Roman Catholic Church.

1.0 Equal Employment Policy

The Diocese of Boise promotes equal opportunity in all employment decisions regardless of race, color, national origin, gender, pregnancy, disability, age, genetic information or other criteria protected by federal or state law. The diocese reserves the right to be the sole judge of merit, competence and qualifications, consistent with the law. The diocese also reserves the right to favor Catholic (in good standing and full communion) applicants and employees in employment decisions.

1.1 At Will Employment

Employment with the Diocese of Boise is “at will”, unless otherwise specified in a written contract signed by the Bishop or his designee. “At will” employment means that employees are free to leave at any time for any reason, with or without notice, or the Diocese may choose to end an employee’s service at any time, for any reason without advance notice. There is no promise that employment will continue for any specified period of time.

In certain limited circumstances, an individual may be offered a written employment contract or an MOU with the Diocese for a specified period of time. Such contracts and MOU’s may contain certain exceptions to the policies outlined in this section. All such documents must be in writing and signed by the Bishop or his designee. No supervisor has the authority to promise a specific length or duration of employment, or promise other than at-will employment, other than in such a signed, written contract or MOU. When an employee is working under the terms of such a document, these policies govern the

employment relationship to the extent they are not inconsistent with the contract or MOU. In addition, if a proposed written contract or MOU is not signed as indicated above, these policies govern the relationship.

1.2 Reservation of Right to Amend Policies

The Diocese of Boise reserves the right to add, modify or delete provisions of these Personnel Policies as well as any benefit programs described herein, at any time. Such changes shall be in writing, approved by the Bishop and properly promulgated to all employees of the diocese. These policies supersede all prior written and oral representations.

1.3 Administration of These Policies

The Bishop has the responsibility for the administration of the policies contained in this manual, and is responsible for the final interpretation of the policies. The Bishop may delegate administration of the policies at his discretion.

SECTION TWO: HIRING PRACTICES

2.1 Recruitment and Hiring

Parishes/schools Pastors, parish life directors, administrators and principals must conduct all recruitment and hiring functions in compliance with federal and state law and Diocesan policies. Questions about appropriate recruitment and hiring procedures, including the appropriate announcement of position openings, receipt and screening of applications, reference checks, and the interviewing process can be directed to the Coordinator of Human Resources. Upon request, the Coordinator of Human Resources will work in collaboration with parishes and schools to assure that all hiring practices are in compliance with the law and applicable Diocesan policies. To ensure fairness and consistency, parishes and schools are urged to follow the four-step process outlined below for the DPC when recruiting new employees.

DPC Unless otherwise directed by the Bishop, all initial phases of the recruitment and hiring process, including the appropriate announcement of position openings, receipt and screening of applications, reference checks, and the presentation of qualified candidates for interview is conducted by the Coordinator of Human Resources in collaboration with department Directors and other appropriate staff.

Prior to recruiting and/or selecting persons to fill a position, the Diocese shall:

1. Notify current personnel with respect to available positions before, or at least concurrent with, advertising for the position elsewhere.
2. Require that interested applicants submit the following documentation: (a) written application; (b) resume; (c) if required for the position to be filled, an official transcript or copy of diploma of the most recent educational institution attended by the applicant; (d) 3 personal references from unrelated persons and 2 from current/previous employers; (e) any official professional licenses or certifications required by the position or by law.
3. Personally interview the applicant prior to offering a position. A team interview process is highly encouraged whenever feasible.
4. Offers of employment will be conditioned on the successful completion of a background check and appropriate licenses/certifications, if applicable. Offers of employment shall not be made until the necessary job requisition paperwork has been signed by the Human Resources Coordinator, the Finance Officer, and the Bishop.

2.2 Immigration Reform and Control Act

In compliance with federal immigration laws, the Diocese of Boise only hires workers who are and continue to be eligible to work in the United States. As a condition of employment, all employees are required to document this eligibility by completing the Employment Eligibility Verification form (I-9).

2.3 Employment of Relatives

For purposes of this policy, a “relative” includes spouse, parent, grandparent, child, sibling, in-law and step relationship. Relatives of current employees will be considered for employment with other qualified applicants when vacancies occur. However, employees’ relatives are disqualified from employment if there are potential problems of supervision, safety, security, morale, or conflicts of interest. In order to prevent problems with supervision and morale, an employee may not supervise, monitor and/or audit the work of his/her relative.

2.4 Applicability of Policies to Clergy/Religious

Because of the unique canonical relationship between clergy (priests and deacons) and the diocese, they are not technically considered employees. Priests are governed by separate policies governing priest personnel, and deacons are governed by separate deacon personnel policies. Permanent Deacons who are employed in a specific employment position by the diocese, parish or school, other than their diaconal ministry, are governed

by these personnel policies to the extent that these policies are not inconsistent with the deacon personnel policies and the Code of Canon Law. Employees who are members of a religious community may also be governed by a written compensation and benefits contract between the Diocese and the religious community. That written contract governs compensation and benefits, but the remainder of these policies are applicable to religious employed by the Diocese.

2.5 Criminal Background Checks

Those employed in the Diocese of Boise (parishes, schools, Diocesan Pastoral Center, university student centers, etc.), and volunteers who work with children, are required to submit to a criminal background check. For parish employees and parish and school volunteers, as well as DPC and university student center employees, this check is completed through the Safe Environment Coordinator in the Office of Canonical Affairs. **The required criminal background check must be completed and cleared BEFORE an employee may start work.** All offers of employment are contingent upon the successful completion of the background check. If a criminal record is revealed, the Diocese follows a particular protocol depending on the type of crime and conviction involved. Forms for the background check can be printed from the Diocesan website.

School employees, have background checks conducted through the State Department of Education. Forms for the criminal background checks for school employees can be obtained from the school principal. Forms may also be requested from the Diocesan Safe Environment Coordinator. Should the school employee delay in their obtaining a criminal background check, the Diocese may run an appropriate check through their own vendor. Schools will be responsible for the cost of such a check.

2.6 Safe Environment Training

An employee Safe Environment Workshop is normally required to be completed within 30 days of hire. Safe Environment training is required of all employees (parish, school, DPC, etc.), as part of the Diocesan commitment to the United States Conference of Catholic Bishops Charter for the Protection of Children and Youth. Its intent is to create a safe environment for children, youth and vulnerable adults in the Church.

2.7 Job Descriptions

Job descriptions for all employees are to be provided and outline the specific requirements, duties, and responsibilities of the position. The job description is presented and reviewed with the new employee during the orientation process and is signed at that time. A copy is given to the employee and the original copy is placed in the employee's personnel file. Job descriptions may be updated and/or revised as needed to adequately reflect the realities of

the work position and to make sure that the education and experience requirements are still relevant and appropriate to the position.

2.8 Orientation

Each new employee will receive orientation from the Coordinator of Human Resources or a designated staff person (in parishes, schools and other diocesan locations) upon hire. This orientation will include information on specific job responsibilities and duties, benefits, safety rules and regulations, personnel policies, and other appropriate items.

SECTION THREE: CLASSIFICATION OF PERSONNEL

3.1 Introductory Employees

All new regular full-time and part-time employees and/or those transferred or promoted to a new position are subject to an introductory period of 90 calendar days. Some positions may require a longer introductory period due to the nature of the responsibilities involved, and the parish or school leader has the discretion to extend an introductory period for any appropriate length of time.

The purpose of the introductory period is to assess the employee's performance and ability to perform the position requirements. It also enables both the employee and supervisor to determine whether continued employment is desired. At the conclusion of the first 90 day period, a written evaluation of the employee's performance in the position should be conducted, and a decision made as to the viability of the employee continuing in the position. Employees remain at will employees during their introductory period regardless of length.

3.2 Regular Full-Time Employees

Regular full-time employees are scheduled to work 35 or more hours per week, have satisfactorily completed the introductory period, and are eligible for all applicable employee benefits.

3.3 Regular Part-Time Employees

Regular part-time employees are scheduled to work at least 20 hours but fewer than 35 hours per week, and have satisfactorily completed the introductory period. Regular part-time employees are entitled to applicable benefits according to plan provisions, but must work at least 30 hours per week to be eligible for medical, dental, vision and other benefits. Additional benefit information is available through the Finance Department.

3.4 Other Part-Time Employees

Part-time employees who work fewer than 20 hours per week or who do not work on a regular, on-going basis are eligible only for those benefits required by law, such as workers compensation or social security.

3.5 Temporary Employees

Temporary employees are normally hired to work for a specific period to fill in for an absent employee, to perform a specific short-term task or project, or to assist in a heavy workload situation.

Temporary employees are not eligible for benefits except as required by law. If a temporary employee works through a contract with a temporary agency, the agency bears full responsibility for all benefits, including those required by law.

The hire date of temporary employees subsequently hired on a regular basis is the date they actually begin continuous work as a regular part-time or full-time employee of the Diocese.

3.6 Contract Employees

The Bishop may negotiate a written contract with particular employees. No written contracts may be entered into without the consent of the Bishop. When a written contract is negotiated, and signed by both the employee and the Bishop or his designee, the provisions of the written contract apply to the extent they are inconsistent with these policies. Provisions of these policies which are not inconsistent with the written contract apply to contract employees. In the school setting, contracts are generally provided to certified personnel. Those contracts are not valid unless signed by the bishop or his designee.

SECTION FOUR: COMPENSATION PRACTICES

4.1 Position Classification for Purposes of Overtime Pay

Wages, hours and working conditions are governed by state and federal laws. Laws governing overtime pay establish two types of exemption status: nonexempt and exempt.

“Nonexempt” employees are subject to overtime provisions of federal law. An employee is nonexempt when the following criteria exist:

- (1) if their primary duty is not management of the organization or directly related

- to management policies or general operations;
- (2) they do not supervise other employees;
- (3) they do not have the authority to hire and fire other employees in matters of consequence; and
- (4) they are performing work in particular areas, or work in positions classified as creative, professional or computer related;
- (5) there is not a customary or regular exercise of discretion and independent judgment on significant matters.

Classification of employees is an intricate process and leaders in parishes and schools should not assume a particular exemption or treat an employee as exempt without consulting with Human Resources.

Where parishes or schools have questions about the exempt or nonexempt status of each position, the Coordinator of Human Resources should be consulted. All parishes and schools should make every effort to assure that the appropriate exemption status is assigned.

“Exempt” employees are generally exempt from overtime provisions unless they fall under the U.S. Department of Labor wage standards for “White Collar” workers. An employee is exempt if the duties they perform are executive, administrative or professional in nature and the following criteria exist:

- (1) their primary duty is management or directly related to management policies or general operations;
- (2) they supervise other employees; and
- (3) they regularly exercise independent discretion and judgment.

4.2 Nonexempt Employees

Nonexempt employees are entitled to overtime pay (time and one half) for any hours worked over 40 hours in a single work week. Before overtime is worked, prior written approval must be obtained from the supervisor. A flexible schedule can be used to maintain a workweek of not more than 40 hours, so long as time off is provided within the same work week.

4.3 Exempt Employees

Exempt employees are generally not subject to the minimum wage and overtime provisions of the law, and are not entitled to overtime pay. In order to maintain this exemption, the employee must be paid a salary, perform exempt duties, and be paid at a salary level set by Department of Labor rules.

4.4 Pay Period

Employees are normally paid once a month. Exempt employees are paid for work performed up to and including the last day of each month. Non-exempt are paid from 16th of previous month through the 15th of current month. Payday is the first business day of each month following the work performed. When payday falls on weekends or holidays, pay will be issued on the work day immediately following the holiday or weekend.

If employees are absent on payday, their checks will be held for their return unless arrangements are made for the check to be mailed. The automatic deposit process is available.

It is the responsibility of each employee to keep a current address on file in the Finance Department. All payroll checks are accompanied by a statement of current earnings and deductions.

4.5 Deductions

Compulsory and voluntary deductions will be made from paychecks each pay period and are itemized on the paycheck stub. The standard compulsory deductions are federal and state income taxes and Social Security (FICA). Employees may also authorize voluntary deductions from their paychecks, such as medical/dental insurance, cafeteria plan deductions, direct deposit, etc. Such deductions will only be made if employees sign a written authorization for such deductions.

4.6 Garnishments

By law, when garnishments are submitted, the diocese must withhold garnishment amounts from an employee's paycheck according to an established formula. This information is kept confidential. Withholding will cease only upon notification from the submitting organization.

4.7 Reimbursements

4.7.1 Mileage: Use of one's personal automobile for parish or school business requires the explicit approval of the employee's immediate supervisor. Employees with supervisory approval may apply for reimbursement of expenses at a rate established by the Finance Department. Requests for reimbursements are to be submitted to the parish or school on a monthly basis and should show dates, destinations and distance driven with appropriate supporting documentation.

4.7.2 Insurance: Each person driving their personal vehicle for parish or school business must maintain appropriate automobile insurance, according to guidelines issued by the Diocesan Finance Department.

4.7.3 Expenses: Employees, who in the course of authorized business travel, incur expenses for meals, hotels, and airfare are expected to request reimbursements from their parish or school on a monthly basis providing all details and supporting evidence of any such expenditure. All expenditures must be a part of the appropriate approved budget and be approved by the immediate supervisor.

4.8 Compensatory Time

Compensatory time off in lieu of pay is not allowed.

SECTION FIVE: EMPLOYMENT RULES

5.0 Attendance

Good attendance and punctuality are important to employees and to the diocese. The diocese recognizes that sometimes there are legitimate reasons for absences and tardiness. However, poor attendance or tardiness may result in services being denied or may place undue hardship on fellow employees. Therefore, frequent or excessive absences or tardiness, without compelling reasons, could lead to discipline up to and including dismissal. If an employee must be absent or tardy, he or she must notify the supervisor as soon as possible. If an employee's attendance and punctuality are caused by a disability, the employee may seek a reasonable accommodation by beginning an interactive process requesting such an accommodation from a supervisor or the Human Resources Coordinator.

5.1 Work Week Definition

The work week for the diocese of Boise is defined as beginning on Sunday and ending the following Saturday. Record keeping for hours worked shall follow this schedule. Note: Employees working on weekends are working in two separate weeks if they work both Saturday and Sunday.

5.2 Work Hours

Parishes Standard hours of work for parishes and/or schools are determined by the Pastor, Administrator, Parish Life Director or Principal. Such locations may mirror the DPC hours of operation if they so choose.

DPC The Diocesan Pastoral Center shall be open from 8:00 a.m. to 4:30 p.m., Monday through Thursday. Friday hours are from 9:00 a.m. to 12:00 p.m., Mountain Time. All full-time employees (35 hours per week) are expected to maintain this schedule.

For consistency, those working less than 35 hours per week will begin their workday at 8:00 a.m., Monday through Thursday and shall adjust their schedule accordingly, in coordination with their supervisor.

Changes to regular work schedules (e.g., earlier start time) must be approved in writing by the employee's direct supervisor with a copy given to the Coordinator of Human Resources to be placed in the employee personnel file.

All Locations As a general rule, work hours should not be interrupted by personal or medical appointments.

5.2.1 Lunch and Rest Periods

Lunch and rest periods may be provided at each location for each employee, depending upon the hours of operation, the hours worked by each employee, and the demands of the work. If a break is provided, it should be designed as a break from job responsibilities and taken away from the work area. If a lunch break of at least 30 minutes is provided, it must be taken away from the work area. Shorter breaks of 20 minutes or less count as hours worked for nonexempt employees. Lunch breaks that are interrupted for work must be counted as hours worked. Lunch breaks of 30 minutes or more that allow for an uninterrupted break away from the work area need not be counted as hours worked. Mass and prayer times may also be regularly scheduled subject to supervisor approval. If these are more than 20 minutes in duration, they need not be counted as hours worked for purposes of overtime compensation.

5.3 Personal Appearance

All employees represent the Catholic Church and should therefore dress and groom accordingly. Employees must be neat and clean in appearance. Clothing must be appropriate for the individual employee's position. Employees should check with their supervisor/department director for clarification about what is appropriate appearance in the work area.

5.4 Confidentiality/Non-Disclosure

During the course of employment with the Diocese, parish or school, employees may gain knowledge which is deemed confidential in nature. Employees may not disclose any confidential information, nor use it for personal gain or for purposes detrimental to the interest of the Diocese of Boise, its parishes or schools, and/or its employees. Improper

disclosure of confidential information may lead to disciplinary action, up to and including dismissal. Such confidential information may include but is not limited to: compensation data, parishioner or family lists or personal information, financial information, tribunal information, misconduct information, etc. See also Section 7.2.

5.5 Personal Telephone Calls

Diocesan, parish and school telephones are available during work hours to communicate with the public and to conduct official business. Personal calls, when necessary, should be kept to a minimum and limited primarily to emergencies.

5.6 Personal Visitors

Employees should refrain from having personal visitors during work hours.

5.7 Outside Employment

Diocesan, parish and school employees are not prohibited from employment outside regular working hours as long as they do not use their positions or relationships within the Diocese to obtain that employment. This employment must not adversely affect the employees' work for the Diocese, or present a conflict of interest. Supervisors should be informed of such outside employment.

5.8 Solicitation and Distribution Policy

The Diocese prohibits outside persons as well as employees from making non-work related solicitations and/or distributing non-work related materials without prior authorization of their supervisor.

5.9 Personal Property

The Diocese assumes no responsibility for personal property that may become damaged or stolen while on Diocesan property.

5.10 E-Mail and Computer Policy

The Diocese of Boise respects the individual privacy of its employees. However, no right to privacy exists regarding an employee's work-related conduct or the use of Diocesan, parish or school provided equipment or supplies.

5.10.1 Access to Computer System: The Diocese has installed electronic mail (e-mail) and computer systems to facilitate work-related communications and to store Diocesan work-product. Although employees may have individual passwords to

access these systems, the systems belong to the Diocese and the contents of e-mail messages and computer files are accessible at all times by Diocesan management for any Diocesan purpose. These systems may be subject to periodic unannounced inspections, and should be treated like other shared filing systems.

5.10.2 Computer Passwords: All system passwords and encryption keys must be available to DPC, parish and school leaders. Employees may not use passwords that are unknown to the DPC, parish or school leaders. Similarly, employees cannot install encryption programs without turning over the encryption keys to their supervisor or the Diocesan Director of Information Technology.

5.10.3 Ownership of Computer Records: All e-mail messages and computer files are Diocesan records. The contents of e-mail messages and computer files, properly obtained for legitimate business purposes, may be disclosed within the Diocese without employee permission. Backup copies of e-mail messages and computer files may be maintained and referenced for business and legal reasons.

5.10.4 Personal Use of Computer System: Because the Diocese provides the e-mail and computer systems to employees to assist in job performance, they should be used for official Diocesan business. Incidental and occasional personal use of the e-mail and computer systems is permitted but these messages and files will be treated the same as other messages and files. The Diocese reserves the right to access and disclose as necessary all messages received, sent, or maintained with the use of its e-mail and computer systems, without regard to content.

5.10.5 Prohibited Use of Computer System: Because employees' personal messages and files can be accessed by Diocesan, parish or school leaders without prior notice, the e-mail and/or computer systems should not be used to transmit or maintain personal or sensitive messages or files. Diocesan, parish or school e-mail should not be used for gossip, including personal information, for forwarding messages under circumstances likely to embarrass the sender or another recipient, or for emotional responses to work correspondence or situations. Employees should not use these systems for soliciting for commercial or similar, non-work related reasons.

Employees may not use diocesan e-mail or computer systems in any way that may be seen as insulting, disruptive or offensive by other persons, or harmful to morale. Examples of forbidden transmissions include sexually-explicit messages, cartoons, or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other message or file that can be construed to be harassment or disparagement of others based on their gender, race, color, age, national origin, disability, pregnancy, religion or genetic information.

5.10.6 Prohibited Access to Computer Files: Employees are prohibited from the unauthorized use of the passwords and encryption keys of other employees to gain access to the other employee's e-mail and computer files.

5.11 Safety and Health

The safety and health of all employees is a vital concern to the Diocese. Employees who believe their work environment is hazardous or unhealthy should report it immediately to their supervisor so that appropriate steps can be taken to address the situation. In addition, any accident resulting in an injury or illness, no matter how minor the injury may seem, must be reported immediately to the department director. All employees are expected to comply with safety rules and regulations.

5.12 Injury on the Job

Each employee is responsible for individual safety. Each employee is obligated to report promptly to their supervisor any accident or injury even if the injury does not appear to be serious. If the injured employee requires medical attention, the supervisor should arrange to send the employee to the nearest medical facility designated by the Finance Department.

In the event of an injury on the job, the supervisor must file the Employer's Report of Industrial Injury form within 5 days, whether or not the injury causes time lost from work or requires medical treatment. Contact the Finance Department for further details on how to report an injury.

5.13 Drug and Alcohol Use

No employee may use, possess, distribute or sell, illegal drugs, nor may they sell or distribute controlled substances. The legal use of prescription drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of their work effectively and in a safe manner that does not endanger other individuals.

5.14 Anti-Harassment

The objective of the Diocese in implementing and enforcing this policy is to define workplace harassment, prohibit it in all forms, carry out appropriate disciplinary measures in the case of violations, and provide procedures for lodging complaints about conduct that violates this policy and investigating sexual harassment claims.

This policy applies to all employees of the Diocese at all locations. All employees, including supervisors and managers, will be subject to discipline, up to and including discharge, for any act of harassment they commit.

Defining Harassment

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws. Sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. There are two types of sexual harassment: a) quid pro quo and 2) hostile work environment.

Harassment can be physical and psychological in nature. An aggregation of a series of incidents can constitute harassment even if one of the incidents considered on its own would not be harassing. Employees are prohibited from harassing other employees whether or not the incidents of harassment occur on employer premises and whether or not the incidents occur during working hours.

Examples of prohibited conduct

Some examples of sexually harassing conduct include the following:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body.
- Unwelcome sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
- Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that employee's sex.

- Sexual or discriminatory displays or publications anywhere in [Company Name]’s workplace by the [Company Name] employees.
- Retaliation for sexual harassment complaints.

Harassment based on other protected classes includes offensive conduct such as, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

Responding to Conduct in Violation of Policy

Employees

If an employee believes that he or she has been subject to unlawful harassment he or she should report the incident to his or her own supervisor or manager, or to the human resource (HR) coordinator. It is helpful, but not required, to provide a written record of the date, time and nature of the incident(s) and the names of any witnesses.

It is important to report any and all concerns of harassment or inappropriate conduct to the HR coordinator or a supervisor/manager as soon as possible. The Diocese must be made aware of the situation so that it can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited conduct from continuing.

Managers and supervisors

Supervisors must deal expeditiously and fairly with allegations of harassment within their departments whether or not there has been a written or formal complaint. They must:

- Take all complaints or concerns of alleged or possible harassment or discrimination seriously no matter how minor or who is involved.
- Ensure that harassment or inappropriate conduct is immediately reported to HR so that a prompt investigation can occur.
- Take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

Supervisors who knowingly allow or tolerate harassment or retaliation, including the failure to immediately report such misconduct to HR, are in violation of this policy.

Human resources

The HR coordinator is responsible for:

1. Ensuring that both the individual filing the complaint (hereafter referred to as the “complainant”) and the accused individual (hereafter referred to as the “respondent”) are aware of the seriousness of a harassment complaint.
2. Explaining the Diocese’s harassment policy and investigation procedures to the complainant and the respondent.
3. Exploring informal means of resolving harassment complaints.
4. Notifying the police if criminal activities are alleged.
5. Arranging for an investigation of the alleged harassment and the preparation of a written report.
6. Submitting a written report summarizing the results of the investigation and making recommendations to designated diocesan officials.
7. Notifying the complainant and the respondent of the corrective actions to be taken, if any, and administering those actions.

Discipline

Employees who violate this policy are subject to appropriate discipline. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious or repeat violations is termination of employment. Persons who violate this policy may also be subject to civil damages or criminal penalties.

Confidentiality

All inquiries, complaints and investigations are treated confidentially. Information is revealed strictly on a need-to-know basis. Information contained in a formal complaint is kept as confidential as possible. However, the identity of the complainant is usually revealed to the respondent and witnesses. The HR coordinator takes adequate steps to ensure that the complainant is protected from retaliation during the period of the investigation. All information pertaining to a sexual harassment complaint or investigation is maintained by the HR coordinator in secure files. The HR coordinator can answer any questions relating to the procedures for handling information related to harassment complaints and investigations to complainants and respondents.

5.15 Sexual Misconduct

All employees, including clergy and religious, are required to abide by the Diocese of Boise Sexual Misconduct Policies which are separately promulgated.

SECTION SIX: EMPLOYMENT BENEFITS

The diocese provides paid holidays, paid vacations, paid sick leave, and various types of paid and unpaid leaves of absence. A group medical/dental/vision care insurance program is offered to regular full-time and part-time employees who qualify. The following contains a brief review of the general nature of the benefits provided under diocesan plans. The descriptions provided in these Personnel Policies cannot change, alter, or amend the terms of the plan and you should consult the applicable provider of the benefits for the full particulars of your coverage, limitations, and exclusions. The diocese will provide employees with the appropriate department or company to contact to answer any questions and inquiries you may have.

6 Holidays

The Diocesan Pastoral Center designates certain national holidays and religious holy days as paid holidays. The week between Christmas and New Year's Day is also designated as a paid Christmas holiday. These paid holidays are determined each year and communicated to all employees well in advance of each calendar year. The diocesan schedule of paid holidays is shared with all parishes and schools as information and to provide support in the event they wish to use it in developing their own calendar. Employees at parishes and schools are governed by the holiday calendar established at their location.

Regular full-time employees (35-40 hours/week) are eligible for paid holiday time. To qualify, employees are required to work the last regularly scheduled work day preceding the holiday and the next regularly scheduled work day immediately following the holiday, unless they are on paid vacation or approved, paid sick time. No holiday time is paid if the holiday is not a regularly scheduled work day for an employee.

Regular part-time employees scheduled to work at least 20, but fewer than 35, hours per week are paid holiday time based on the hours regularly worked each week. Regular part-time employees must be normally scheduled to work on a given paid holiday in order to receive pay.

Employees scheduled to work less than 20 hours per week are not eligible for paid holiday time.

6.1 Vacation

The Diocese of Boise provides paid vacation for all year round (12 month) regular full-time and regular part-time employees for rest and relaxation. If a paid holiday falls within an employee's vacation period, that day is counted as a holiday and not as vacation time. Most school employees are on 190 day contracts, rather than year round employment; therefore, they do not accrue vacation.

6.1.1 Vacation Accrual-Regular Full-Time: Regular full-time employees (non-contract or MOU workers) accrue vacation as follows:

6.1.1.1 Less than five years. Regular full-time employees employed for less than five full years are eligible for two weeks (10 days) of vacation time. Accrual will calculate based upon 5.83 hours per month or 70 hours per year, which is two weeks per year.

6.1.1.2 Five to ten years. Regular full-time employees employed between five and 10 years are eligible for three weeks (15 days) of vacation time. Accrual will calculate based upon 8.75 hours per month or 105 hours per year, which is three weeks per year.

6.1.1.3 More than ten years. Regular full-time employees who have completed 10 years of employment with the Diocese will be granted four weeks (20 days) of vacation time. Accrual will calculate based upon 11.67 hours per month or 140 hours per year, which is four weeks per year.

6.1.2 Vacation accrual-regular part-time employees: Regular part-time employees scheduled to work at least 20 but fewer than 35 hours per week are granted vacation time on a pro-rata basis using the percentage of full-time (35-40 hours) they regularly work each week and years of employment. Regular part-time employees accrue vacation only for hours worked and/or hours for which they are paid. New regular part-time employees begin to accrue vacation time upon date of hire but are not eligible to take paid vacation leave until after 180 days of employment without prior approval of their supervisor.

6.1.3 Accrual of vacation: Regular full-time employees begin to accrue vacation time upon date of hire but are not eligible to take paid vacation leave until after 180 days of employment. Employees accrue vacation only for hours worked and/or hours for which they are paid. If any employee is on leave of absence and does not receive sick or vacation pay, he or she will not accrue vacation time.

6.1.4 Using vacation time accrued: Employees should take their vacation during the year it is earned. Vacation may be scheduled any time during the year depending on each department's requirements and must be approved by the supervisor/department head to ensure that the department is adequately staffed at all times. Written requests must be submitted to the supervisor/department head at least two weeks before scheduled vacation time. Vacation cannot be taken before it is accrued.

6.1.5 Maximum vacation accrual: The maximum amount of vacation an employee may carry over from one year to the next is 20 days (140 hours). After reaching this maximum, an employee will not accrue any more vacation time until his or her balance is reduced. It is therefore in the employee's best interest to take vacation time before reaching this maximum.

6.1.6 Payment in lieu of vacation: An employee cannot be paid instead of taking vacation.

6.1.7 Payment of accrued vacation upon termination: Upon termination, any accrued, but unused, vacation time is paid at the regular rate and will not exceed payment for 20 days which is the maximum amount of accrual. Payment for the 20 days is based on the full-time employment (fte) status of the employee.

6.2 Group Medical, Dental And Vision Insurance

The Diocese of Boise offers all eligible employees and their families the opportunity to participate in the group medical, dental and vision insurance programs. Regular employees who work 30 or more hours per week are eligible to participate.

Details of the insurance program are provided in a separate booklet, which should be reviewed regularly. These benefits may be modified from time to time and without prior written notice. A Cafeteria Plan is also available.

6.2.1 Family and Medical Leave: While an employee is on family and medical leave, as described below, the group insurance coverage will continue at the employee's regular premium cost for a period up to 12 weeks, provided the employee submits a physician's notification of disability. The employee must pay the employee portion of the required insurance premiums while on family and medical leave.

If still disabled after completing the maximum leave period, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) may be applicable, and thus the employee may continue the insurance for 18 months but is responsible for the cost of the entire premium plus an administrative fee.

6.2.2 Personal or General Leave: An employee may continue group insurance coverage while on approved personal or general leave of absence of less than 120 days but is responsible for the entire cost of the premium.

6.2.3 COBRA continuation of Benefits: Coverage is provided as available under COBRA. During this period, the terminated employee is responsible for the full cost

of the premiums plus an administrative fee. Further information about continuation of group insurance coverage may be obtained from the Finance Department.

6.2.4 Flexible Benefits Program: Under Section 125 of the I.R.S. Code, employees do not have to pay federal, state and Social Security taxes on their contributions for medical insurance. Full details on this program can be obtained from the Finance Department.

6.3 Lay Employee Pension Plan

Employees who regularly and customarily work at least 20 hours a week are eligible for participation in the Diocese of Boise pension plan. In order to be covered under the plan, an employee must complete one year of service. Eligible employees are vested 50% in their pension accounts after five years of continued service and 100% after 10 years. The plan is completely funded by the diocese. No employee contributions are made to this plan (See Appendix VI). Employees are also eligible to contribute to a tax sheltered 403(b) plan (See Appendix VI).

6.4 Life Insurance

The diocese provides, at no cost to the employee, a basic life insurance policy in the amount of \$50,000. This is supplemented with an accidental death and dismemberment rider up to an additional \$50,000. At the time of employment employees are given forms to fill out designating beneficiaries. For employees who feel that they have adequate life insurance coverage in place already, they may designate any charity as beneficiary to all or part of the policy.

6.5 Long Term Disability Insurance

The diocese provides, at no cost to the employee (who works 30 hours or more a week), a basic long-term disability benefit to help offset expenses incurred if the employee becomes disabled. This coverage provides the employee with 60% of his or her regular salary up to a maximum of \$1,500 per month after a 90-day waiting period.

6.6 Leave of Absence

6.6.1 Paid Sick Leave: The diocese provides 10 days per year paid sick leave, which is accrued monthly, for all regular full-time and regular part-time employees who work at least 20 hours per week, by continuing their pay when they are absent due to illness. Unused sick leave may be accumulated; however, the maximum amount of sick leave carried over from one year to the next is no more than 60 days (12 weeks).

An employee who is absent three (3) or more consecutive working days due to illness or whose job performance is adversely affected by frequent sick leaves of any duration may be asked to present a written certification of illness or injury from his or her physician upon return to work.

Paid sick leave is solely for the purpose of illness, disability (including pregnancy disability), medical doctor office visits or to provide sick care for an immediate family member (child, parent or spouse). Unused sick leave is not reimbursed with pay and may not be used to augment vacation time. Employees should consult the Family Medical Leave policy and the ADA Reasonable Accommodation Policy below for further information on dealing with leaves of absence that are illness related.

6.6.2 Family and Medical Leave: Family and Medical Leave (FMLA) is a leave of absence, taken without salary or wages, for:

Twelve workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" (a qualifying exigency includes such things as leave to prepare for deployment, attend military events or post-deployment activities, attending to financial or legal arrangements relating to active duty, attending counseling, rest and recuperation to spend time with an active duty member, or to care for childcare or parent care arising from active duty exigencies)

Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to their supervisor. Supervisors are responsible to complete and provide the employee with a notice of designation and notice of eligibility and employee rights under the FMLA within five business days. Supervisors should consult with the HR Coordinator with questions and to secure forms for this

notification. When the need for the leave is foreseeable, the employee must provide at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Diocese's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances. On a basis that does not discriminate against employees on FMLA leave, the Diocese may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

6.6.2.1 Eligibility: Regular full-time and regular part-time employees who have worked at least 1250 hours during the previous year, who work at a location within a 75 mile radius of at least 50 diocesan employees, and who have been employed by the DPC, parish or school at least 12 months are eligible for family and medical leave.

Eligibility for family leave for the birth of a child, adoption or placement of a foster child expires 12 months from the birth, adoption or placement date.

6.6.2.2 Maximum length of leave: The maximum length of family and medical care leave is twelve weeks leave within the defined 12-month period.

6.6.2.3 Spouses both diocesan employees: Spouses who are both employed by the diocese are limited to a total of 12 weeks family leave for the birth, adoption or foster care of a child, or to care for a seriously ill parent.

6.6.2.4 Intermittent leave: Intermittent or reduced leave is permitted if medically necessary for serious health condition of a parent, child, spouse or self as certified by a physician. Only the amount of time the employee takes off can be counted as family leave. An employee on a reduced leave may be transferred temporarily to a different job that would better accommodate recurring periods of leave, with equivalent pay and benefits.

6.6.2.5 Length of leave: The length of the leave is determined and certified in writing by a physician and is not to exceed 12 weeks. The employee is required to inform his or her supervisor of the status of the leave and any changes in the expected date of return. The supervisor should notify Payroll of any changes in the employee's return date. Employees not returning to work on the date in the physician's release may be considered to have voluntarily resigned unless other arrangements have previously been made.

6.6.2.6 Procedure to request leave: Employees who are requesting Family Medical Leave should complete a Leave of Absence Request form (available in the Human Resource Manual, Appendix C) and submit to their supervisor for approval at least 30 days in advance of foreseeable leave (i.e., birth of child, adoption) or with as much advance notice as is practicable. Copies of the completed leave request should also be sent to the Department of Human Resources and the Finance Office (Payroll).

6.6.2.7 Physician's certification: In some cases, the diocese may request that a physician certify that the leave is medically necessary. For leave to care for an ill parent, spouse, child or self, employees must provide a written statement from the physician certifying:

- (1) The date on which the serious health condition commenced;
- (2) The duration of condition;
- (3) Appropriate medical facts;
- (4) That the employee is needed to care for the seriously ill individual or the employee is unable to perform the essential functions of the position; and
- (5) An estimate of amount of time employee is needed to care for the family member.

A form to be used for this purpose is available on the Finance Department page within the Diocesan website.

6.6.2.8 Benefits: While on family and medical leave, an employee's group insurance coverage will continue at the employee's regular premium cost for a period of 12 weeks. The employee is responsible for making premium payments to the Finance Office.

6.6.2.9 Continued disability after FMLA leave: If the employee is still unable to return to work after completing the maximum leave period, due to a serious health condition of the employee that may qualify as a disability, the employee may refer to the Americans with Disabilities Act policy for the reasonable accommodation process. Employees should also consult with the Finance Office regarding the possibility of continued health coverage.

6.6.2.10 Substitution of accrued paid leave during FMLA leave: Since family and medical leave is unpaid, employees may apply any accrued vacation or sick time, where applicable, during a family care leave. The parish or school may also require that this leave time be used.

6.6.2.11 Re-employment: Re-employment at the same position or an equivalent position with equivalent pay and benefits is required upon completion of FMLA

leave. The DPC, parish or school will reinstate the employee to the same position or an equivalent position with equivalent pay and benefits, providing the employee is qualified to perform that position. Employees absent more than 12 weeks cannot be assured of return to their position or similar jobs.

6.6.2.12 Amount of FMLA leave: The maximum time for leave under FMLA is 12 weeks, except in the case of caring for an injured service member as noted in section 6.6.2. Under exceptional circumstances, the bishop, pastor, parish life director, administrator or principal may approve written requests for medical leave extension, but the rights under FMLA would not apply in such a case. All leaders should follow the Americans with Disabilities Act policy on p. 32 in granting such leave requests, including an assessment of the basis for such a leave, whether it constitutes a reasonable accommodation, and whether it poses an undue hardship.”

6.6.3 Workers’ Compensation Leave: Employees of the Diocese of Boise are covered under a self-insured plan approved by the state, which guarantees that work-related injuries or illnesses which cause employees to be unable to work are covered under Workers Compensation pursuant to the laws of the state.

If an employee is injured on the job and a physician certifies that he or she is unable to perform the essential functions of the job, the employee is eligible for a leave of absence equivalent in length to Family and Medical Leave.

The Diocesan Human Resources Coordinator, parish pastor (or his designee) or school principal will investigate potential reasonable accommodations in accordance with the Americans with Disabilities Act policy on p. 32. No supervisor may retaliate against an employee for requesting workers compensation for on the job injuries.

6.6.4 Bereavement Leave: In the event of the death of a member of an employee’s immediate family (parent, sibling, spouse, child, grandparent or grandchild) employees are granted a leave with pay of up to five working days. In the event of the death of an in-law, aunt or uncle, niece or nephew, an employee is granted one day of leave with pay. When attending a funeral or burial for a family member which takes place further than 150 miles from an employee’s residence, an additional one day leave with pay is granted.

6.6.5 Personal Leave: Short-term leaves with or without pay based upon individual situations are granted at the discretion of the DPC Department Director, in consultation with the Diocesan Human Resources Coordinator. In situations outside the DPC, the pastor, parish administrator, parish life director, or principal have the sole discretion to decide whether such leave will be granted. An employee may

continue group insurance coverage while on approved personal leave of absence of less than 120 days but is responsible for the cost of the entire premium.

6.6.6 Education Leave: Supervisors may grant short-term leaves to attend conferences, seminars, institutes and/or courses directly related to an employee's work. Requests for education leave should be submitted prior to the event and include course content descriptions provided by the educational facility.

6.6.7 Military Leave: The diocese provides leaves of absence without pay for benefited employees who enter military service for active duty. For regular full-time employees fulfilling a six-year Reserve obligation, the Diocese pays the difference between the military base pay and the employee's base pay up to two weeks per year. (USERRA)

6.6.8 Jury Duty Leave: The Diocese of Boise considers participation in the judicial system a civic responsibility and encourages employees to perform jury duty when called. New employees (first 180 days of employment) are not eligible to be paid while on jury duty; however, all other benefited employees will receive full pay for up to ten consecutive work days when performing jury duty, but must reimburse the diocese for any jury duty fees they receive during that time. To receive jury duty pay an employee must submit the Certification of Jury Duty form to the Payroll Office. Employees are responsible to notify their supervisor of work availability when not actually serving on a jury and reporting to work whenever the available work time exceeds two hours.

6.6.9 General Leave of Absence: Upon request, the DPC, parish or school may grant a leave of absence, without compensation of any kind, to employees with good work performance, a minimum of 2 years of service, and an important reason to be away from work. The granting of a general leave of absence requires written approval of the Bishop (for DPC employees), pastor, parish administrator, parish life director or principal and is provided for a specific period of time that will generally not exceed one year. Requests for leaves must state the proposed date of return. The DPC, parish or school cannot guarantee that an employee's position shall remain open upon the employee's return to work, but the parish or school will make a good faith effort to reinstate the employee to the same position. The DPC, parish or school reserves the right in its discretion to reassign the employee to any other position the employee is qualified to perform.

After a leave of absence, the employee will generally be reinstated to previous benefits. However, such reinstatement is subject to any Diocesan change in policy coverage and is subject to any terms, conditions, and limitations in the applicable plans, which are to be determined in accordance with the terms of those plans. The

employee is to consult the companies and plan administrators to determine their current rights.

6.7 Americans with Disabilities Act Policy

Purpose

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the Diocese to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the policy of the Diocese not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Procedures

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

The Diocese will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the Diocese, parish or school.

Reasonable accommodations are determined using an interactive process. This means that both the employer and the employee bear responsibility for communicating their respective needs and requirements. If an employee feels that an accommodation would help them to perform the essential functions of their position, they should contact their supervisor to seek such an accommodation. The employer can then analyze the request, seek additional information, and propose reasonable accommodations other than the one requested, as long as the accommodation would be effective to allow the employee to perform the essential functions of the position.

Contact the Human Resources Coordinator with any questions or to seek assistance with requests for accommodation.

All employees are required to comply with the company's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

The HR department is responsible for assisting leaders in implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

Terms Used in This Policy

As used in this ADA policy, the following terms have the indicated meaning:

- **Disability:** A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
- **Major life activities:** Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
- **Major bodily functions:** Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness and specific learning disabilities.
- **Substantially limiting:** In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under EEOC final ADAAA regulations.

- **Direct threat:** A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.
- **Qualified individual:** An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
- **Reasonable accommodation:** Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
- **Undue hardship:** An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:
 - The nature and cost of the accommodation.
 - The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
 - The overall financial resources of the employer; the size, number, type and location of facilities.
 - The type of operations of the company, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.
- **Essential functions of the job:** Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

SECTION SEVEN: PERSONNEL RECORDKEEPING

7.0 Access to Clergy and Employee Personnel Records

7.1 General Policy Regarding Recordkeeping of Personnel Records

Clergy and employee files maintained by the Diocese, parishes or schools are confidential in nature. They are the property of the Diocese, parish or school and not the employee. Employees may not have free access to their individual files, but may make a written request to review their file. The decision to grant such a review request is left to the sole discretion of the Bishop, pastor, parish administrator, Parish Life Director or principal.

When a review of the file is conducted, the employee must be accompanied by a witness. No information can be removed from files. A record of such an inspection, whether at the DPC or at a parish or school is to be placed in the employee file.

Other access to personnel files is restricted to those with a need for access (i.e., finance/payroll, Human Resources Coordinator, Chancellor).

A parish based supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the personnel file, at the pastor's discretion, with the exception of the medical information file. A DPC Director may be granted access to the personnel file, with the exception of the medical information file, at the discretion of the Bishop or his designee.

Representatives of government or law enforcement agencies, or auditors auditing the Diocese of Boise for insurance, financial or other compliance purposes, in the course of their business, may be allowed access to file information. This decision will be made at the discretion of the Bishop in response to the request, a legal subpoena, or a court order.

7.2 Confidentiality of Personnel Information

As provided for in Canon 220 of the Code of Canon Law, the Church has a deep respect for rights of reputation and privacy of individuals – both clergy and lay persons. Personal and employment related information about priests, deacons, religious and laity who work for the Church is confidential. Such information will be treated with respect and confidentially by Diocesan staff, by pastors, principals and other parish leaders. Such information will not be shared with anyone unless there is an overriding need to know the information, because of the position of the individual receiving the information. When information is shared, the scope of the information shared will be determined by the issue involved and the receiver's need to know. All those who work for the Church are expected to follow these general professional standards, and treat personnel information with the utmost respect and care. Once, a person has received such information in the course of their duties, that information cannot be shared with others without specific permission. Additional guidelines include:

- (1) Problems with performance of church personnel will be discussed between the supervisor and the individual in confidence. The supervisor (pastor, parish administrator, parish life director, principal, department Director, etc.) will meet with the individual in a private setting to discuss the issue.

- (2) The supervisor who is addressing performance issues will not discuss the issue among other staff, parishioners, or other church personnel who are not appropriate consulters. It is appropriate for the supervisor to discuss concerns and appropriate methods of addressing those concerns with the Diocesan Coordinator of Human Resources or Human Resources Team members, and of course, the Bishop.
- (3) When a supervisor has personnel information about an individual staff member, it is inappropriate for the supervisor to gossip about that information with those who have no need to know.
- (4) Caution should be used in sharing personnel information with parish, school or DPC staff, as well as pastoral councils, finance councils, school boards, etc. Such councils and staff may not have a need to know about individual personnel information. If there is a need to know, and the information is appropriately shared, those who receive the information must be cautioned about the need for complete confidentiality of such personnel information. Those who receive the information must be cautioned to keep the information strictly confidential.
- (5) If deemed appropriate, new employees or employees who transfer to a new position may be asked to sign a confidentiality agreement.
- (6) Inappropriate sharing of personnel and personal information about clergy and Church employees may lead to disciplinary action. This may include termination of employment for especially egregious violations.

SECTION EIGHT: PERFORMANCE

8.0 Performance Evaluations

Annual job performance evaluations should be provided for all employees. The purpose of evaluation is to set goals for future work, evaluate the success with which previously set goals have been met, commend employees for work well done, and determine areas where work improvement is necessary.

8.01 Goal-setting

Employees should have a clear understanding of their current responsibilities and should feel empowered to perform their particular function with minimal disruptions. They should also be challenged to set specific goals to improve their performance. Goals may be work-related or developmental in nature and should be limited to a one-year time frame.

8.02 Professional Development

The Diocese encourages the ongoing professional growth and development of staff. Employees required to attend workshops, seminars, conferences or training programs shall have the cost of such programs paid from the appropriate departmental budget. Attendance at workshops, seminars and conferences requires the approval of the employee's immediate Supervisor and must be within budget constraints.

Evaluations should be submitted in writing and are to be signed by both the employee and supervisor to indicate that the evaluation has been reviewed and discussed. The employee shall receive a copy for personal retention, and a copy will be filed in the personnel file.

8.1 References/Employee Information Requests

Responses to outside requests for employee information must include only the employee's name, employment dates and position title unless otherwise required by law. Employees who want other information released for the purpose of securing loans, proceeding with business transactions or securing other employment must submit a written authorization for the release of information to the supervisor. All requests for reference or credit checks, employment and salary histories, home addresses and telephone numbers, locations of employees not at work, or any other confidential matters must be referred to the supervisor.

Written requests for information from an authorized federal/state entity or legal subpoenas may be answered without the written permission of the employee. Supervisors should contact the Diocesan Coordinator of Human Resources immediately upon receipt of these requests.

Written permission from the Diocesan Coordinator of Human Resources is required in the rare instances when a waiver from this disclosure policy is approved. Waivers will apply only to the specific instance and time covered by the waiver.

SECTION NINE: CONFLICTS IN THE WORKPLACE

9.0 Informal Conflict Resolution Procedure

The Diocese is committed to providing the best possible working conditions for its employees. Part of this commitment is to encourage an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the employee's supervisor.

The Diocese does try to ensure fair and honest treatment of its employees and thus department directors, pastors, parish administrators, parish life directors, and principals are expected to treat each other with mutual respect and consideration during the mediation process. All employees are encouraged to offer positive and constructive criticism.

If an employee disagrees with any established rule of conduct, policies or practices, the employee can express such concern through this conflict resolution procedure which encourages mediation. No employee will be penalized, formally or informally, for voicing a complaint in a reasonable, business-like manner, or for using this conflict resolution procedure. Any already pending disciplinary action which may be then pending against an employee will not be postponed or delayed by the filing of a mediation request pursuant to this provision.

If a situation does occur where an employee believes that a condition of employment or a decision creates an unjust or inequitable situation, the employee is encouraged to make use of the following steps. An employee or the DPC or parish/school may discontinue the procedure at any step.

1. The employee should present the problem to his or her immediate supervisor as soon as possible after an incident occurs. If a supervisor is unavailable and the problem needs immediate resolution, or the employee believes that it would be inappropriate to contact the supervisor, then the employee may present the problem to the next level supervisor, or the pastor, parish administrator, parish life director or principal. DPC employees may also contact the Diocesan Coordinator of Human Resources. Absent these circumstances, every effort should be made to allow the supervisor an opportunity to resolve the grievance. Such situations should be resolved at the lowest level possible.
2. In parishes or schools, the supervisor should respond to the problem by discussion and consultation, and shall, where the supervisor deems it appropriate, consult with the pastor, parish administrator, parish life director, or principal, concerning the issue if further consultation seems warranted. The supervisor must document in writing all discussions.
3. In the parish or school, if the discussion between the employee and the supervisor does not resolve the grievance, then the employee shall have the right to present the problem to the next level supervisor for mediation and resolution. Once all levels of supervision at the parish or school level have been approached for a solution, the employee has the right to present the problem to the Diocesan Coordinator of Human Resources.

4. The Diocesan Coordinator of Human Resources shall counsel and advise the employee, assist in putting the problem in writing for review if appropriate, visit the employee's supervisor, if necessary, and shall attempt in all respects to mediate the issue to a satisfactory conclusion. If the issue is not resolved to both sides' satisfaction, the Diocesan Coordinator of Human Resources will then make a determination on the issue which shall be binding on the employee.
5. Supervisors at the parish, school and DPC level may also consult with the Diocesan Coordinator of Human Resources for assistance in such matters.

Not every problem can be resolved to everyone's satisfaction through this resolution process, but only through understanding and discussion of mutual problems can an employee and the diocese develop alternative workable solutions to issues impacting the work place. This confidence in the dispute resolution process is important to an efficient and harmonious environment for the diocese's employees and helps everyone to be successful in their work.

The foregoing informal mediation procedure shall not apply to disputes involving the clergy or religious in their strictly internal affairs or other ecclesiastical matters which are specifically reserved by canon law to other processes within the structure of the church.

SECTION TEN: DISCIPLINE

10.0 Disciplinary Action

There may be times when the DPC or a parish or school, as a responsible employer, will be required to take disciplinary action. At all times the supervisor will strive to be fair and just with employees, and openly communicate about discipline issues. However, there are many reasons why discipline may be necessary. Some examples of behavior or conduct which may lead to discipline are listed below. This list is not intended to be all-inclusive:

- (1) Insubordination
- (2) Vandalism
- (3) Dishonesty
- (4) Theft
- (5) Falsification of records or information
- (6) Falsification of job applications or references
- (7) Working under the influences of illegal drugs
- (8) Harassment (including discrimination)
- (9) Threatening or causing bodily harm to others
- (10) Unsatisfactory job performance
- (11) Violation of the Sexual Misconduct Policies or any other diocesan policies
- (12) Unprofessional conduct

- (13) Inability to work cooperatively with supervisors, peers or subordinates
- (14) Violation of diocesan pastoral center or parish/school rules/regulations
- (15) Habitual or excessive tardiness or absence from work
- (16) Violation of any work rules set out in these policies
- (17) Disclosure of confidential information
- (18) Felonious or criminal behavior
- (19) Behavior counter to the moral teachings and standards of the church
- (20) Conduct which is committed outside of work hours, but is contrary to the religious or professional character of the diocesan offices or its policies.

DPC Department heads, as well as pastors, parish administrators, parish life directors and principals must discuss with the Diocesan Coordinator of Human Resources any disciplinary action that may result in probation, proposed actions, suspension, or termination. Failure to do so may result in loss of insurance coverage.

Imposition of disciplinary action does not change the at will nature of employment. The employer has the legal right to terminate an employee at will without following any of the procedures set forth below. However, the following steps are provided as an outline of procedures that should be used with an employee in imposing discipline. The Diocese, as the employer, retains the discretion to determine which of these steps will be followed in each unique circumstance.

- (1) Informal counseling (oral): When an employee's conduct adversely affects his or her performance or the performance of other employees, the supervisor meets with the employee to discuss:
 - (a) the problem,
 - (b) the consequences if it continues, and
 - (c) a plan to correct the situation.
- (2) Formal counseling (written): If a problem continues after informal counseling or if the nature of a problem is severe, the supervisor will prepare a formal counseling memorandum written on letterhead stationery. Copies of the memorandum are given to the employee and retained by the supervisor/DPC department head (as well as pastors, parish administrators, parish life directors and principals). The memorandum should also be copied to the Diocesan Coordinator of Human Resources. The original is included in the employee's personnel file.
- (3) Disciplinary Suspension: Consultation with the Diocesan Coordinator of Human Resources must occur before placing an employee on disciplinary suspension and/or probation. The reason for the disciplinary suspension or probation must be clearly stated in a written memorandum.

- (4) Investigative Suspension: When an employee incident requires immediate action, which could lead to dismissal, the supervisor may temporarily suspend the employee while an investigation is conducted and a final decision is made. Consultation should occur between the supervisor and the Diocesan Coordinator of Human Resources.

NOTE: The pastor, parish administrator, parish life director or principal expressly reserves the right and has discretion to determine whether employee performance and related conduct warrants immediate termination without resort to the written or verbal counseling procedures set forth above, after appropriate mandatory consultation with the Diocesan Coordinator of Human Resources.

SECTION ELEVEN: TERMINATION

11.0 Reductions in Work Force

The programs, apostolates, and ministries of the Catholic Church are designed to contribute to the overall mission of the church while responding to local pastoral needs. Because of this, not all programs, apostolates, and ministries are long lasting. Some serve an immediate purpose only, while others may render service for many years. Additionally, much of the work of the church is directly dependent upon the voluntary contributions of the local Catholic community. The availability of financial resources often affects the feasibility of continuing specific projects.

It is important for employees of the Diocese to be aware of the changing nature of pastoral work and the fact that it is not possible to guarantee long-term employment in various offices and departments. The same holds true for parishes and schools. Shifts in priorities may contribute to changes in personnel and staffing patterns, thus resulting in less predictability than one might find in the business and commercial world. Consequently, there may be times when it is necessary to reduce or eliminate a number of positions. Should this happen, every effort will be made to give at least two weeks' notice to employees affected by such reductions in work force.

11.1 Resignation

The Diocese of Boise (including its parishes and schools) is an "at will" employer, and employees may resign at any time. The Diocese would appreciate that those employees wishing to resign their positions of employment submit written notice of their intent at least two weeks prior to the date they wish to terminate their employment. In addition, the Diocese would appreciate that those employees in an exempt position submit written

notice of their intent to resign at least eight weeks prior to the date they intend to terminate their employment.

11.2 Involuntary Termination of Employment

As noted above, all involuntary employment terminations should be reviewed by the Diocesan Coordinator of Human Resources prior to the termination. Failure to have a review does not mean that the termination of the employee at will was not proper termination.

11.3 Exit Interview

Prior to receiving a final paycheck, all departing employees will be asked to participate in an exit interview with their supervisor or his designee and to sign a termination statement. The purpose of the interview is to discuss the circumstances under which the employee is leaving the employ of the diocese and to answer any questions the employee has about the separation procedure. This exit interview is voluntary in nature.

11.4 Forfeiture Clause

Employees will forfeit compensation for accrued vacation not taken when guilty of embezzlement.

APPENDIX I – DIOCESAN PASTORAL CENTER EMPLOYEE POLICY SUPPLEMENT

This Appendix is intended to provide additional information and policies specific to employees of the Diocesan Pastoral Center and Nazareth Retreat Center. These policies do not replace any information found earlier in this manual, but do supplement them. Parishes and Schools, if they wish, may duplicate any portion of this supplement as they see fit.

1.0 Open Communications

Recognizing that employees are our greatest asset; the Diocese seeks to foster a spirit of trust and open communication. Employees are encouraged to share any concerns and/or questions relating to their job responsibilities, work environment, or personal well-being with their Supervisor. An employee may also request a meeting at any time with any Director without regard to his/her position or with the Diocesan Human Resources Coordinator, Chancellor or Director of Diocesan Services or. This open-door policy should be used without fear of reprisal.

1.1 Organizational Structure and Accountability

Lines of supervision, accountability, and authority exist at all levels of the Diocese. It is the responsibility of each employee to respect and adhere to these lines of supervision, accountability, and authority. An organizational chart of the Diocese will be distributed and reviewed with each new employee upon hire. Updates to the organizational chart will be available for each employee as changes are made and formalized.

1.2 Solicitation/Distribution Policy

To avoid work disruptions and possible discord among employees, the Diocese prohibits outside persons as well as employees from soliciting other employees or distributing literature in connection with non-work related causes, commercial pursuits, political points of view, and the promotion of groups or personal interests, without the prior authorization of the Chancellor.

1.9 Chapel

The Blessed Sacrament is present in the chapel. Employees, at their discretion and using good judgment with respect to their work obligations, are welcome to use the chapel throughout the day for individual meditation, prayer, reflection, and Mass.

1.9.1 Mass

As the Bishop's schedule permits, Mass is celebrated in the Treinen Room on the 5th floor. All employees and guests are welcome to attend. This does not count against your lunch hour or other breaks.

1.10 Days of Recollection

A staff Retreat Day is scheduled annually. All staff members are invited to participate. Employees choosing not to attend the Retreat Day are expected to be at work as usual.

If a departmental Day of Recollection is scheduled, the Front Desk staff should be informed of those attending. A contact number should also be given to the Front Desk receptionist in the event of an emergency.

1.11 Front Desk

The Front Desk is staffed by receptionists throughout the work day. Employees are expected to notify the receptionist on duty when they enter as well as when they leave the building during work hours for any extended period of time. This practice of checking in and out allows the receptionists to know who is in the building to better assist other staff, callers, and visitors.

1.12 Kitchen/Common Areas

Common areas are located throughout the Pastoral Center. All employees are expected to keep these areas tidy and professional looking. Likewise, there is no individual or department responsible for keeping the kitchen/sink areas clean. In a spirit of courtesy, employees are expected to clean up after themselves.

1.13 Meeting Rooms

Meeting rooms are available on the 1st, 4th, and 5th floors. To avoid conflicts, employees are expected to use *Outlook Meeting* to schedule rooms in advance. Please do not use the meeting rooms without scheduling them. Be sure to end your meeting on time and make sure the room is clean for others. Outside non-profit groups may meet in diocesan meeting rooms if a diocesan employee is a member of the group. The diocesan employee must be present at the meeting and the meeting must be scheduled properly. If you have after-hours meetings, please be sure to escort your visitors to and from the meeting room. Never, under any circumstances, leave an exterior door propped open before or after hours.

1.14 Equipment

Audio-visual (TV/DVDs) and other diocesan equipment (laptops, projectors, laminator, etc.) are available for employee business use. Equipment must be used in a responsible manner. To avoid any unnecessary conflicts, employees are encouraged to reserve equipment prior to use via the Resource Center or the Finance Department for PowerPoint projectors.

1.15 Copying

Copy machines are located on the 1st, 4th and 5th floors. Each department is billed according to the usage documented to their code. "Significant" copy jobs, as determined by Department

Directors, are to be taken to outside copy providers. Prior approval from the employee's Supervisor is needed before utilizing outside copy vendors.

1.16 Recycling

Recycling bins for paper are located near the copies. Recycling containers for aluminum cans are located near the 1st floor vending machine and in the 5th floor kitchen. Cardboard (broken-down) is to be taken outside to the green designated recycling bin on the south side of the building. All employees are encouraged to recycle aluminum cans and cardboard.

1.17 Pastoral Center Directory

Upon hire, the new employee will be given an updated Pastoral Center Directory which contains the name, title, and telephone extension of each employee in the Diocesan Pastoral Center.

1.18 Notary Services

Notary services are available in the Chancery and the Finance Office.

1.19 Requests for Assistance – Information Technology/Building Maintenance

All requests for assistance with IT problems or building/office repairs are to be reported immediately. For IT assistance, please send an email documenting your computer or phone problem to Help@rcdb.org. For building maintenance assistance, please send an email documenting the problem to Help@rcdb.org. All requests will be documented and responded to in a timely manner.

1.20 Diocesan Credit Card Policy

The Roman Catholic Diocese of Boise (Diocese) has issued a Diocesan credit card to the Bishop of the Diocese. This card is to be used for limited business purposes only. **(Appendix IV)**

MISCELLANEOUS EMPLOYMENT RULES/POLICIES (DPC)

These employment rules/policies are particular to the Diocesan Pastoral Center.

2.0 Timesheets

Timesheets are required from every employee, except priests. Individual timesheets are used for the purpose of recording time worked, holidays, leave, and unpaid absences for each work day. Exempt employees are required only to record any leave time taken during the pay period (sick, vacation, etc.). Timesheets are to be signed by the employee's immediate

Supervisor and turned into the Payroll Office by the 20th of each month (non-exempt) and the final day of the month for exempt employees. No paycheck will be issued without receipt of a signed timesheet.

2.1 Auto Insurance/Driver's License

Employees driving their personal vehicle for diocesan business must maintain appropriate automobile insurance and a valid Driver's License. The same holds true for any employee driving a diocesan vehicle. It is the responsibility of each employee to furnish the Finance Office with a copy of proof of automobile insurance as well as a copy of his or her Driver's License. At each expiration period the employee shall furnish the Diocese with updated proof.

2.2 Diocesan Vehicle/Travel

Whenever possible, employees should utilize diocesan vehicles for their diocesan travel needs. To avoid conflicts, employees should plan ahead and reserve a diocesan vehicle with the Receptionists. If a diocesan vehicle is not available, the employee may request the use of his/her personal vehicle. Use of one's personal automobile for diocesan business requires the explicit approval of the employee's immediate Supervisor. Employees with such approval may apply for reimbursement of expenses at a rate established by the Finance Office. Requests for reimbursement are to be submitted to the Finance Office on a monthly basis and should show dates, destinations, purpose of travel, and distance driven. Appropriate supporting documentation should also be provided.

2.3 Cell Phone Allowance and Agreement

Employees whose jobs duties include the frequent need for a cell phone may receive extra compensation, in the form of a cell phone allowance, to cover business-related costs on their personal cell phone. No further reimbursement for cell phone is available to employees who receive such an allowance. **(See Appendix V)**

2.4 Expense Reimbursements

Employees who, in the course of authorized business travel, incur expenses for meals, hotels, and airfare are expected to request reimbursement. All details and supporting evidence of any such expenditure (i.e. receipts) must be attached to the reimbursement request. All expenditures must be part of the appropriate approved budget and be approved by the employee's immediate Supervisor.

2.5 Keys/Fob

Every new employee is assigned a "key fob" (electronic key) for the Diocesan Pastoral Center upon hire. No additional fobs may be made unless approved by the Chancellor/Pastoral Center Director. Fobs may not be loaned out to another person for any reason. Fobs are assigned to the employee by the Finance Office and must be turned in at the time of termination of employment. Employee key fobs are only useful for gaining access to the

building doors and elevator. Access to other areas of the building may only be granted by the Chancellor/Pastoral Center Director or Chief Finance Officer.

2.6 Smoking on Premises

In order to protect the health of all of our employees, tenants, and visitors, the Diocese completely prohibits smoking in the Pastoral Center building. Smoking is only permitted on diocesan grounds in designated outdoor smoking areas.

2.7 Conflicts of Interest

All employees must avoid activities or relationships that conflict with diocesan interests or may adversely affect the reputation of the Diocese. The types of activities and relationships employees must avoid include, but are not limited to:

- Accepting or soliciting a gift, favor, or service exceeding a value of \$50.00, accepting or soliciting cash that is intended to, or might appear to, influence the employee's decision-making or professional conduct;
- Accepting, agreeing to accept, or soliciting money or other tangible or intangible benefit in exchange for the employee's favorable decisions or actions in the performance of his or her job;
- Accepting employment or compensation or engaging in any business or professional activity that might require disclosure of diocesan confidential information;
- Accepting employment or compensation that could reasonably be expected to impair the individual's independent judgment in the performance of official duties;
- Initiating or maintaining a romantic, dating, or sexual relationship between an employee and a manager who exercises supervisory or evaluative authority;
- A Diocesan employee is not prohibited from employment outside regular working hours as long as the employee does not use his/her position or relationship within the Diocese to obtain that employment. This secondary employment must not adversely affect the employee's work for the Diocese, or present a conflict of interest.

2.8 Weather Emergencies/Snow Days

While employees are expected to make every reasonable attempt to be at work on time during inclement weather, they should heed road restrictions by transportation and law enforcement officials. Time missed due to hazardous driving conditions will not be charged against any accumulated vacation or compensatory time.

If the Boise school district is closed on account of weather, the Diocesan Pastoral Center will be closed. Employees scheduled to work during a period of office closure will receive normal

pay. Any employee choosing to work during a time of closure due to foul weather will not be compensated with additional time off. Other office closures due to weather/emergencies may be declared at the discretion of the Bishop, Vicar General, or Chancellor.

2.9 Press Statements/Releases

Statements to the press or other media are to come from the Bishop or his designated representative **only**. Please direct all inquiries from the media to the Director of Communications, Director of Special Projects, or Chancellor.

2.10 Fire Safety/Evacuation

All employees are expected to familiarize themselves with the emergency exits nearest their office. Evacuation maps are posted in the common areas on each floor. Fire extinguishers are located in the hallway of each floor, as well as other locations. Fire extinguishers should be used only in the first stages of a fire. To use the fire extinguishers, pull the pin, squeeze the handle, sweep the base of the fire with the extinguishing agent. If the fire is extensive or uncontrollable, pull the fire alarm and immediately exit the building.

2.11 First Aid/Emergencies

First aid kits are available for use in emergency situations. They are located on each floor and contain basic first aid supplies, including latex gloves. Employees are expected to become familiar with the location and content of first aid kits as well as the correct procedures for use. Please follow the instructions in the kits for dealing with situations which may involve blood-borne pathogens or contact with other bodily fluids.

A defibrillator and Material Data Safety Sheets (MSDS) are located on the 1st, 4th and 5th floors. Employees are encouraged to attend any training offered by the diocese on the use of defibrillators and CPR procedures.

2.12 Voting

The Diocese encourages employees to exercise their civic responsibility to vote. Voting, however, should be conducted during off-hours. If this is not possible, employees may be granted up to two hours off with pay to vote in civic elections.

APPENDIX II – DPC TRAVEL POLICY

POLICY

All travel done on behalf of the Diocese must be a part of the approved diocesan fiscal budget. Any travel that is not budgeted must be approved by the Finance Officer before arrangements can be made.

RATIONALE

Travel expense is one of the major areas of expenditures for the Diocese. Therefore, to be fiscally responsible, the resources spent on travel must be closely controlled. Adherence to the budget is a must.

PROCEDURES

Whenever possible, only one person should attend group meetings. That person can bring the information back to others.

For all approved expenses the following procedures must be followed:

Airfare: Airfare reservations for diocesan travel can be made by using our diocesan credit card or the traveler can make his/her own arrangements on their personal credit card and be reimbursed for this expense. A receipt must be provided in order for the reimbursement to be processed. Make reservations, at the proper time, to achieve the lowest cost.

Meals and Lodging: The traveler must pay for meals and lodging up front and the Diocese will reimburse those expenses after travel is completed. The reimbursement request must be accompanied by receipts collected while traveling. The Diocesan Finance Office will make every effort to have a reimbursement to the traveler within one week of receipt of the reimbursement request. Strong efforts should be made to keep lodging cost under \$100 whenever and wherever possible.

All loose receipts must be taped to an 8-1/2 x 11 sheet of paper. You may tape multiple receipts to a sheet of paper. However, it must be neat and easy to read. This will help to ensure that small receipts do not get lost or misplaced. **RECEIPTS MUST BE ORIGINALS AND MEAL RECEIPTS MUST BE THE ITEMIZED COPY.**

Receipts are required for all expenses > \$5.00. An expense > \$5.00 without a receipt will not be reimbursed. Get into the habit of asking for a receipt for everything. Tips

are an exception to this. Tips will be reviewed for reasonableness. It is recommended tips should not exceed 20%.

Explanations must be written on receipts if not obvious. Meal receipts should list names of people dining and the purpose. If you have a receipt from a store/organization listing multiple items, it is not always obvious from the receipt what the items are that were purchased. Please note what they are on the receipt along with the reason for the purchase (i.e. snacks for meeting, copies for conference, special paper for mailing).

It should be easy for the person approving your expense reimbursement request to see where the numbers come from. For example, if on 6/30/10 you have \$56.85 in the meals column, and this is for three meals, those three receipts should be together (all on one sheet of paper, if possible) with an adding machine tape attached (or show manual calculation) showing each individual amount and the total of \$56.85. Please make it easy for your Department Head to tie the receipts back to the reimbursement form.

GENERAL INFORMATION-EXPENSE REIMBURSEMENTS

According to IRS regulations, you must have detailed records to prove the business purpose ***under the applicable test***. The amount of each expense, the date and place of the entertainment, and the business relationship of the persons entertained including names of those entertained.

Any receipts submitted must be **itemized receipts only**. Receipts showing only the total of the bill are not acceptable.

In addition, the Diocese has had a long standing policy to reimburse only **one** alcoholic drink per person with meals as a moderate approach to expense management.

Mileage: Mileage is reimbursed from the office to destination and back **or** from your home to destination and back, **whichever is less**. All efforts should be made to utilize diocesan vehicles whenever possible. In the event a diocesan vehicle is not available and an employee is forced to use his/her personal vehicle, the Diocese will reimburse a employee for mileage at the full existing mileage rate. If an employee freely chooses to drive his/her own vehicle, rather than an available Diocesan vehicle, the reimbursement rate will be 2/3 of the existing mileage rate. The recommended rate will be determined yearly by the Diocese. Mileage must be submitted to the Diocesan Finance Department on the required Mileage Reimbursement Request form. Employees are encouraged to use the lowest cost options when traveling. Examples

include car sharing, using a Diocesan vehicle, flying, and renting vehicle. This may be a low cost option when considering the alternative of driving long distances.

Mileage Reimbursement Request form. This form can be requested from Accounts Payable, or it can be found on our website under Finance Department.

Advances: The practice of issuing travel expense advances to employees is greatly discouraged as it creates an additional layer of administrative burden on the accounting staff. To the extent possible personal credit cards should be utilized and timely expense reports turned in within one week of returning from trip. We will make every effort to cut travel reimbursement checks in a timely manner for those individuals using this procedure.

We will however accommodate those individuals in need.

The procedure for expense advances will be as follows:

1. The employee requesting an advance need to completely fill out the standard RCDB Check Request/Authorization to Pay form. (Supplies of these forms are available in the finance department and are also available on our website.)

In the DESCRIPTION line, please state that the reason is for a "TRAVEL EXPENSE ADVANCE for travel to _____, for the purpose of _____," filling in the blanks as appropriate. The expense code used for this purpose is 101-1280 across all departments and should be filled in on your request slip.

2. All expense advances need to be approved by your respective department heads prior to submitting your request for check issuance.
3. **ONLY ONE ADVANCE PER INDIVIDUAL** will be approved and issued at a time.
4. The advance needs to be accounted for by turning in a **TRAVEL EXPENSE REPORT**. In the total trip cost section the amount of the advance needs to be subtracted from the total trip cost to arrive at a net amount due to or from the traveler or if costs exceed the amount requested, then there should be amount due to the traveler. Excess funds need to be submitted with the report or paid back to the Diocese, in the form of a personal check made payable to the Roman Catholic Diocese of Boise. **DO NOT CARRY EXCESS FUNDS OVER TO FUTURE TRIPS**. Clear out the entire expense advance for each trip.

5. EVEN IF YOUR TOTAL EXPENSES ARE EQUAL TO THE ADVANCE AMOUNT, AN EXPENSE REPORT WITH RECEIPTS MUST BE TURNED IN TO CLEAR OUT THE ADVANCE.

6. THE FINANCE DEPARTMENT WILL NOT ISSUE ANY ADVANCES TO ANYONE WHO HAS NOT CLEARED OUT A PRIOR ADVANCE IN THE METHOD DESCRIBED ABOVE.

We strongly advise that you keep copies of every expense reimbursement along with the pages of receipts you attach. In the event that receipts are lost or misplaced, the burden of proof is on you. You will not be reimbursed without receipts. If something is lost or misplaced and you have copies, you just make a copy and send it to your Supervisor. If something is lost or misplaced and you do not have a copy you risk not being reimbursed. Expense reimbursements and receipts should be treated with the same care as cash.

APPENDIX III – DIOCESAN VEHICLE USAGE

1) Diocesan Automobile Usage for Diocesan Pastoral Staff:

The diocese has some pool vehicles for use by the DPC staff for official business. The Diocesan vehicles may only be used for business related trips. The vehicles may not be used for personal trips.

2) Mileage/Repairs:

A mileage log is located in each vehicle. It is your responsibility to record the date, time, and destination of your travel as well as mileage.

If you notice any repair work that needs to be done on a vehicle, please complete the maintenance form and return it with the vehicle keys to the receptionist.

3) Vehicle Return: Vehicles must be returned to the DPC clean (interior & exterior) and with a **FULL** gas tank. Remove **all** personal items including litter from the vehicle.

4) Vehicle Damage: Notify the Diocesan Vehicle Manager (Chuck Lawrence) immediately of any and all damage to the vehicle. He can be reached at 342-1311, or clawrence@rcdb.org.

5) Reservations:

DPC staff may reserve the vehicles at any time. Vehicles may be booked no earlier than 30 days in advance of the date needed for all other groups.

APPENDIX IV – DIOCESAN CREDIT CARD

The Roman Catholic Diocese of Boise (Diocese) has a Diocesan credit card. This card is to be used for limited business purposes only.

This policy sets out the only acceptable uses of this credit card. Use of the Diocesan issued credit card is a privilege, which the Diocese may withdraw in the event of serious or repeated abuse.

The card will be kept in the diocesan finance offices under lock. It will NOT be issued to employees for everyday use. For minor purchases, employees are still expected to use personal funds and turn valid expense receipts into accounting for reimbursement, use a local vendor where business credit has already been established or ask for an expense advance if necessary.

APPROVED CREDIT CARD USE

1. ONLINE TRAVEL ARRANGEMENTS FOR
 - a. AIRFARE
 - b. HOTEL (room and tax only) incidentals must still be paid for personally and will then be reimbursed using normal travel expense guidelines.
2. ONLINE EQUIPMENT and SUPPLIES PURCHASES not readily available through established local Diocesan vendors.
3. CONFERENCE REGISTRATION

PURCHASE PROCEDURE

All diocesan employees wishing to use the diocesan credit card to make purchases for approved items as listed above may do so by the following procedure:

1. Contact accounts payable at extension #5112 or via email (**Preferred Method**)
2. Ask for a Diocesan Credit Card Purchase Order Number and give the following information
 - a. Traveler Name
 - b. Purpose of Purchase
 - c. Vendor Name
 - d. Approximate Amount of Charge
 - e. Date of Purchase
 - f. Travel Dates if applicable
 - g. Department 3-digit code
 - h. General Ledger Account Code
3. Purchaser will be given a one-time only authorization to use the credit card along with the card number, name of cardholder, expiration date of card and CV2 code. This information sheet is to be returned to Accounts Payable or shredded as soon as the purchase is complete.

4. Purchaser is to complete the on-line transaction and print off or send via email a copy of the receipt to accounts payable. The purchase order number must be clearly visible on the receipt. These will be matched to the card statement when it comes and become the source documentation for the purchase.
5. Employees issued such credit card number in item 3 above shall not use it for any non-approved purpose, i.e., for any personal purchase or any other transaction that is not authorized. Employees must pay for personal purchases (i.e., transactions for the benefit of anyone or anything other than the Diocese) with their own funds or personal credit cards.

If any employee uses the Diocese credit card for personal purchases in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee, and will be recovered in full from the employee's next paycheck; any balance remaining will be deducted in full from subsequent paychecks until the wage advance is fully repaid. Such deductions may take the employee's pay below minimum wage for the pay period(s) in question.

If an employee uses the Diocese credit card for any other type of unauthorized transaction in violation of this policy, i.e., incurs financial liability on the Diocese's part that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse the Diocese via deductions from pay until the unauthorized amount is fully repaid.

Such deductions will be in the amount of the unauthorized purchase(s), but if a deduction for such amount would take the employee below minimum wage for the workweek in question, the deductions will be in two or more equal increments that will not take the employee's pay below minimum wage for any workweek involved.

In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a Diocese credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.

All employees wishing to take advantage of the Diocesan Credit Card must sign and return this form to accounts payable prior to their first use of the cards. Repeated offenses of not turning in receipts for purchases on a timely basis will result in cancellation of charge privileges.

DIOCESAN CREDIT CARD PURCHASE REQUEST

- A. Traveler Name _____

- B. Purpose of Purchase _____

- C. Vendor Name _____

- D. Approximate Amount of Charge _____

- E. Date of Purchase _____

- F. Travel Dates if applicable _____

- G. Department code (6 digits) _____ (e.g. XXXXXX) (July 21, 2015 Rev.)

- H. Fund/Gen.l Ledger Acc't Code (7 digits) _____ (e.g. XXX-XXXX) (July 21,

2015 Rev.)

APPENDIX V – DIOCESAN CELL PHONE ALLOWANCE AND AGREEMENT

Cell Phone Allowance:

Employees whose job duties include the frequent need for a cell phone may receive extra compensation, in the form of a cell phone allowance, to cover business-related costs on their personal cell phone. No further reimbursement for cell [phone costs is available to employees who receive such an allowance.

Eligibility for Allowance: Employees eligible for a cell phone allowance generally include diocesan directors, IT technicians, and some full-time exempt employees whose jobs duties regularly require emergency calls back, irregular work hours and other job related factors that require the employee to routinely utilize a cell phone to enhance their ability to perform their job duties. The Chancellor or Coordinator of Human Resources have the discretion of determining employees who are eligible for cell phone allowance.

Allowance Amount: The following guidelines are provided to assist department heads and employees determine the adequate allowance for each employee:

- \$50 Employees whose jobs **require** frequent/extensive use of a personal cell phone for work-related **phone calls, data services, and text messaging**
- \$30 Employees whose jobs **require** regular use of a personal cell phone for work-related **phone calls, data services, and text messaging**
- \$10 Employees whose jobs **require** occasional use of a personal cell phone for work-related **phone calls, data services, and text messaging**

Allowance Payment: The approved cell phone allowance will be paid monthly as part of the employee's paycheck or in a separate reimbursement check. This allowance does **not** constitute an increase to base pay, and will **not** be included in the calculation of percentage increase to base pay due to salary increase, promotions, etc.

Employee Responsibilities: The employee must retain an active cell phone contact as long as a cell phone allowance is in place. The employee must provide their supervisor with their current cell phone number and immediately notify their supervisor if the number changes. Employees receiving a cell phone allowance are expected to carry the cell phone on their person both on and off duty and respond when called for diocesan business. Employee must submit an updated "Personal Cell Phone Stipend Agreement: on July 1 of every year to continue receiving the allowance. Reimbursement level may change at the discretion of the supervisor.

**DIOCESE OF BOISE
PERSONAL CELL PHONE ALLOWANCE AGREEMENT**

(Must be renewed annually by July 1st for continued allowance payment.)

Employee Name: _____

Job Title: _____ Fiscal Year: _____

Department paying for this allowance: _____

General Ledger Account Code: _____ (Rev. July 21, 2015)

Usage level required for job:

- Occasional (\$10)
- Regular (\$30)
- Extensive (\$50)
- Other amount \$_____ (by special approval)

Allowance starting date: _____ Cell Phone # (with area code) _____

Cell Phone Carrier: _____

Employee Certification:

I certify that the allowance provided will be used toward expenses I incur for cell phone service. I certify that I have read and understand the Diocese of Boise Cell Phone Allowance Policy and agree to abide by the policies.

Employee Signature Date

Supervisor Signature Date

Director of Finance Date

APPENDIX VI – BENEFIT DESCRIPTIONS – 403(B) RETIREMENT PLAN, CAFETERIA PLAN, LAY PENSION PLAN, HEALTH INSURANCE, LIFE INSURANCE, UNEMPLOYMENT BENEFITS

403(b) Plan

Employees of qualifying tax-exempt organizations may contribute to a special type of tax-sheltered retirement plan called a “403(b) plan” (named after the applicable section of the Internal Revenue Code). This retirement plan is completely separate from the diocesan lay employee pension plan; it is also voluntary. The 403(b) plan is funded by the employee. No diocesan contributions will be made. Employee contributions can be made on a “pre-tax basis,” meaning the contributions reduce the amount of compensation subject to Federal income taxes or on an after-tax basis for a Roth.

All new employees are automatically enrolled with a 3% deduction unless they opt out of the program. New employees will receive a packet in the mail with investment options and instructions on how to set up their personal account with the 403b administrator, Empower. If an employee wants to talk to a finance advisor and they don’t have one, this plan allows an employee to either talk to an advisor at Empower or the employee can call the investment advisor at no cost that is located in Idaho. Talk to your payroll department to check the investment advisors contact information. The Diocesan Finance Office will not give advice to an employee on which vendor to use, what option they should choose or how much the employee should contribute to their individual plan. Again, these are issues that should be discussed with a professional.

This description is a general summary of the tax-sheltered retirement plan. For detailed guidance, please contact the Finance Office.

Cafeteria Plan

Internal Revenue Code Section 125

Cafeteria plans allow employees to pay for certain items pre-tax. The Diocese of Boise currently allows employees, enrolled in the Health Benefit Plan, to deduct the co-pay and any dependent contribution on a pre-tax basis.

The employee receives the benefit election and compensation reduction agreement form at the time of hiring. This form may be obtained at any time when open enrollment and/or change in insurance status occur. This agreement is to be filed with the Payroll Office before the benefit will take effect.

Please direct any questions concerning this pre-tax plan to the Finance Office.

Lay Pension Plan

The Diocese sponsors a Lay Pension Plan for eligible employees. Eligible employees are those that work 20 hours or more per week or 1040 hours per year.

This plan is completely funded by the Diocese of Boise.

Employees are not permitted to make contributions to this plan.

The Diocese of Boise is the plan administrator. When an employee retires or leaves from Diocesan employment, instructions for pension distributions are on the Diocesan website on the Finance page.

For more information, contact the Finance Office.

Health Benefit Plan

The Diocese of Boise offers health benefits to all employees who regularly work 30 or more hours per week. Current copies of this plan are available from the Finance Office and on the Diocesan website.

Eligibility: All permanent full-time employees of Diocese of Boise parishes or agencies, who work at least 30 hours per week, are eligible for medical/dental/vision coverage after 60 days.

This plan may be modified without notice.

New employees are eligible for health benefits after 60 days of employment.

NOTE: Teachers and clergy have no wait period.

Life Insurance/Long Term Disability

The Diocese of Boise provides a \$50,000 life insurance policy and long-term disability benefits to all employees who regularly work 30 or more hours per week. These benefits are totally funded by the Diocese of Boise.

Flexible Spending Accounts

The Diocese of Boise provides employees the option of participating in a Flexible Spending Account (FSA). This allows employees to set aside a portion of their wages in order to pay for medical or daycare expenses with pre-tax dollars. The funds set aside do need to be spent annually or the money will be forfeited. You do not have to work a minimum number of hours to participate in the FSA. Call the Diocese of Boise Finance Department if you have any questions on FSA's.

Supplementary Health Insurance

The Diocese does allow employees the option to purchase supplementary health insurance through AFLAC. This insurance augments coverage you may or may not have through our main health insurance program. Some of the supplementary insurance programs AFLAC offers are Cancer, Intensive Care, Accident, Dental, Vision and Life Insurance.

This insurance is not intended to replace the comprehensive health insurance that is provided through the Diocese but to augment it with additional coverage.

Unemployment Benefits

The Diocese of Boise does not participate in the Idaho State Unemployment Plan.

APPENDIX VII – SOCIAL MEDIA GUIDELINES FOR ADULTS AND MINORS

Diocese of Boise

I. GENERAL RULE OF VISIBILITY AND ACCOUNTABILITY

1.01 A basic principle in protecting minors from sexual abuse is eliminating opportunities for such abuse to occur. This requires a commitment to the twin goals of visibility and accountability in all interactions with minors, and the establishment of appropriate boundaries, both physical and situational.

1.02 It is inappropriate for church personnel to be alone with a minor and/or in a location not visible to others. Similarly, healthy boundaries limit the times, topics, frequency and content of all communications between church personnel and minors. These boundaries extend to the use of technology and media.

II. COMMUNICATIONS BY CHURCH PERSONNEL WITH MINORS

The ethical behavior that we expect of church leaders and personnel in their interactions with minors must extend to all forms of communication, including the virtual/technological world. Those who minister and work in pastoral settings and schools should be especially vigilant regarding healthy boundaries with everyone, and especially with minors. The following principles contribute to the establishment and maintenance of healthy boundaries.

2.01 Parents are the primary educators in faith and morals, and they are the first heralds of the Faith in regards to their children. Church personnel, including but not limited to catechists, youth ministers, school personnel, volunteers and others serve as partners to assist the parents, and avoid even the perception of competition over the parents' authority.

2.02 All communications between church personnel and minors must be open and transparent. Care must be taken to avoid falling into the role of "surrogate parent" in all circumstances. A parent should never have cause to be concerned about church personnel interfering with the primacy of the parent. Therefore, the content of any pastoral consultations with minors must willingly and openly be available for sharing with the parent(s).

2.03 To protect both the adult and the minor, communications with young people must not be excessive and/or occur with improper frequency, at inappropriate hours or in private, no matter the medium used.

2.04 Those who minister and work in pastoral settings with young people will consistently represent the teachings of the Catholic Church when using electronic media. The purpose of all communications with minors must be as a tool of evangelization.

2.05 It is advisable for church personnel to avoid the use of personal communications devices (cellular phones, etc.) and instead use diocesan or parochially issued devices when interacting with a minor. If a personal device must be used, it is prudent to make hard copies of all communications with minors if at all possible.

2.06 Church personnel must never distribute or intentionally access abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.

2.07 Church personnel, especially those who work with young people should be diligent in avoiding all situations that could be a source of scandal for themselves or others.

2.08 Church personnel must always distinguish between “being friendly” and “being friends” with minors. Minors are not the peers of adults and should never be allowed to become overly friendly or familiar with church personnel.

2.09 It is normally inappropriate for adults to include minors within an adult social circle.

2.10 Church personnel should not be accessible to minors on a constant “on-call” basis. This includes contact using any of the various communications media. Established times permitting such contact should also be limited to appropriate hours of the day or evening. Contact must clearly relate to one’s specific role as church personnel and/or church matters.

2.11 It is inappropriate when there seems to be a special relationship between an adult and a young person who seems to be a favorite. Even the appearance of a special relationship between church personnel and a minor is to be avoided.

III. THE INTERNET AND OTHER ELECTRONIC MEDIA

3.01 In all interactions with minors via the Internet, church personnel should model and inform healthy relationships between adults and young people. Establishing and adhering to healthy boundaries provides a model that helps young people more quickly recognize when an adult on the Internet engages in behavior that is divergent and report it to their parent and/or other trusted adults. Therefore, all communications with minors must reflect appropriate content and be church-related.

3.02 It is not the role of church personnel to patrol the Internet for the young people to whom they minister. While a young person should have no expectation that statements made on-line are private, it is the parent’s role to monitor their minor’s behavior, not church personnel. Those who work with minors on behalf of the church should never usurp the role of the parent. Adults must not seek out a minor’s personal sites. Intentionally monitoring and probing where minors have shared their intimate thoughts not only violates their privacy but also may call into question the boundaries of the minister who is investigating.

3.03 Church personnel are expected to follow this Policy at all times, including all provisions regarding reporting and specified procedures, regardless of the medium by which information is obtained. Questions regarding this should be directed to the Diocesan Office of Child, Youth and Adult Protection.

3.04 Church personnel will also be mindful of their duty as mandated reporters and appropriately involve legal authorities in situations where there is child abuse, neglect or abandonment.

3.05 At least two adults in a parish or school setting must regularly monitor church-sponsored Internet content and interactions. In the case of computer labs or use of portable devices in Catholic schools, screens must be publicly visible.

3.06 The supervisor must be in possession of all passwords used to access church related electronic communications. This information should also be available to those charged with monitoring these interactions.

3.07 Church personnel who establish an electronic communications account for church business purposes will cooperate with supervisors in providing all necessary information for access to the account.

3.08 Appropriate content for Church-related electronic communications media includes (but is not limited to):

(a) Information on upcoming activities; permission forms; calendar of events; descriptions of projects, including procedures; expectations; biblical studies and other spiritual links and prayer resources.

3.09 Web pages

(a) Web pages are to reflect clear goals consistent with Church teaching and the ministry for which they are designed.

(b) Privacy and the protection of minors must be an essential goal in the establishment of a Web Page. Telephone numbers, personal email addresses and/or other identifying information of minors must not be published on the Web. Care should be taken to protect personal contact information of church personnel, avoiding the Web publication of home addresses, telephone numbers, cell numbers, and home email addresses.

(c) Parental permission must be obtained in writing before posting photos of minors. Posting pictures must not be captioned to include a minor's name unless it has been specifically authorized by the parent/guardian.

3.10 Email and other text-based communication

(a) Email, texting and instant messaging (IM) are examples of the blessing and curse technology brings. The boundary issues that relate to verbal communication between church personnel and minors also apply to the use of email, texting and instant messaging. All such communication must reflect appropriate content and be church-related.

(b) The use of a personal email account for church-related communications with minors is prohibited. It is preferable to set up a separate e-mail account (e.g., Gmail, Hotmail, Yahoo mail, etc., are free services), or use an account provided by the appropriate diocesan agency, for this purpose. It is advisable to save copies (either hard copies or electronic copies in a “saved” folder) of all communications with minors.

(c) It is advisable to post “group” email messages using the “blind carbon copy” option; this prevents the possibility that personal information can be forwarded to unintended recipients.

(d) If possible, adult volunteers, teachers, catechists, and/or parents should be copied on all electronic communications with minors. It is prudent to make hard copies of all communications with minors if at all possible.

(e) Electronic communication can be misinterpreted; therefore, it is preferable to communicate in person whenever possible. Communications that might be construed as having sexual overtones are to be scrupulously avoided. It is never appropriate to reply to any such email from a minor. Hard copies should be made and one’s supervisor notified immediately.

3.11 Social Networking

A social network service utilizes software to build online social networks for communities of people who share interests and activities. These are primarily Web based and provide various ways for users to interact, such as chat, messaging, email, video, voice chat, file sharing, blogging, discussion groups, and so on. The Diocese affirms the usefulness of this medium under the following parameters:

(a) Church personnel having personal social networking pages must not advertise that site to minors, nor “friend” or allow access to minors to their personal pages. (cf. USCCB Social Media Guidelines, “Establishing a Site”)

(b) Should the creation of a professional networking page be approved for clarification and dispersal of information regarding a particular church-related ministry or regular activity, it must be registered in the name of the appropriate diocesan entity - not that of an individual.

(c) All church-related sites are to be monitored consistently by appropriate church personnel (supervisors).

3.12 Blogging

(a) Blogging (an abbreviation of the term “Web log”) targeting minors by church personnel should be limited to the following purposes:

(i) Promoting a youth ministry program, school, the parish and/or the Diocese, as well as serving as an evangelization tool.

(ii) Establishing productive communication between the youth ministry program or school and home by providing ongoing information about programs, opportunities, expectations, policies and requests for support.

(iii) Providing young people with information that will help them become disciples of Jesus Christ.

(b) Appropriate content for Church-related blogs includes (but is not limited to):

(i) Information on upcoming activities; permission forms; calendar of events; descriptions of projects, including procedures; expectations; biblical studies other spiritual links and prayer resources.

(c) One who ministers and works in pastoral settings with young people must not use their blogs to:

(i) Conduct or promote outside business activities.

(ii) Defame or cause defamation of the character of any individual, organization or institution.

(iii) Divulge any personal information about young people, or jeopardize their safety in any other way.

3.13 On-line games

(a) Church personnel should take care in their involvement with on-line games, to protect their on-line game identities, and not to participate in on-line games with minors late at night. It is preferable to avoid playing online games with minors entirely.

Employee/Volunteer Acknowledgment Receipt

Social Media Guidelines

Diocese of Boise

I, _____, acknowledge that I have received a copy of the
“Social Media Guidelines” as established by the Diocese of Boise.

I promise to adhere to these guidelines as I work with minors in my local community.

Employee/Volunteer Name (Type or Print)

_____, _____
Parish/School Leader Date

_____, _____
Employee/Volunteer Signature Date

This document is to be kept at the Parish, School or DPC Human Resources office as proof of receipt.

March 26, 2015

EMPLOYEE ACKNOWLEDGMENT

These Personnel Policies describe important information about Roman Catholic Diocese of Boise, and I understand that I should consult my supervisor or the Coordinator of Human Resources regarding any questions not answered in the policy manual. I have entered into my employment relationship with the Roman Catholic Diocese of Boise voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Roman Catholic Diocese of Boise can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to these policies may occur, except to the Roman Catholic Diocese of Boise's policy of employment-at-will. The Roman Catholic Diocese of Boise shall have the right to alter and amend the personnel policies at any time without prior notice, and I understand that revised guidelines may supersede, modify, or eliminate existing policies. Only the Bishop or his designee has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the Personnel Policies, 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.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

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