

Employee Handbook



**Central Administrative Offices
Archdiocese of New York
1011 First Avenue
New York, N.Y. 10022**

Archdiocese of New York

Mission Statement

The beliefs and principles of the Catholic Faith serve as the basis for the operation of the Archdiocese of New York and its constituent members as expressed in the following mission statement.

We, the Catholic People of God of the Archdiocese of New York have a mission, given by the Lord Himself, to live and proclaim His gospel message. This mission, entrusted by Jesus calls us to be aware of the local area and the world, the spiritual and the material, the present and the future. The same gospel that challenges us is also our consolation. The same Lord who commanded, "Go therefore and make disciples of all nations," added, "I am with you always, until the end of the world."
(Matthew 28;19-20)

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I. Introduction

This Handbook is applicable to all employees in the following organizations whose employment is not subject to a collective bargaining agreement:

Beacon of Hope House

Cardinal Spellman Center

Catholic Charities of the Archdiocese of New York

Catholic Charities Community Services

Catholic Deaf Center

Catholic Guild for the Blind

Catholic High School Association

Catholic Youth Organization

Central Services of the Archdiocese of New York

Department of Education

Department of Development

Ecclesiastical Communications

Ecclesiastical Maintenance Services

Institutional Commodity Services

Ladies of Charity

Lt. Joseph P. Kennedy, Jr. Memorial Community Center

St. Joseph's Seminary

Employment Policy

Equal Employment Opportunity

The Archdiocese of New York complies with all applicable federal, state, and local equal employment opportunity laws and regulations.

In all employment decisions, including but not limited to recruitment, hiring, compensation, training, promotion, upgrading, demotion, downgrading, transfer, layoff, termination, and all other terms and conditions of employment except as provided by law, the Archdiocese of New York does not discriminate against employees and applicants for employment on the basis of age, race, creed, color, national origin, gender, disability, marital status, sexual orientation, alienage or citizenship status.

As organizations operated for charitable or educational purposes, which are operated, supervised or controlled by or in connection with a religious organization, we reserve the right to limit employment or give preference to persons of the same religion or denomination or to make such selection as is calculated by such organizations to promote the religious principles for which they are maintained or established.

II. Staffing

Introductory Period and Work Schedules

The introductory period is a get-acquainted time aimed to help the employee decide whether he/she is suited for the work as well as allow the Archdiocese time to determine if the employee is suited for the position. This period will allow the supervisor time to observe work, attendance, ability, cooperation, and potential value to the Archdiocesan office/agency. Prior to or at the completion of the introductory period, the employee's total work performance will be appraised. The employee will be notified whether or not they will be allowed to continue employment with the Archdiocese. The supervisor and department director may recommend to the Director of Personnel a maximum (2) two month extension of the introductory period. The Archdiocese reserves to its sole discretion whether an employee's introductory period will be extended. Employees are not entitled to an automatic extension. At the conclusion of the introductory period, the employee will be eligible for certain additional benefits.

Non-exempt* employees have a three (3) month introductory period.

The regular workweek for most non-exempt staff is 35 hours from 9 to 5 each day. Some non-exempt workers may be required to work a forty (40) hour workweek. Supervisors will advise each employee accordingly.

Exempt** employees have a six (6) month introductory period.

***Non-exempt employees** are all employees except those employed in a bona fide executive, administrative, or professional capacity in accordance with the Fair Labor Standards Act and its regulations. They are paid for time worked at their regular rate up to forty hours per week and at time and one-half above forty hours in one week. (See overtime/compensatory time).

****Exempt employees** are employed in a bona fide executive, administrative, or professional capacity and paid on a salary basis in accordance with the Fair Labor Standards Act and its regulations. Exempt employees are expected to work the hours necessary to meet the job requirements. This may involve a work schedule that exceeds 35 hours per week. The exempt employees are paid a salary that is designed as compensation for all work performed in a workweek. Therefore, exempt employees are not entitled to payment for hours worked in excess of forty hours in one week.

Employee Status

All employees at the Terence Cardinal Cooke Catholic Center are classified according to the following:

REGULAR FULL-TIME: Employees who are hired for a full-time position of 35 hours or more (the hours to be determined by Department and function) and who have completed the introductory period satisfactorily are regular full-time employees. Regular full-time employees will be eligible for full employee benefits available for specific jobs and period of services.

REGULAR PART-TIME: Employees hired to work a regular scheduled workweek which is less than full time but at least 20 hours per week and who have satisfactorily completed the introductory period are regular part-time employees. Benefits are available to regular part-time employees on a pro-rated basis.

HOURLY: Employees who work fewer than 20 hours per week are considered hourly employees. They are eligible for only those benefits required by law.

TEMPORARY: Temporary employees are those who are hired to work full-time or part-time for a short term, normally for a period not to exceed six (6) months, and without any accrual of employee benefits. No employee benefits are available other than those required by law.

Additionally, Employees are either exempt or non-exempt.

EXEMPT: All employees who are employed in a bona fide executive, administrative, or professional capacity and paid on a salary basis are exempt from the overtime provision of the Fair Labor Standards Act and its regulations.

NON-EXEMPT: All employees except those employed in a bona fide executive, administrative, or professional capacity in accordance with the Fair Labor Standards Act and its regulations.

Non-exempt employees are paid for time worked at their regular rate up to forty hours per week and at time and one-half for hours above forty hours in one week.

Employees are employees-at-will and their employment is not for any specific term and may conclude, for any reason or no reason, at either the employee or employer's option. The Archdiocese retains the right, at its sole discretion, to make changes regarding all terms and conditions of employment at any time and for any reason.

Identification Cards

Employees at the Cardinal Cooke Center are issued employee identification cards. Photographs are taken by appointment only with Building Office. Ext. 2072.

The identification cards should be carried by all employees during the workday and are to be presented to security personnel upon request and upon entering the building. These cards are the property of the Archdiocese and may not be altered, mutilated, transferred or loaned to anyone.

Identification cards must be returned to the Archdiocese upon termination or retirement.

Meal and Break Periods

Employees are entitled to an unpaid meal period of one hour when scheduled to work five or more hours per day. The usual hours for meal period are between 12noon and 2 PM. Individual work responsibilities may necessitate a more flexible scheduling of the meal period. The supervisor will normally schedule the meal period.

All employees are required to take a formal meal period.

Overtime may not be accrued by working through the regular meal period.

Each department or agency determines the number and length of the break periods. Ordinarily, there are two break periods: one in the morning and one in the afternoon.

Job Postings and Transfers

Postings:

It is the policy of the Archdiocese to promote from within whenever possible. Promotions are based upon the employee's ability, job performance, seniority, educational qualifications and other specific job related requirements.

Job openings will be forwarded to Human Resources along with a Requisition Form, Justification to Hire Memorandum, Organizational Chart for Department and Position Descriptions for all employees in the Department. Upon approval of the Chancellor, openings will be posted for (5) five business days throughout the Archdiocesan Administrative Offices.

Employees interested in a particular opening should forward a resume and request Human Resources to consider them for the position within five days of the date of the posting.

In order to hire the most qualified person for each position, the Archdiocese expressly reserves the right to hire externally.

Transfers:

Employees who respond to a job posting and who are selected will transfer from one office or department to another.

Employees may also be transferred at the initiative of the Archdiocese when necessary for the benefit of a department. In such cases, sincere efforts will be made to accommodate the preferences of the employees involved.

When an employee is transferred he/she retains his/her length of service for pension purposes, vacation, and all other eligible benefits. However, increment dates will remain on the original anniversary but not awarded before completion of a preliminary period in the new department. When a transfer is into a promotional position where additional salary is attached to the new position, the date of promotion will become the new anniversary date (date of hire in the position) for increment purposes.

Transferred employees will be evaluated as "new" employees after completing three (3) months for non-exempt and six (6) months for exempt employees in the new position.

Employment of Relatives

We welcome employment inquiries from relatives of employees. However, to avoid the appearance of impropriety and potential conflict of interests, relatives and members of the same household will not be employed in the same department or office, nor will employees be supervised by anyone to whom they are related. In the event that two employees in the same department marry, one employee will be transferred to another department. The transfer will be made after discussion with their supervisors and will consider both the needs of the employees as well as those of the Archdiocese.

III. Wages, Salaries, and Expenses

Employee Salary Payments and Direct Deposit

Salary Payments:

Regular and temporary full-time or part-time employees are usually paid by check on a bi-weekly basis. Hourly employees are paid for work submitted in writing by one's supervisor to the Payroll Office by the Thursday of the week preceding a pay period.

Payroll deductions for employees are made in accordance with federal, state and local tax, social security and wage laws.

At the written request of an employee, other optional deductions can be made including tax-deferred annuities.

Direct Deposit:

All employees are strongly encouraged to enroll in direct deposit. It is safe, reliable, and convenient. The Archdiocese provides this direct deposit service, fully or partially, to the employee's bank of choice. To receive direct deposit, please submit a blank check marked void to the Human Resources Office.

Overtime, Compensatory Time, and Expenses

Overtime is defined as extra hours worked in a week with the **prior approval in writing of the supervisor**. Such overtime is compensated by overtime pay for non-exempt employees.

Non-Exempt Employees:

When non-exempt employees work extra hours with their supervisor's written permission, they are paid at their regular salary rate for all time worked up to forty hours and one and half times their regular salary rate for all hours beyond forty hours in a pay week.

In certain instances, non-exempt employees may receive compensatory time off in place of overtime pay if the time-off is requested by the employee, approved in writing by the supervisor and used ordinarily during the same pay period. This is computed at the same rate as overtime pay. For example, for each additional hour worked beyond forty in one week, the employee is entitled to one and one-half hours.

Exempt Employees:

Exempt employees are paid an annual salary for all work required by the job. Ordinarily, these employees are not paid for overtime.

Although not required by federal or state law, it is our practice to provide compensatory time-off equal to extra hours worked when the normal workweek is Monday-Friday, and the exempt employee requires the written approval of the supervisor for overtime or work on a weekend or scheduled holiday.

Ordinarily, all such compensatory time must be taken before the end of the next pay period or it will be lost. Specific exceptions can be granted in writing by the appropriate executive officer.

EXPENSES:

Employees whose job descriptions require travel on Archdiocesan business, attendance at professional conferences, seminars, and business meetings, etc., are entitled to reimbursement for normal expenses incurred in performing such authorized work assignments. Employees must consult their supervisor before incurring an expense in order to determine if that particular expense is authorized for reimbursement. Staff members are expected to make every effort to keep expenses to a minimum, consistent with service in a non-profit organization. Reimbursement rates for car mileage on approved Archdiocesan assignments are available upon request from the Human Resources Office.

IV. Benefits

Group Insurance Plans

Group Health Insurance:

Medical benefits are available through group health insurance plans for eligible employees who work at least 20 hours per week. Enrollment forms and information outlining the plan is available in the appropriate personnel office to all new eligible employees and all eligible employees requesting changes during Open Enrollment periods and if there is a qualifying life event.

It is the responsibility of the employee to inform Human Resources in writing of any qualifying life event. Life status changes include marriage, birth, adoption of a child, termination of a spouse's coverage, or a change in spouse's employment status that affects eligibility for coverage. Human Resources should also be notified of any address changes.

The Archdiocese pays for the majority of the cost of the group health insurance plans for full-time employees. Eligible part-time employees who work between 20 and 34 hours contribute individually for individual and family coverage on a pro-rated basis. Health benefits become effective the first of the month following 30 days of employment.

Group Life Insurance:

A group term life insurance policy is also provided for all regular employees who work at least 20 hours a week. It becomes effective the first of the month after 30 days employment. Generally, the benefit is equivalent to an employee's annual salary on January 1st of the relevant calendar year; however, there are certain plan restrictions that become effective after an employee reaches specified ages. The Archdiocese pays for this insurance in full.

Supplemental Life Insurance:

Employees who are regularly scheduled to work at least 20 hours per week and are enrolled in the basic group life may purchase additional life insurance in \$10,000 increments on his/her life to the lesser of 5 x his/her basic annual salary to the lesser of \$500,000. The first \$150,000 is the ***guarantee issue*** amount and can be purchased without completing a Personal Health Statement. Employees may also purchase additional life insurance for his/her spouse in \$5,000 increments up to a maximum of \$100,000 not to exceed 50% of the employees supplemental life benefit. The employee may also purchase additional life insurance for their dependent children up to age 19 in increments of \$2,000, not to exceed \$10,000. (Must be the same amount of life insurance for each child).

Accidental Death and Dismemberment Insurance:

This insurance is provided to all eligible employees. It covers employee accidents that result in death or dismemberment of a body part. The Archdiocese pays for this insurance in full.

Insurance booklets will be provided on Orientation Day to all new employees and to all eligible employees upon request.

On occasion, the Archdiocese will review the benefit plans and make changes. Employees will be notified in writing of any benefit changes.

Workers' Compensation

Full coverage and protection is provided for employees in accordance with Workers' Compensation Law. The Archdiocese pays the entire premium for the insurance coverage.

Workers' Compensation provides weekly cash benefits and provides for necessary medical care to workers who are disabled because of a work-related injury or occupational disease as defined by law and determined by the Workers' Compensation Board.

In addition, the Archdiocese will supplement the benefit provided with the remainder of an employee's salary for up to 13 weeks of a work-related disability in a 52 consecutive week period.

As of December 1998, the New York State Worker's Compensation Law was amended to allow for the use of Preferred Provider Organizations (PPO's) in New York State. The managed care law was enacted to enable insureds and insurance carriers to contract with PPO networks. For Archdiocesan employees this means that after an injury is sustained, it must be treated by an in-network physician for the first 30 days of treatment. After 30 days, the employee may then opt out of network treatment or seek treatment from another physician in the provider network.

To report a work-related injury, an employee must directly contact their Human Resources Office who will report the injury to the Insurance Company (RMPG) Risk Management Planning Group, Inc. In addition, an employee is to inform the immediate supervisor as soon as possible.

Short and Long Term Disability Insurance

Short Term Disability:

According to New York State Disability Law, an employee temporarily disabled for more than seven (7) consecutive days is entitled to a benefit of one-half of his/her weekly salary (up to a maximum weekly benefit of \$170.00 per week). This may be paid for up to a total of 26 weeks of each disability but not more than 26 weeks in any 52 consecutive week period.

Most employees are eligible for this benefit.

The first seven (7) days of any disability are an uncompensated waiting period allowed by law. Employees may use sick/personal leave to cover this period. As soon as the disability insurance becomes effective, the employer will supplement the insurance so that in total the employee will receive **full salary** for up to a total of 13 weeks of disability during any 52 consecutive week period. The employer pays for this insurance policy in full.

Long Term Disability:

The Archdiocese provides group long-term disability coverage for qualifying employees.

Employees who regularly work at least thirty (30) hours per week are eligible for this benefit following six months active employment. This LTD benefit is taxable. Disabled employees who qualify for benefits can receive up to 60% of their pre-disability monthly salary. This benefit is offset by the Social Security benefit and any other disability benefits the employee may receive from other sources. The employer pays for this insurance policy in full.

The long-term disability booklet explains the details of this benefit and other features of this benefit. Human Resources will provide this booklet upon request.

Unemployment Insurance

An employee may be eligible for New York State unemployment insurance under conditions determined by the government.

However, if the employee voluntarily resigns or is discharged because of misconduct on the job, he/she may be ineligible for unemployment insurance. Employees should verify eligibility with the local state unemployment office, which makes the final decision.

The employer pays for this insurance in full.

Severance Allowance on Termination of Employment for Reasons Not Related to Work Performance or Personal Conduct

Policy

The Archdiocese of New York is committed to providing fair and equitable treatment to all employees. When a fulltime staff member is terminated from employment, for reasons not related to work performance or misconduct, severance arrangements will be provided to assist the employee in his/her transition from employment with the Archdiocese.

Terms and Conditions

An employee who is terminated from employment for reasons not related to work performance or misconduct will be granted a severance allowance of an amount of money equal to one week's salary for each full year (i.e., twelve months) of employment. The minimum allowance will be four week's pay and the maximum will be 40 weeks. The severance allowance will be paid in lump sum on the employee's date of termination. Taxes will be withheld from the severance. The staff member will also receive payment for unused vacation and sick/personal days with the final regular paycheck.

On the first day of the month following termination of employment, the employee will be eligible under New York State Continuation Coverage, to continue participating in the Archdiocesan medical plan for a maximum period of eighteen months at the employee's expense. The Archdiocese will pay the premium for the first month of participation under New York State Continuation Coverage.

The Office of Human Resources will provide assistance in developing the terminating employee's resume. At the request of the employee, the resume will be circulated among the parishes, schools, hospitals and agencies of the Archdiocese.

Should the terminating employee wish to participate in one of the Office Automation Training Courses administered through the Office of Human Resources, he/she will be enrolled at the employee's department's expense.

Pension, Vesting, And Continuous Service

Pension:

Regular lay employees are eligible to participate in the Archdiocesan Pension Plan after meeting the service and age requirements. This plan is qualified by the IRS and entirely paid for by the Archdiocese. Participation in the Pension Plan usually begins on the July 1st following your third anniversary of employment. You should be aware you usually receive retroactive earnings credit for the waiting period. Applications for the plan should be filled-out at the time of employment. Pension information will be distributed on the day of employment, on orientation day, or upon request from the appropriate Human Resources Office.

Vesting:

If employment terminates for any reason other than death, and the employee has been credited with five (5) years pension credit by the Archdiocesan Pension Plan, such employee will be eligible for a deferred pension based on benefits credited to the date of termination.

Continuous Service:

Service is considered *continuous* if an employee left employment with a participating organization of the Archdiocese of New York-Lay Pension Plan and then became re-employed by the same or another participating organization. This is considered continuous service so long as the time gap between “employments” is not greater than the first employment period. This is known as the “break-in-service” provision. If an employee left the employ of a covered employer prior to July 1, 1985, he/she should contact the Pension Office for further information.

A Pension handout will be distributed to all employees on Orientation Day and upon request from Human Resources. An annual benefit statement will be provided. The formal pension plan documents will be binding in all pension related matters.

Please contact the Archdiocesan Pension Office if you have any questions about the Pension Plan Ext. 3030.

Tax Deferred Annuity Programs

All employees are encouraged to participate in one or more tax deferred annuity programs available through their employer under the IRS rules. Employees are not required to pay current income taxes on money deposited in the annuity program in the year it is deducted nor on any interest earnings.

The money withheld and deposited in any tax deferred annuity program is pre-taxed money. Taxes are deferred until payments begin.

You should be aware of the limitations and possible tax penalties imposed by the IRS. Any questions regarding tax deferred annuity programs should be directed to the companies directly.

Vendors include:

AXA Equitable
MetLife
Mutual of America
UnionCentral

Enrollment forms and brochures are available from Human Resources.

V. Holidays, Vacations, Attendance and Leaves of Absence

Feast Days and Holidays

The Terence Cardinal Cooke Catholic Center observes both special feast days of the Roman Catholic Church as well as civil holidays.

Regular full-time employees are immediately eligible for the feast days and holidays that are announced by administrative memo.

Regular part-time employees are immediately eligible for the feast days and holidays that fall on days for which they are regularly scheduled to work.

Temporary and hourly employees are not paid for feast days nor holidays.

Holidays that fall on a Saturday will be observed on the previous Friday while those that fall on a Sunday will be observed on the following Monday. **THIS DOES NOT APPLY TO FEAST DAYS.** Feast days that occur on a weekend will not be recognized on a workday.

Feast days and Holidays Observed:

- New Year's Day
- Martin Luther King Day
- President's Day
- Saint Patrick's Day
- Holy Thursday
- Good Friday
- Ascension
- Memorial Day
- Independence Day
- Assumption
- Labor Day
- Columbus Day
- All Saints Day
- Veterans' Day
- Thanksgiving Day
- Day After Thanksgiving
- Immaculate Conception
- Christmas Day
- Day after Christmas

Some departments may require employees to work on some of these holidays and/or feast days. Employees will be compensated by being given an alternate day off which will be arranged with the supervisor.

Personal and Sick Leave

All **regular full-time** employees on payroll on January 1st of the calendar year, are entitled to a total of five days (35 hours) absence with pay at his/her regular rate to be used for:

- Personal business
- Occasional illness
- During the (seven calendar day) waiting period before
- disability insurance is effective.

Regular part-time (20 hours or more) employees are entitled to a pro-rated amount of paid absence for the reasons stated equal to the number of hours worked per week.

All **regular** employees on payroll on December 31st of the calendar year will be paid at the regular rate for any unused sick/personal time.

Newly hired **regular full-time** employees will accrue one personal/sick day for each three months of employment (including introductory period) until January 1st immediately following the completion of the introductory period. **Regular part-time** employees will accrue this time on a pro-rated basis.

Personal Day Procedure:

All employees are required to adhere to the following personal day procedure:

- Written requests must be submitted to the office manager no later than one day before.
- The immediate supervisor must approve the request.

**NO EMPLOYEE TERMINATING DURING THE CALENDAR YEAR
WILL BE PAID FOR ANY UNUSED PERSONAL/SICK TIME.**

Vacations and Accruals

Annual vacations with pay are granted to regular employees who work at least 20 hours per week. Vacations must be taken in the calendar year when earned and may not be accumulated from year to year except with the written approval of an Executive Director. Accumulation may not exceed seven (7) days annually.

Although a sincere effort will be made to accommodate requests, vacation scheduling rests with the Department Director. All vacation requests must be made in writing to the immediate supervisor.

If a feast day or holiday falls on what would be a workday within the employee's vacation, it shall not be counted as part of the vacation. The extra day(s) may be added to the vacation period or taken on another date mutually agreeable to the employee and supervisor.

Accruals:

- Normal vacation for employees is 10 days paid vacation after one-year employment.
- After completing 3 but less than 10 years of employment, employees receive 15 days vacation annually.
- After completing 10 years employment employees receive 20 days vacation annually.

To be eligible to increase vacation accruals as described above, the employee must have completed his/her 3 or 10 years of employment by June 15th of that year. If the required length of service is completed after June 15th, he/she will become eligible in the following calendar year for increased vacation time.

Terminations & Vacation Time:

Unused accrued vacation will be compensated upon termination. Monetary compensation will be equal to the number of unused vacation days accrued through the month of termination only. During the first year of employment, vacation is also accrued on a monthly basis to a total of 10 days. Only employees providing two or more weeks notice shall be paid for any unused vacation time. Employees failing to provide notice will forfeit accrued vacation. Accrued vacation may not be used for all or part of the notice.

Vacation Policy

1) The following vacation allowances apply to full time employees only.

Vacation allowances will be based on earning (0.83 days) for each month worked, per vacation year, for a total of 10 vacation days. After completing three years of service with the organization, the staff member is entitled to 15 days vacation (1.25 days per month). After completing ten years of service with the organization, the staff member is entitled to 20 days of vacation (1.66 vacation days per month).

Vacation accrual will be pro-rated upon an employee reaching his/her third and tenth anniversaries. For instance, if an employee has a hire date of April 20th, on the third anniversary, the employee will be awarded 0.83 days per month for the months of January, February, March, & April, and 1.25 days per month for the remainder of the calendar year, giving the employee a total of 13.32 accrued days for that calendar year.

EMS employees will have a separate plan that will entitle them to 20 days only after 15 years of service, instead of 10.

2) General provisions:

- All vacation dates are subject to the approval of the supervisor and it is the supervisor's responsibility to have appropriate staff in the department at all times.
- Whether or not an employee can have a negative vacation balance and to what degree will be at the discretion of each organization's management.
- Work requirements within a department, seniority, and fairness to all are considered in determining priority between two or more persons desiring the same vacation dates.
- A maximum of seven vacation days may be carried over to the following year.
- Additional vacation time is not allowed for illness occurring during regular vacation.
- Vacation for new employees:
 - Although vacation begins accruing from the first day of employment, the new staff member must complete three/six months (probationary period) before earned vacation can be taken. Upon completion of three/six months, a staff member may borrow unearned vacation days up to the total number of vacation days remaining in the vacation year.

3) Vacation allowances on termination of employment:

Regardless of the reason for resignation, accrued vacation pay is granted to those who have completed six calendar months of service *provided* that adequate notice of intention to resign (two weeks) has been given. The salary equivalent for vacation taken but not earned is deducted from termination pay.

Sick/Personal Days:

All employees are entitled to five sick/personal days a year (0.4166 days per month). An employee begins accruing sick/personal days on the first day of employment however, sick/personal days taken during the three/six month introductory period will be on an unpaid basis. Unused sick/personal days will be paid out at the start of the following year in which time was accrued. **Note:** upon termination accrued sick/personal days are not paid out.

EMS employees will have a separate plan that will entitle them to seven days a year (0.5833 days per month). Unused sick time will not be paid out but will be capped at a total accumulation of 90 days.

Whether or not an employee can have a negative sick/personal balance and to what degree will be at the discretion of each organization's management.

Leaves of Absence

Bereavement Leave:

Employees are granted up to (4) four days bereavement leave with pay to attend appropriate services in the event of a death of an immediate family member. This includes parents, spouse, children, brothers and sisters, mother-in-law and father-in-law or a relative regularly residing in the immediate household.

A funeral day will be allowed for other close relatives with the approval of the department director.

Jury Duty Leave:

The Archdiocese encourages employees to fulfill their civic responsibility to serve as a juror. *Employees will be paid regular wages less jury duty pay for each normally scheduled workday on jury duty for up to two weeks on a jury.*

Employees will also be paid regular wages for compulsory court attendance if he/she is summoned as a result of being a witness to a crime. The summons or subpoena must be presented to the immediate supervisor upon receipt.

Voting Leave:

No leave will be granted to an employee who has four consecutive hours either between the opening of the polls and the beginning of his/her working shift; or between the end of his/her working shift and the closing of the polls.

If an employee has less than four consecutive hours within which to vote, he/she may take time off to vote at the beginning or end of his/her working shift, as the Archdiocese directs, without loss of pay of up to (2) two hours.

An employee who requires time-off to vote must notify the supervisor before the election day.

Military Leave:

The Archdiocese will comply with and grant leave in accordance with all applicable military leave laws. Employees on military leave will be paid the difference between their regular salary and their military compensation for a maximum of (2) two weeks annually. Military orders must be presented to the supervisor upon receipt.

Family Leave:

The Family & Medical Leave Act (FMLA) requires eligible employers to provide (12) twelve weeks of unpaid, leave to “eligible” employees for certain family and medical reasons. Eligible employees must have worked for the Archdiocese for at least (1) one year and 1,250 hours over the previous (12) twelve months.

FMLA allows the following reasons for leaves:

- to care for the employee’s child after birth, or placement for adoption or foster care.

- to care for the employee's spouse, son, or daughter, or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform his/her job.

At the employee's or the Archdiocese's option, certain kinds of paid leave may be substituted if requirements are not met.

The employee ordinarily must provide (30) thirty days advance notice when the leave is "foreseeable".

The employee may be required to provide advance leave notice and medical certification. The leave may be denied if requirements are not fulfilled.

The Archdiocese may require second or third opinions (at the Archdiocese's expense) and a fitness for duty report to return to work.

An employee may take intermittent leave or may work a reduced work schedule to reduce the usual number of hours per day or workweek.

Intermittent or reduced schedules are subject to the approval of the Archdiocese unless medically necessary.

The Archdiocese will maintain the employee's health plan for the duration of the FMLA Leave. Employees are responsible for their bi-weekly premium.

Upon return from FMLA Leave, every effort will be made to restore the employee to the original or equivalent position with equivalent salary, benefits and other employment rights and privileges.

The use of FMLA Leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's FMLA Leave.

During the duration of the FMLA Leave, the Archdiocese must maintain the employee's medical insurance coverage under the "group health plan" under the conditions coverage would have been provided if the employee had continued working.

In some cases, the Archdiocese may recover premiums for maintaining an employee's health coverage if the employee fails to return to work from a FMLA Leave.

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA.
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

IV. Employee Relations

Code of Conduct

Every employee is called to work for the common good so that the rights and interests of the Archdiocese, fellow employees, and those we are called to serve are insured. Anything that prevents the common good from being attained requires attention. At times, disciplinary action may need to be taken. It may include verbal and written warnings, disciplinary probation, and suspension or discharge for failing, in the judgement of a supervisor, to adhere to appropriate standards of behavior or job performance.

It is impossible to cover all areas of proper conduct. Therefore, when in doubt, ask a supervisor. Some actions that are not acceptable and may lead to disciplinary action up to and including discharge are the following:

Poor job performance; excessive absences; inappropriate behavior with clients or co-workers; reporting to work under the influence of alcohol or drugs; possessing, using or transferring alcoholic beverages or drugs in the workplace; insubordination; destruction of Archdiocesan property; harassment; tardiness, or being absent from assigned work areas; abuse or mistreatment of a resident, patient, or client, or failure to report such abuse or mistreatment.

Employees are expected to follow the established patterns of good conduct and to comply with Archdiocesan work rules. The Archdiocese reserves the right to apply any disciplinary action, which in any instance may range from verbal correction to suspension or discharge for policy violations or improper conduct on the part of an employee. Normally, the Archdiocese will follow a process of progressive discipline and counseling in an effort to correct inappropriate conduct. However, the Archdiocese reserves the right to discharge a person immediately for serious infractions that, in its judgement, jeopardizes the interest of the Archdiocese or the safety and well being of its employees.

Persons with Disabilities

The Archdiocese of New York endorses and complies with the Americans with Disabilities Act and local and state laws prohibiting discrimination in employment against persons with disabilities.

Specifically, the Archdiocese will not discriminate in hiring, promotion, discharge, wages, job training, fringe benefits or other aspects of employment against any qualified applicant or employee with a covered disability. Moreover, the Archdiocese will attempt to provide reasonable accommodation to qualified applicants and employees with disabilities.

Using Telephones and Office Equipment

Every employee is an ambassador of the Archdiocese when relating with those who call and visit its offices and facilities. A friendly, helpful attitude and tone of voice creates a positive and professional working environment.

Our service requires that telephones and other office equipment be available to conduct Archdiocesan business. Good telephone etiquette helps communicate respect for others. Employees are asked to exercise discretion in using telephones, fax machines, and computers for personal matters. Keeping communications clear, concise, and cordial contributes to high standards of work performance, efficiency and productivity.

E-mail & Internet User Policy

We want to remind all E-mail and Internet users that these systems, like all Archdiocesan systems, are intended primarily for business use and should not be used to communicate sensitive, proprietary, confidential, scandalous or otherwise inappropriate information (including chain letters, solicitations, etc.) or for any purpose which conflicts with the policies, procedures and values of the Archdiocese.

Users of E-mail and the Internet should keep in mind that their messages may be considered records comparable to written correspondence or memoranda. Incidental and occasional personal use of these systems is permitted but subject to the same standards as business use. The misuse of E-mail or the Internet may result in disciplinary action. Individuals using these computer systems are subject to having their activities monitored by authorized Archdiocesan personnel.

Anyone using these systems expressly consents to such monitoring and is advised that if such monitoring reveals evidence of inappropriate activity, the Archdiocese may take disciplinary action.

Attendance

Employees are required to report to work on time for all work periods and to remain at work until the end of the work period.

When employees are unable to report to work due to unforeseen circumstances, they are required to advise their supervisor or department manager by 10:00a.m. each day that such an absence continues.

When the absence is anticipated, the supervisor should be informed as soon as possible and informed of the expected duration of absence. Furthermore, when possible, employees should inform his/her supervisor of the tentative date they expect to return to work.

Personal Appearance, Personal and Office Property, Employee Records

Appearance:

Employees are representatives of the Archdiocese. For this reason, they are expected to maintain high standards of appearance and grooming. A neat, clean appearance and appropriate business attire are required of all employees. *Employees can refer to the Human Resources policy, “Dress and Appearance” for further explanation and clarification.* The dress and appearance policy is found in the appendix of this handbook. Here are some excerpts from the dress and appearance policy:

In an effort to promote modesty and a positive image, and to demonstrate respect for our corporation, we ask all employees to use discretion in their dress attire and practice good grooming standards by adhering to the standards listed below, which are appropriate for a business environment:

These standards include:

- **Laymen** must wear a business suit or sport coat and slacks, dress shirt, tie, and appropriate business shoes.
- **Laywomen** must wear a business suit; a skirt or dress slacks, with a blouse/sweater, or dress and appropriate business shoes.
- **Religious** must wear habits or clothing conforming to the approved practice of their own religious communities with some external sign such as a medal, crucifix or the emblem of their religious order.
- **Clergy** must wear a business suit (preferably black), a clerical shirt or rabat and collar, a cassock, and appropriate business shoes. Deacons should dress according to the standards for laymen and should wear a deacon’s label pin.

Property:

The Archdiocese of New York is not responsible for personal property of its employees, which becomes lost, stolen, or damaged at work. The Archdiocese considers office desks, closets, and equipment to be its property and reserves the right to inspect them at its discretion.

Employee Records:

The appropriate Human Resource Office maintains a file for each employee containing essential employee information. It is important that these files be kept up-to-date.

Any changes of relevant personal information such as address, telephone numbers, marital status, dependents, emergency contact, education, certifications, and licenses should be reported to Human Resources.

Employee records are confidential. If the Archdiocese is used as a credit reference, the employee’s written authorization to release the requested information is required. Employment references will be answered by giving dates of employment and last title and job. Employees must give written authorization to the appropriate human resource office if they wish to deviate from this rule.

Anti-Sexual Harassment Policy

The Archdiocese of New York is committed to providing a work environment reflecting the highest standards of respect for the personal dignity of every employee.

The Archdiocese neither condones nor permits sexual harassment and undertakes to address, prevent, and correct any sexually harassing behavior in the work environment. All employees are required to participate in sexual harassment training conducted on the orientation day. Staff members are prohibited from initiating or engaging in sexually harassing conduct or behavior.

DEFINITION

Sexual Harassment is defined as any unwelcome or unwanted conduct of a sexual nature, whether verbal, non-verbal, or physical, when:

- Submission, acquiescence or rejection of such conduct is explicitly or implicitly made a condition of employment; or
- Submission, acquiescence or rejection of such conduct is used as a factor in employment decisions including but not limited to evaluating, training, promotion, compensation, duties, transfers, privileges, and other terms or conditions of employment; or
- Such conduct substantially interferes with employment by creating a hostile, intimidating or offensive work environment.

INVESTIGATION PROCEDURE

Employees who personally experience sexual harassment or witness it are required to report such incidents to the Director of Human Resources or to their supervisor who will inform the Director of Human Resources. Immediate reporting insures prompt response and resolution of objectionable conduct.

The Director of Human Resources in coordination with the Department Director will promptly conduct and document an investigation of each grievance reported.

The Director of Human Resources will submit a recommendation to the Department Director. Such recommendation may include but is not limited to:

- Formal warning
- Suspension without pay
- Termination of employment

Reporting All Forms of Discrimination and Harassment

The Archdiocese of New York will not tolerate any conduct calculated to intimidate, retaliate, harass or otherwise discriminate against any employee. Any employee who thinks his/her rights have been violated under this policy should contact his/her immediate supervisor or department head. If the complaint cannot be resolved locally, the Director of Human Resources should be contacted.

Reports of alleged harassment or discrimination will be investigated in a timely and thorough manner. Ordinarily, an investigation of complaints will include an interview with the victim, the alleged harasser, and any other person who may provide relevant information. The complaining employee(s) will be informed of the result of the investigation and any actions to be taken.

Immediate and appropriate disciplinary action, including termination may be taken against anyone found to have violated another employee's rights under the law.

Employees will not suffer any adverse employment action for reporting a substantiated case of discrimination or harassment.

Smoking in the Workplace

The Archdiocese of New York adopts the following smoking policy as required by the New York City and New York State Clean Indoor Air Act.

No Smoking in Public Areas:

Signs posted in the lobby of the Terence Cardinal Cooke Catholic Center and other Archdiocesan agency sites covered by this policy state:

“SMOKING IS PROHIBITED IN THE CATHOLIC CENTER”

This includes hallways, stairwells, elevators, restrooms, reception areas, and cafeteria. In addition, this includes non-public areas such as secretarial areas, conference rooms, as well as equipment, file, and storage rooms.

The law protects that the right of a non-smoker to a smoke-free environment.

Smoking is prohibited in conference rooms and meeting rooms.

Settlement of Disputes

Consideration of the health issues and sensitivity to the comfort of fellow employees should lead to infrequent disputes and grievances. However, when such disputes occur, grievances should be made according to the procedure outlined in this Employee Handbook. (See Grievance Procedure)

Grievance Procedure

The Archdiocese of New York believes effective communication is vital to the fulfillment of our mission, the success of our agencies, and the professional growth of all employees. This procedure insures the accessibility of the supervisor and Human Resources representation to all employees so they may freely discuss management problems, suggestions, and employment related subjects relative to the working environment and the mission of the Archdiocese.

The Office of Human Resources has the overall responsibility for maintaining this procedure. In addition, it is the responsibility of Human Resources to insure all policies and practices are followed by all employees. All employees are encouraged to bring their employment issues and concerns to the attention of the Office of Human Resources. This procedure is aimed at fostering a professional atmosphere of mutual respect and understanding.

If employees feel the need to make a formal complaint, the following steps should be followed in filing a grievance:

1. The grievance should be submitted in writing to the attention of the immediate supervisor, unless the complaint concerns the immediate supervisor. It should be sent directly to the department director if the grievance is about the supervisor. The supervisor or department director must address the grievance within (5) five working days.
2. If a satisfactory solution is not reached locally, the grievance may be submitted in writing to the department, with copies to the Director of Human Resources. The employee must receive a reply to the grievance within (10) ten working days.
3. If the grievance remains unresolved, it may be presented to the appropriate Executive Officer for that agency by the Director of Personnel. A decision will be rendered within (10) ten working days.

Performance Appraisals

The primary purpose of performance appraisals is to determine how well an employee is performing his/her assigned responsibilities in accordance with the established policies, practices, and standards of the Archdiocese of New York.

It is the policy of the Archdiocese to appraise the progress, performance, abilities and potential of each employee uniformly and objectively at least once each year in order to:

1. Help supervisors and directors develop a better knowledge and understanding of each employee.
2. Serve as a basis for informing each employee of his/her strengths and weaknesses, so together with the supervisor, plans may be developed to help the employee perform better in his/her present position and prepare for a future assignment.
3. Assist the supervisor or department director making and justifying transfers, promotions, or other employment decisions.

A Performance Appraisal must be prepared by the employee's supervisor:

- At the completion of the Introductory Period.
- (3) Three or (6) six months after an employee has been transferred or promoted depending on the nature of the new position.
- Annually, on the employee's anniversary date of employment or the date of last promotion.
- Whenever it is considered useful to prepare an interim report between regularly scheduled appraisals.

The employee will be asked to sign the appraisal form to acknowledge he/she has been given the opportunity to read the appraisal. The employee's signature does not signify agreement nor disagreement. If there are any questions or challenges to the review, they should be taken up with the supervisor at the scheduled meeting.

After the introductory period, job performance should be appraised annually on the anniversary date of employment or last promotion. The annual appraisal usually forms the basis for an annual salary review. Supervisors are encouraged to conduct **informal appraisals** periodically.

In addition to formal appraisals, supervisors may, from time to time, place informal performance appraisals, warnings, and other memoranda in an employee's personnel file. Such materials may be used in evaluating decisions regarding an employee's transfer, promotion, discipline, termination or in other employment decisions.

Requests for Information from Outside Sources

Employees receiving requests for information about the Archdiocese of New York from outside sources such as newspapers, radio, television and other entities are to direct the request to the Director of the Office of Communications for the Archdiocese at (212) 371-1000 Extension 2997.

VII. APPENDIX

Dress and Appearance Policy

As employees of the Archdiocese of New York, we are not only ambassadors of the Catholic Church but also providers of services for the community. Our dress, and grooming have an immediate impact on how colleagues, business associates and the public view us. Modesty must be recognized in any clothing worn at the Catholic Center. In an effort to promote modesty and a positive image, and to demonstrate respect for our corporation, we ask all employees to use discretion in their dress attire and practice good grooming standards by adhering to the standards listed below, which are appropriate for a business environment.

- **Laymen** must wear a business suit or a sport coat and slacks, dress shirt, tie, and appropriate business shoes.
- **Laywomen** must wear a business suit; a skirt or dress slacks, with a blouse or sweater, or a dress and appropriate business shoes.
- **Religious** must wear habits or clothing conforming to the approved practice of their own religious communities with some external sign such as a medal, crucifix or the emblem of their religious order.
- **Clergy** must wear a business suit (preferably black), a clerical shirt or rabat and collar, a cassock, and appropriate business shoes. Deacons should dress according to the standards for laymen and should wear a deacon's lapel pin.

To avoid uncertainty as to what is considered unacceptable a number of non-acceptable standards are outlined below. These examples are non-exclusive and are provided solely for guidance. If you need clarification on any aspect in this dress policy, please contact your supervisor, or Human Resources department.

Denim clothing/ leather outfits top or pants of any kind/color
Sweat pants/ jogging pants
Spandex/ Lycra tops or pants of any kind/color
Spaghetti strap/ Strapless/ Backless blouses/ Dresses/ shirts of any color (unless worn w/ a jacket/sweater)
Blouses or Dresses with a revealing neckline, back or midriff
Sheer clothing of any kind/color
Clothing with glitter
Any form of torn and/or tight-fitted clothing
T- shirts (long/short-sleeved with sayings/slogans) of any color
Tank/Tube/ Halter tops of any kind/color
Jeans/ Corduroys/ Capri pants of any color
Shorts/ Leggings of any kind/color
Mini-skirts (skirts that reach more than 4" above the knees is considered "Mini")
Sneakers of any kind/color or any form of athletic shoes (may be worn to and from work)
Flip-Flop (rubber/beach) sandals/ Mesh mule sandals (may be worn to and from work)
Workmen's boot (Timberlands) any kind/color (may be worn to and from work)
Hats of any kind/color (may be worn to and from work)
Tattoos (that are visible)/ body piercing (exception of earrings)

Employees not conforming to this policy will be given a verbal warning for the first incident. If the inappropriate dress continues, employees will be sent home without pay and a second warning will be given in writing and placed in their employee record. Disciplinary action up to and including termination of employment will follow for continued non-compliance with this policy.

In situations where the nature of a staff member's work makes conforming to these standards unfeasible, the staff member should speak with the department director who has discretion to modify these requirements accordingly.

Responsibilities

The Office of Human Resources is the office of primary responsibility and enforcement for this policy. Department directors/managers are responsible for assuring compliance with this policy within their respective departments. Should any department director/manager need help in dealing with an improperly dressed employee they are encouraged to contact Human Resources for assistance.

Eileen Egan, Director of Human Resources x2906
Enid Ayala, Manager of Personnel x3682

HR: 03/01/06