



EMPLOYEE HANDBOOK

CATHOLIC HOUSING & COMMUNITY SERVICES

a division of
CATHOLIC
SOCIAL SERVICES
of the
ARCHDIOCESE *of*
PHILADELPHIA

EMPLOYEE HANDBOOK



Located in South Philadelphia, St. John Neumann Place II serves low-income seniors ages 62 and older.

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TABLE OF CONTENTS

WELCOME	1
History of The Archdiocese of Philadelphia	1
History of Catholic Housing and Community Services	2
Mission Statement of Catholic Housing and Community Services	2
Catholic Housing and Community Services Philosophy	3
The Difference We Make	3
Mission Statement of The Archdiocese of Philadelphia	4
About This Handbook	5
Equal Employment Opportunity	6
GETTING STARTED	7
Hours of Work	7
Training Period.....	7
Personal Appearance	7
Opportunities for Advancement	8
Attendance and Absenteeism	8
Clean Air Environment	8
Clearances and Safe Environment Training	9
Communication	9
Personnel Records	10
EMPLOYEE CLASSIFICATIONS/PAY PRACTICES	11
Full-time, Part-time, Temporary	11
Exempt or Non-Exempt	12
Pay Practices	14



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BENEFITS 15

Health Plans	16
Long Term Disability Plan	16
Life Insurance Plan	16
Retirement	17
Workers' Compensation	17
Tuition Reimbursement	18

TIME AWAY FROM WORK 19

Sick Time	19
Personal Days	20
Vacation.....	21
Holidays.....	22
Jury Duty Leave	22
Bereavement Leave	22
Military Leave	22

FAMILY AND MEDICAL LEAVE POLICY (FMLA) 23

Purpose	23
Eligible Employees	23
Qualifying Reasons/Leave Entitlement	24
12-Month Leave Year	24
Employees Who Are Married to One Another	24
Use of Leave	25
Employee Responsibilities	26
Definitions.....	27
Group Benefits Continuation	29
Job Protections While on Leave	29
Notice of Employee Rights and Responsibilities	29
Unlawful Acts Under the FMLA.....	30
Additional Information	30
Non-FMLA Related Leaves of Absence	30

EMPLOYEE RESPONSIBILITIES 31

Standards of Behavior	31
Employee Disciplinary Process.....	32
Unacceptable Conduct	32
Catholic Housing and Community Services Property	33
Confidentiality	34
Employment of Relatives	35
Media Statements/Inquiries	35
Solicitation/Distribution of Literature	36
Workplace Violence	36

ANTI-HARASSMENT POLICY	37
Definition of Harassment, Other Than Sexual Harassment	38
Definition of Sexual Harassment	39
Reporting Harassment	39
Harassment Investigation	40
WHEN YOUR EMPLOYMENT ENDS	41
Resignation	41
Involuntary Termination	42
Reduction in Force	42
APPENDIX 1: CODE OF MINISTERIAL BEHAVIOR	43
On Ministerial Behavior	43
1. Responsibility	43
2. Code of Pastoral Conduct For Priests, Deacons, Pastoral Ministers, Administrators, Staff, Employees and Volunteers	44
Administration	48
APPENDIX 2: ARCHDIOCESE OF PHILADELPHIA PROFESSIONAL STANDARDS AND BUSINESS CONDUCT POLICY	49
Standards of Professional Conduct	49
Conflicts of Interest	50
Legal Notice	50
APPENDIX 3: ELECTRONIC USE POLICY	51
Catholic Housing and Community Services' Network and Computer Systems.....	51
E-Mail Use	51
Internet Access	53
Unauthorized Hardware, Software And Applications	53
Personal Electronic Devices	53
APPENDIX 4: CODE OF CONDUCT: STATEMENT OF AGREEMENT	55
EMPLOYEE HANDBOOK ACKNOWLEDGMENT	57



SECRETARIAT FOR CATHOLIC HUMAN SERVICES

ARCHDIOCESE OF PHILADELPHIA
222 North Seventeenth Street • Philadelphia, Pennsylvania 19103-1299 • (215) 587-3903

OFFICE OF THE SECRETARY

Dear New Employee,

It's my pleasure to welcome you as a new employee with Catholic Housing and Community Services (CHCS) of the Archdiocese of Philadelphia. Please allow me to congratulate and thank you for your decision to bring your talent and energy to this important work.

As an integral part of the ministry of the Church in our region, CHCS promotes the dignity and well-being of seniors in our communities, especially as they experience the challenges that come with growing older. During his earthly ministry, Jesus cared for the material and spiritual needs of each person he encountered. Your daily work is a concrete expression of God's ongoing care for all his people.

It is my hope that you will always find great satisfaction in serving others, and also be happy and comfortable in your work environment. People often say that they enjoy working for CHCS because they quickly feel part of a community of good, friendly and talented people. They also know that no matter what role they fulfill, they are helping to care for our brothers and sisters who are in "the autumn of their lives." Our goal is to help them to age gracefully and support them in whatever they need to feel safe and remain healthy.

Please know that we warmly welcome you as a valued partner in our mission of providing compassionate care for these men and women, treating them as if they were our own fathers and mothers. Thank you for joining us as a new employee of Catholic Housing and Community Services. May you be a blessing to those you serve, and in turn be blessed as you share in this sacred work.

Sincerely,

James Amato
Secretary, Catholic Human Services

EMPLOYEE HANDBOOK



WELCOME

HISTORY OF THE ARCHDIOCESE OF PHILADELPHIA

The Diocese of Philadelphia was established in 1808 by Pope Pius VII. At that time the Diocese of Philadelphia included all of Pennsylvania, Delaware and the southern half of New Jersey. It was consecrated to the Sacred Heart of Jesus on October 15, 1873. On February 12, 1875, Philadelphia was designated as an Archdiocese by Pope Pius IX. The Archdiocese of Philadelphia was consecrated to the Immaculate Heart of Mary at the Shrine of Our Lady of Fatima on May 23, 1952.

At present, the geographical boundaries of the Archdiocese of Philadelphia include 2,202 square miles comprised of the 5 counties of Philadelphia, Bucks, Chester, Delaware, and Montgomery in the southeastern part of the Commonwealth of Pennsylvania. Approximately one fourth of the population covered by the area is Roman Catholic.

The Cathedral Basilica of Saints Peter and Paul is on the east side of Philadelphia's Logan Square.

* * * *

OUR HISTORY

The Diocese of Philadelphia was established in 1808 and the Archdiocese now includes Philadelphia, Bucks, Chester, Delaware and Montgomery counties.



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HISTORY OF CATHOLIC HOUSING AND COMMUNITY SERVICES

Catholic Housing and Community Services of the Archdiocese is a community-based organization that was founded in 1946. CHCS provides support and services to older adults within the Archdiocese. These services include in-home support, neighborhood senior centers, parish-based support programs, older adult care management, a network for senior clubs and senior housing communities. Our services aim to help seniors to remain in their communities and homes as long as possible. Last year, we served 10,000 seniors throughout the Philadelphia region.

CATHOLIC HOUSING AND COMMUNITY SERVICES MISSION STATEMENT

The purpose of the Catholic Human and Community Services Division is to address the physical, emotional, and spiritual needs of seniors through the provision of quality services and programs; to create healthy communities through the fostering of low income housing, affordable housing, and enhanced senior living opportunities throughout our region; and to engage in any other charitable activity that members of the corporation decide is consistent with healthcare or social service programs of Catholic Human Services of the Archdiocese of Philadelphia

CATHOLIC HOUSING AND COMMUNITY SERVICES PHILOSOPHY

The mission of Catholic Housing and Community Services is rooted in the mission of the Roman Catholic Church in the Archdiocese of Philadelphia. Catholic Housing and Community Services is committed to excellence in the provision of care because we believe that all people, created in the image and likeness of God, possess an innate dignity and destiny. We believe that human life must be respected at every stage, from the moment of conception to the moment of natural death. We respond to the example of Jesus Christ in the Gospels by serving seniors through the provision of physical, psychosocial and spiritual care. We are committed to the Church's preferential option to service the poor, and so we strive to serve those in need with compassion and through responsible stewardship.

THE DIFFERENCE WE MAKE

We support seniors and their choices to live independently and with dignity.



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MISSION

Proclaim to
everyone the
Good News that
Jesus Christ is the
Light of the world.

MISSION STATEMENT OF THE ARCHDIOCESE OF PHILADELPHIA

We, the faithful of the Roman Catholic Church in Philadelphia, in communion with our Holy Father, shepherd of the universal Church, and our Archbishop, shepherd of the Church in Philadelphia, proclaim to everyone the Good News that Jesus Christ is the Light of the world, who offers to all who follow Him the light of life.

Baptized into Christ Jesus and confirmed by the gift of the Holy Spirit, we desire to share this Light with all by proclaiming the Gospel of forgiveness and reconciliation to every person.

We are one in our Church's teachings and in the variety of the gifts, services and ministries that we employ to help build up the Kingdom of God. We therefore commit ourselves to:

- Worship God in spirit and truth through "prayer without ceasing," and particularly through the celebration of the Eucharist and the other sacraments of the Church;
- Create and nourish Christian community in the domestic church of the family, in the life of every parish, and in society as a whole;
- Proclaim in word and deed the Good News of Jesus Christ to all persons, inviting each of our sisters and brothers in the human community to share our faith and our mission;
- Teach the saving message of Christ so that all believers may come to deeper understanding, conversion and personal witness to Christ;
- Serve all our sisters and brothers, particularly the poor and needy, by generous acts of charity and by working together with all people of good will for justice and peace.

We pray to the Father, Son and Holy Spirit, through the intercession of Mary, the Immaculate Conception, to whose care the Archdiocese is consecrated, and through Saints Peter and Paul, the archdiocesan patrons. May the Lord of Light guide us in our earthly journey and to our heavenly home.

ABOUT THIS HANDBOOK

This Handbook is intended to serve as a basic reference, providing a general understanding of the policies and practices in place for the lay staff of Catholic Housing and Community Services of the Archdiocese of Philadelphia, and its affiliated agencies and offices, which exists under the aegis of the Roman Catholic Archbishop of Philadelphia. Some policies contained in this Handbook are applicable to clergy and religious employees. A copy of the Handbook is provided to all employees so that relevant information is shared with all Catholic Housing and Community Services of Archdiocese of Philadelphia staff.

In order to be able to respond to new situations and maintain the flexibility necessary to manage effectively, Catholic Housing and Community Services reserves the right to change, revise, eliminate or add to any of the policies, practices, programs, services or benefits described in this Handbook. The only recognized deviations from the stated policies and practices are those authorized and signed by the Secretariat for Catholic Human Services.

This Handbook is intended as a guide. It is not a contract. Neither this Handbook, nor any other verbal or written communication by a Supervisor is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. Additionally, no department head may individually enter into any agreement of employment or agreement related to the terms and conditions of employment with an employee without approval from the Human Resources Office. Employment is at-will and may be ended at any time, for any reason, with or without notice or cause at the option of Catholic Housing and Community Services or the employee.

The information contained in this Handbook is in brief summary form. In the event that there is a discrepancy between this Handbook and more definitive administrative documents (e.g., program summaries, policy statements and benefits summary plan descriptions, etc.), the definitive administrative documents will prevail.

A written document cannot anticipate every situation or answer every question about employment. Employees should speak with their Supervisor or the Human Resources Office to clarify information or answer any questions.

EMPLOYEE GUIDE

This Handbook summarizes employment policies, practices and programs.



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**EQUAL
EMPLOYMENT**

Catholic Housing and Community Services is committed to a policy of equal employment opportunity bound by Catholic teachings.

EQUAL EMPLOYMENT OPPORTUNITY

In keeping with Church teachings on social justice, Catholic Housing and Community Services is committed to a policy of equal employment opportunity. This Policy governs all aspects of employment, including but not limited to hiring, job selection, job assignment, compensation, discipline, termination, benefits and access to training.

As a religious organization, the Archdiocese of Philadelphia and Catholic Housing and Community Services is also bound by Canon Law and Catholic teachings. For this reason, there may be occasions when an employee's failure to adhere to the truths of the Catholic faith are a factor in employment-related decisions. In the event an employee fails to adhere to, or takes a position publicly that is contrary to, Catholic doctrine and teachings, or any policy or procedure maintained by Catholic Housing and Community Services, the employee may be subject to disciplinary action up to and including termination of employment.

Employment practices will not be influenced by an individual's legally-protected status or any other basis as may be required by local, state and/or federal law.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

GETTING STARTED

The Cathedral Basilica of Saints Peter and Paul, the principal church of the Archdiocese opened in 1864.

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HOURS OF WORK

Work schedules for each employee will be determined by the Supervisor based on the needs of the office or department and may change based on operational necessity. Employees who may need a change in their schedule due to personal circumstances should discuss such changes with their Supervisor.

Catholic Housing and Community Services staff typically take a meal break during each work day. This period may be paid or unpaid. Brief breaks during the workday may be taken at the discretion of the Supervisor, keeping in mind the demands of the Archdiocese on any given day.

TRAINING PERIOD

Catholic Housing and Community Services provides employees with an Employee Training Period when they begin a new position. This gives employees a training period of on-the-job experience and helps them adjust to the new position. Training periods for exempt employees will last 6 months. Training periods for non-exempt employees will last 3 months. See ***Employee Classifications***.

PERSONAL APPEARANCE

As representatives of Catholic Housing and Community Services, employees are expected to present a professional image in terms of attire and grooming. Overly casual attire and extreme styles are not acceptable. Examples of unacceptable attire may include, but are not limited to jeans, sweats, T-shirts with printed logos, shorts, tank tops, athletic clothing, torn or patched clothing, flip-flops, etc.

WORK HOURS

Supervisors determine schedules based on operational necessity.



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ATTENDANCE

Employees should contact their Supervisor and Human Resources if they will be late or cannot report to work.

OPPORTUNITIES FOR ADVANCEMENT

Open positions are usually posted on the Human Resources website (archphila.org/archdiocesan-offices/aophr). Occasionally, a position may not be posted on the website for various reasons, but employees may contact the Human Resources Office if they have questions regarding a specific position. Generally, employees must have been working in their present position for 1 year to be considered for a position outside of their current department. Exceptions may be made if approved by the employee's current Supervisor.

Employees who are interested in an open position should contact the Human Resources Office to obtain additional information and apply for the position. Initial inquiries can be made confidentially, but employees are expected to inform their Supervisors if the process moves further than obtaining exploratory information.

ATTENDANCE AND ABSENTEEISM

Regular attendance and punctuality are important, not only to the operation of the organization but also as a courtesy to fellow employees. Frequent or patterned absenteeism or lateness place an undue burden on fellow employees.

If an employee is unable to report to work or expects to be late, he/she must make contact directly with the Supervisor, advising of the reason for the absence and the expected return date or arrival time. Verification of the reason for absence may be required at the discretion of the Supervisor.

Absence without notification for 3 consecutive workdays is considered a voluntary resignation and may result in the termination of the employee's employment.

CLEAN AIR ENVIRONMENT

Smoking/vaping is not allowed inside any building at the Archdiocese Pastoral Center or related Catholic Housing and Community Services offices. Employees may smoke only in the designated smoking area outside of buildings.

CLEARANCES AND SAFE ENVIRONMENT TRAINING

Archdiocesan policy requires all personnel including priests, religious, deacons, pastoral ministers, employees, school employees, parish employees and contract employees to submit the Federal Bureau of Investigations (FBI) fingerprint check, Pennsylvania State Police Criminal History Check and the Pennsylvania Child Abuse Clearance. This includes, but is not necessarily limited to, any individual 14 years of age or older applying for, or in a paid position as an employee, responsible for the welfare of a child or having *any possible contact* with or responsibility for children. Certain specified convictions may impact employees' ability to remain in their position.

In addition, employees with regular contact with children (once a week or more) are also required to complete Part 1 (Protecting God's Children) and Part 2 (Mandated Reporting of Suspected Child Abuse) of Safe Environment training. Information on required clearances and training may be found on the Office for Child and Youth Protection's (OCYP) website at childyouthprotection.org under "staff and volunteers."

COMMUNICATION

Communication in any work environment is an important, and at times a challenging task. Communication among Catholic Housing and Community Services staff is handled in a number of ways.

To maintain an atmosphere of open communication, employees are encouraged to discuss all questions and/or concerns directly with their Supervisor or a representative in the Human Resources Office.

Handbooks such as this one are also important sources of information. Handbooks and other policies are periodically updated and serve as a useful reference.

Important news about policy changes, new programs, emergency procedures, etc. is distributed as needed via employee mailboxes, posted on bulletin boards and/or communicated via e-mail. Required postings are displayed on a designated bulletin board in the Human Resources Office.

OPEN COMMUNICATION

We encourage employees to discuss questions or concerns with their Supervisor or the Human Resources Office.



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CHANGES?

Employees should notify their Supervisor and the Human Resources Office about address or other changes that affect benefits.

PERSONNEL RECORDS

Each active employee of Catholic Housing and Community Services has a right to review his/her personnel file. Upon request from an active employee, a time, within 5 business days of the request, will be arranged to review the file in the Human Resources Office at a mutually convenient time during regular business hours.

If there is a disagreement with any information in the personnel record, the Supervisor and the employee may mutually agree to remove or correct it. If agreement is not reached, the employee may submit a written statement explaining his or her disagreement. This statement will be retained in the personnel file.

Each employee is responsible for giving written notification to their Supervisor of relevant changes, such as change in address; legal change in name; or a change in marital status that impacts benefits, tax status, number of withholding exemptions, dependent's status for tax or benefits purposes or life insurance beneficiary.



From the closing Mass of the 2015 World Meeting of Families held on the Benjamin Franklin Parkway.

* * * *

EMPLOYEE CLASSIFICATIONS/ PAY PRACTICES

FULL-TIME, PART-TIME, TEMPORARY

Employees fall into one of the following employment classifications:

CLASSIFICATION	DESCRIPTION
Regular Full-time	Regularly scheduled to work 40 or more hours per week. Regular full-time employees are eligible for all benefits.
Regular Part-time (benefit eligible)	Regularly scheduled at least 20 hours per week. Employees who are regularly scheduled to work at least 20 hours per week but less than full time are generally eligible for pro-rated benefits, including sick, vacation and personal time proportional to the numbers of hours worked. In addition, part-time employees who work at least 20 hours per week can participate in the 403(b) Plan, employee-only medical coverage and other voluntary benefit options.
Part-time (non-benefit eligible)	Regularly scheduled to work less than 20 hours per week, often with variable hours. Such part-time employees are not eligible for benefits. However, employees who work fewer than 20 hours per week may make contributions to the 403(b) Plan account.
Temporary (non-benefit eligible)	Employees who are hired for a specific task or project, usually involving fewer than 180 days. Temporary employees are not eligible for benefits unless otherwise required by law.

CLASSIFICATION

Employees may be classified as Regular Full-time, Regular Part-Time or Temporary and as either Exempt or Non-Exempt.

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CLASSIFICATION QUESTIONS

Supervisors can assist employees with any questions or concerns about employee classification.

An employee may change classifications only upon written notification by Catholic Housing and Community Services. There are no automatic conversions from one classification to another. Employees should speak with their Supervisor if they have any concerns or questions about their classification.

EXEMPT OR NON-EXEMPT

Positions at the Catholic Housing and Community Services also are classified as either exempt or non-exempt under the Fair Labor Standards Act. In accordance with FLSA regulations, exempt or non-exempt status is determined by job duties and salary threshold tests.

CLASSIFICATION	DESCRIPTION
Exempt	Employees paid on a regular salary basis whose work duties exempt them from the overtime provisions of the federal Fair Labor Standards Act and any applicable state wage/hour laws.
Non-Exempt	Employees who are eligible for overtime under the federal Fair Labor Standards Act and/or applicable state wage/hour laws. Non-exempt employees are entitled to an overtime premium for all hours worked in excess of 40 in a given work week in accordance with state and federal law.

Exempt Employees

Exempt employees are generally paid on a salary basis, meaning an employee regularly receives a predetermined amount of compensation each pay period, which amount is not reduced because of the changes in quantity or quality of his/her work. Exempt employees are not eligible for overtime pay.

Under federal and state law, an exempt employee's salary is subject to certain deductions. For example, unless prohibited by applicable state law, an exempt employee's salary **can be** reduced for the following reasons:

- Full day absences for personal reasons
- Full day absences for sickness or disability
- Full day disciplinary suspensions for infractions of Archdiocesan written policies and procedures, except to the extent prohibited by applicable state law
- Family and Medical Leave absences (either full or partial day absences)
- To offset amounts received as payment for jury and witness fees or military pay
- The first or last week of employment in the event an exempt employee works less than a full week, or
- Any full work week in which the employee does not perform any work.

An exempt employee's salary may also be reduced for certain types of deductions such as the employee's portion of health, dental or life insurance premiums; state, federal or local taxes, Social Security; or voluntary contributions to a 403(b) Plan or any other deductions from pay as required or permitted by law.

In any work week in which an exempt employee performed any work, his or her salary will **not be** reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability
- Absence on a day because the Archdiocese or one of its affiliated agencies or offices has decided to close a facility on a scheduled work day
- Absences for jury duty, attendance as a witness or military leave in any week in which the employee performed any work or
- Any other deductions prohibited by state or federal law.

Please note: It is not improper to reduce an employee's accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability.

Non-Exempt Employees

Non-exempt employees must accurately record all hours worked each day and any time off on a weekly time card. This time card, which may be in paper form or maintained electronically, must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures and meal breaks. Non-exempt employees should sign their weekly time card, either by hand or electronically, and submit the time card for approval to their Supervisor each week for approval. Employees should not sign or verify a time card unless it is accurate. If a time card is not accurate, employees should notify their Supervisor immediately. Employees should review each pay transmittal notice immediately and verify that it is correct and that the employee has been paid for all regular and overtime hours worked each work week.

Employees should only work the hours approved by their Supervisors. Any employee who fails to report or inaccurately reports any hours worked may be subject to disciplinary action.

Time Recording Responsibilities

It is a violation of Catholic Housing and Community Services policy for any employee to falsify a time record or to alter another employee's time record. It is also a serious violation of Catholic Housing and Community Services policy for any employee or Supervisor to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time record to under or over report hours worked.

Employees should notify Human Resources if any Supervisor or other employee instructs an employee to:

- incorrectly or falsely under- or over-report hours worked; or
- alter another employee's time records to inaccurately or falsely report that employee's hours worked.

TIME REPORTING

Non-exempt employees must record all hours worked each day on weekly time cards.



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PAYDAY

Employees are paid on a bi-weekly basis, generally on Thursday.



PAY PRACTICES

Employees are paid on a bi-weekly basis, generally on Thursday. Direct deposit is mandatory. Direct deposit authorization forms are available from the Human Resources Office.

The transmittal notice or paystub when paychecks are provided shows legally-required deductions such as Federal and State Income Taxes, Social Security, Medicare and any other mandated deductions which may apply. Changes to Federal/State withholding require a completed signed W-4, available from the Human Resources Office.

Additional voluntary deductions (e.g., health insurance, life insurance) are also shown on each transmittal notice. Such deductions can only be made, discounted or changed upon written employee request, subject to applicable plan enrollment/eligibility provisions.

Should any questions about a paycheck arise, they should be directed to the Supervisor or the Human Resources Office as soon as possible.



Pay Questions or Reporting Issues

If employees have questions about deductions from their pay, they should immediately contact their Supervisor. If any employee believes that s/he has been subject to any improper deductions or his or her pay does not accurately reflect the hours the employee worked, s/he should immediately report the matter to his or her Supervisor.

If the Supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), the employee should immediately contact the Human Resources Office. If the employee is unsure of whom to contact if s/he has not received a response within 5 business days after reporting the incident, the employee should immediately contact the Secretariat for Catholic Human Services.

Reports will be fully investigated and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violates this policy. In addition, Catholic Housing and Community Services will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in an investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination of employment.

BENEFITS

Information regarding all Archdiocesan benefits offered to lay employees, including a benefits guide and summary of each plan is available on the Human Resources website (<http://archphila.org/archdiocesan-offices/chcshr/>). This website is password protected. Please use password 'chcsbenefits' to enter site. Additional information will be provided to eligible employees regarding the benefits available (see **Employee Classifications**).

Eligible employees generally may enroll in benefits effective the first of the month following their day of hire. Per IRS guidelines, employees may change their benefit selections only at the open enrollment period (benefit changes become effective on July 1st) unless they experience a qualified life event, such as marriage, birth of a child, loss of benefits through a spouse, etc.

St. Francis Villa serves low-income seniors ages 62 and older and is located in Philadelphia's East Kensington neighborhood.

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BENEFITS GATEWAY

Check the **Benefits Gateway** for information about the benefit program.



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**RETIREMENT
INCOME**

Eligible employees can save for the future through the 403(b) Plan and may benefit from a discretionary Archdiocesan contribution.

HEALTH PLANS

As the health and dental plans offered by Catholic Housing and Community Services are not covered by ERISA, the provisions of COBRA do not apply to these plans. However, Catholic Housing and Community Services has agreements with the medical and dental insurance carriers which allow employees who leave employment or lose eligibility for coverage due to a decrease in scheduled work hours to continue coverage for up to 18 months at their own expense by remitting the full monthly premium.

Privacy of Medical Information

Catholic Housing and Community Services complies with the Health Insurance Portability and Accountability Act (HIPAA) and maintains a policy that protects the privacy and confidentiality of protected health information (PHI) whenever it is used by Archdiocesan representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs. Please contact the Human Resources Office for more information regarding HIPAA.

LONG TERM DISABILITY PLAN

Regular Full-time or Part-time employees who work at least 1,000 hours per year are enrolled in the Long Term Disability plan following completion of (1) year of service and 1,000 hours of work. The Long Term Disability (LTD) Plan provides a monthly income benefit of 60% of base weekly wages to a maximum of \$5,000 per month in the event of a disability exceeding 3 months. Benefits are not automatic and are subject to approval by the insurance carrier. The Archdiocese presently pays the entire cost of the LTD Plan.

LIFE INSURANCE PLAN

Regular Full-time or Part-time employees who work at least 1,000 hours per year are automatically eligible for the \$15,000 Life Insurance Plan paid to their designated beneficiary in the event of death while still employed. Additional voluntary life insurance plans are also available, but the employee is responsible for the full cost of the premiums which are deducted through payroll contributions.

Basic Life Insurance

Catholic Housing and Community Services provides all eligible employees basic life insurance in an amount equal to their current salary up to a maximum of \$50,000 at no cost to the employee. The effective date of this insurance is the first of the month following sixty (60) days of employment.

RETIREMENT

Lay Employees' Retirement Plan (L.E.R.P.)

Lay employees hired or rehired before June 30, 2014, may be eligible for this Plan if they were 18 years or older and regularly scheduled to work 20 or more hours per week at least 5 months (during the 12 month period September 1-August 31) prior to June 30, 2014. **This Plan was frozen effective June 30, 2014. Employees hired after this date are not entitled to benefits under L.E.R.P.**

403(b) Plan - Administered by Vanguard

Effective July 1, 2014, all full-time and part-time employees of Catholic Housing and Community Services are eligible immediately to participate to make voluntary contributions. The personal contributions can range from 1-100% (up to the IRS limits) and may be pre-tax or after-tax contributions or a combination of the two. Employees are eligible to receive a discretionary Archdiocesan contribution after completing 1,000 hours of service during a 12-month calendar-year period.

For more details on both of these plans, please see the summary plan descriptions available on the Human Resources website (archphila.org/archdiocesan-offices/aophr).

WORKERS' COMPENSATION

All Catholic Housing and Community Services employees are covered by Catholic Housing and Community Services workers' compensation insurance, which compensates an employee for lost time, medical expenses and loss of life or dismemberment from an injury or illness arising out of or in the course of work. Any employee involved in a workplace accident or injury must immediately report the incident to the designated person so that the necessary paperwork may be completed. Please be aware that, if qualified, Family and Medical Leave runs concurrently with approved workers' compensation related leave.



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TUITION REIMBURSEMENT

Tuition Reimbursement is available, as funds allow, to those eligible employees who wish to attend college or enroll in approved education courses that directly relate to the mission of CHCS. English as a Second Language courses may also be covered by this policy.

Tuition Reimbursement is not an automatic benefit. In order to obtain Tuition Reimbursement, you must meet certain eligibility requirements. The department director has the discretion to approve and/or prioritize granting Tuition Reimbursement in accordance with the business needs and financial resources of CHCS.

In order to be eligible for Tuition Reimbursement, you must have successfully complete at least one (1) year of employment and have not had any corrective action of a written warning or greater within the past six (6) months. Employees who end their employment with CHCS, either voluntarily or involuntarily, prior to completing an approved course, are not eligible for Tuition Reimbursement.

Applications for Tuition Reimbursement must be submitted to Human Resources at least two (2) weeks and no more than four (4) weeks prior to course enrollment. All course must be completed through an accredited program and at an accredited institution. Prior to start of the course or courses, Human Resources will advise you whether your request for Tuition Reimbursement has been approved.

Tuition Reimbursement only covers tuition costs. Books, fees, and all registration costs do not qualify for reimbursement under this policy. Any cost reimbursed by other sources, including but not limited to grants and scholarship, will not be covered under this policy.

A passing grade of "C" or better for Undergraduate courses and "B" or better for Graduate courses is required to be eligible for tuition. If you receive a grade below "C" for Undergraduate courses, or a "B" for Graduate courses, you will not be eligible for tuition reimbursement.

Within three (3) weeks following the completing of any approved course(s), you must submit documentation for the grade received and proof of payment from the institution for the approved course(s) to Human Resources. Human Resources may require additional supporting documentation.

Upon receipt of all required materials, CHCS will reimburse you for the tuition for all approved course(s) as soon as practicable under the circumstances.



From the visit of Saint Pope John Paul II to Philadelphia in 1979.

* * * *

TIME AWAY FROM WORK

Realizing that all employees should strive toward a healthy balance between personal and professional lives, the Archdiocese has developed a number of policies to facilitate this balance.

Paid time off benefits are available for all regular lay employees, with benefits pro-rated for part-time staff (minimum 20 hours per week) based upon their regularly scheduled hours.

Employees are required to receive approval from the Supervisor before taking any scheduled time off.

SICK TIME

Catholic Housing and Community Services provides income protection for employees who are temporarily absent from work for a limited period of time. Sick leave is paid time off that may be used when an employee is sick or injured for a temporary period of time. Sick leave may also be used if there is an illness in the employee's immediate family requiring the employee's presence. Unused sick leave accumulates up to the maximum described below.

- Regular Full-time employees are eligible to earn up to 15 days of sick leave during a calendar year. Accrued sick time may be carried over to the following calendar year up to a maximum total accrual of 90 days.
- Sick leave for Regular Part-time employees is pro-rated based on the number of hours the employee is regularly scheduled to work in a week. The maximum accrual and carryover for Regular Part-time employees working at least 20 hours per week is 260 hours.
- Part-time employees who work less than 20 hours per week earn 1 hour of sick time for every 40 hours worked. Part-time employees may carry over up to 40 hours of sick time to the following calendar year of employment.

SICK TIME

Employees may use sick leave for illness or injury or if an illness in the employee's immediate family requires their presence.



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**SICK LEAVE/
PERSONAL DAYS**

Employees may use a portion of their earned sick leave for personal business.

Earned sick time can be used for the employee's own health needs, to care for a family member or for leave due to domestic abuse or sexual assault.

Employees begin to accrue sick time on the 15th of the month after their hire date, and accrue sick days at a rate of 1/12th of the total allotted sick days each month. If an employee's start date is prior to the 15th of the month, then s/he will accrue 1/12th of his or her total allotted sick days for that month. However, if the employee's start date is after the 15th of the month, then s/he will not accrue sick days for that month. Sick time may be used as soon as it is earned.

NOTE: Employees may only use sick time as described in this policy. Any misuse of sick time by an employee will be grounds for disciplinary action, up to and including termination of employment. While employees will not be penalized or disciplined in any way for using their allotted sick time when necessary and in accordance with this policy, the total amount of sick leave earned does not establish a guideline for acceptable attendance and all performance expectations must be met by employees who use available sick time.

Accrued unused sick time will not be paid to a departing employee upon separation from employment.

PERSONAL DAYS

Catholic Housing and Community Services realizes that employees occasionally have matters of personal business that must be handled during normal business hours. Employees have the option of annually using a portion of their earned sick leave for personal business.

The amount of sick leave an employee may use for personal business depends on whether the employee is a full-time or a part-time employee:

- **Regular Full-time employees** (working 40 hours or the number of hours in a regular full-time week) may use a total of 3 days per calendar year.
- **Regular Part-time employees** (working more than 20 hours per week) receive pro-rated personal business leave. Divide the number of hours the employee works in a regularly scheduled week by 40 or the number hours the employee works in an 8-hour day. This is the amount of annual sick leave the employee may use for personal business leave.

Sick leave not used as personal business days during any given year will be considered unused sick days and will accumulate towards the maximum.

VACATION

Your eligibility for vacation time is determined by length of time you have worked at CHCS. Your vacation time begins to accrue from the first day of your employment.

Vacation time is provided to benefit-eligible full-time and part-time employees listed below:

- Full-time employees who work at least forty (40) regular hours per week.
- Part-time employees who work at least twenty (20) hours or more per week.
- Employees who work less than twenty (20) hours per week do not qualify for accrued vacation.
- Vacation accrual is suspended during any unpaid leave of absence.
- Vacation days are earned at the completion of each anniversary year.

Vacation is awarded according to the schedule below:

NON-EXEMPT		EXEMPT	
<i>Years of service</i>	<i>Days per year</i>	<i>Years of service</i>	<i>Days per year</i>
0-5	10 days	1-5	15 days
6-15	15 days	6 +	20 days
16 +	20 days		

Part-time employees earn vacation on a pro-rated basis.

Carry Over of Vacation

Employees may carry over the vacation hours they accrue in a year, however, vacation hours in excess of the maximum amount they accrue will not be paid out upon separation from employment.

Vacation Schedule and Approval

The department director and/or designee have the responsibility and authority to schedule and approve vacations. IN scheduling vacations the following factors will be considered:

- Vacations may be taken at any time of the year subject to the department/program's continuous and efficient operation as determined by the department director/designee.
- Vacation requests must be submitted in writing using the appropriate form required by the individual department/program.
- Vacation requests must meet the notification requirements established by the department/program.
- Department directors/designee will respond to written request in writing according to the department/program's practice. Vacation time is not approved until the employee has the written approval from the department director/designee.

VACATION

We encourage employees to use their vacation time.



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TIME OFF

In addition to vacation and holidays, employees may need time off for jury duty, bereavement or military service.

- The department can, in his/her sole discretion, designate a period during which no vacation requests will be approved.
- When a holiday occurs during an employee's scheduled vacation, it will be charged as a holiday, not a vacation.

HOLIDAYS

Catholic Housing and Community Services provides paid holidays in observance of the Holy Days of Obligation and in recognition of designated traditional holidays. A holiday listing will be published each year for the upcoming calendar year. Employees are eligible for holiday pay immediately upon employment with Catholic Housing and Community Services, provided that they are a Regular Full-time or Regular Part-time employee scheduled to work at least 20 hours per week. If required to work on a holiday, an alternative day off in lieu of the holiday may be provided.

Regular Part-time employees regularly scheduled to work at least 20 hours per week (but less than full time) will receive pay for a holiday if they are scheduled to work on that holiday. They will receive their regular pay for that day. If they are not scheduled to work on a holiday, no pay will be provided.

Employees working less than 20 hours per week do not receive holiday time but may work another day in order to take the holiday and make up the time.

JURY DUTY LEAVE

An employee called for jury duty will be paid full base wages, excluding overtime. The difference between jury duty compensation and regular base weekly earnings will be paid, provided the employee reports for work when reasonably able to do so and presents the jury service voucher or check to the Human Resources Office.

BEREAVEMENT LEAVE

Recognizing that a death in an employee's immediate family creates many hardships, employees are provided up to 5 days off, with pay, in the event of the death of the employee's parent, spouse, child, parent-in-law, sibling, grandchild or member of the household. Employees are provided 3 days off, with pay, in the event of the death of the employee's grandparent or sibling-in-law, and 1 day off, with pay, in the event of the death of any other relative. Employees can use personal or vacation time to attend the funeral service for a close friend or associate with the approval of their Supervisor.

MILITARY LEAVE

Military leave is available for eligible employees consistent with state and federal laws. For more details, please contact the Archdiocesan Human Resources Office at 215-587-3910.



From the World Meeting of Families in September 2015.

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FAMILY AND MEDICAL LEAVE POLICY (FMLA)

PURPOSE

The purpose of this policy is to provide leave consistent with the provisions of the Family and Medical Leave Act of 1993 (FMLA), and to help balance the demands of the workplace with the needs of families. As outlined in this policy, the FMLA provides Eligible Employees (defined below) with unpaid leave time for certain family and medical reasons, and for Military Leave reasons. Note that for legal reasons, the term “employee” is used throughout this FMLA Policy to refer to all lay and religious employees.

A copy of the U.S. Department of Labor, Wage and Hour Division, Notice to Employees of Rights and Responsibilities under the FMLA (“FMLA Notice”) is available through the Human Resources Office.

ELIGIBLE EMPLOYEES

For purposes of this FMLA policy “Eligible Employees” are those employees who have completed 12 months of service and have worked at least 1,250 hours during the 12 months immediately prior to the leave.

FAMILY AND MEDICAL LEAVE (FMLA)

Eligible Employees may take unpaid leave for certain family, medical and military reasons.

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12 WEEKS OF LEAVE

Eligible Employees may take up to 12 weeks of unpaid leave in a 12-month period.

QUALIFYING REASONS/LEAVE ENTITLEMENT

Basic Leave Entitlement

The FMLA provides Eligible Employees with up to 12 workweeks of unpaid job-protected leave, in a 12-month period, for one or more of the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care
- To care for a spouse, son, daughter or parent, who has a serious health condition
- For a serious health condition that makes the employee unable to perform the essential functions of his/her job or
- For any qualifying exigency arising out of the fact that a spouse, son, daughter or parent is a military member on covered active duty or call to covered active duty status.

Catholic Housing and Community Services requires that employees use any available and applicable paid time off concurrently with their FMLA leave.

Military Caregiver Leave Entitlements

Military caregiver leave allows an Eligible Employee who is the spouse, son, daughter, parent or next of kin of a covered service member or covered veteran with a serious injury or illness to take up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to provide care for the service member or veteran.

12-MONTH LEAVE YEAR

As discussed, FMLA entitles Eligible Employees to up to 12 weeks (or 26 weeks as discussed above under *Military Caregiver Leave Entitlements*) of unpaid leave in a 12-month period. The 12-month period used by the Archdiocese for determining leave entitlement is a "rolling" 12-month period, measured forward from the date an Eligible Employee's first FMLA leave begins.

EMPLOYEES WHO ARE MARRIED TO ONE ANOTHER

Employees who are married to one another are limited to a combined total of:

- 12 weeks of leave for a birth or placement of a child for adoption or foster care or to care for the employee's parent with a serious health condition; or
- 26 weeks of leave during the single 12-month period to care for a seriously ill or injured covered service member or veteran.

USE OF LEAVE

Other than for the birth of a child or placement of a child in the home, leave does not have to be taken in a block of time. When medically necessary, leave may be taken on an intermittent or reduced schedule basis. Leave due to a military Qualifying Exigency may also be taken on an intermittent or reduced schedule basis.

Employees must make reasonable efforts to schedule leave for planned medical treatment so not to unduly disrupt work operations. Where the need for FMLA leave is foreseeable, and it is also based upon planned medical treatment, the Archdiocese may transfer the employee temporarily to an alternative position (with equivalent pay and benefits) if the alternative position would better accommodate the recurring periods of medical leave.

Unless otherwise approved, FMLA for the birth, adoption or foster placement of a child, and to care for the child, may not be taken on an intermittent or reduced schedule basis for medical reasons.

Use of Accrued Paid Leave While on FMLA Leave

Catholic Housing and Community Services requires that employees use any available and applicable paid time off (e.g., sick time, vacation time, short-term disability) concurrently with their FMLA leave. When all available paid time off has been exhausted, FMLA leave is unpaid.

FMLA and Other Leaves Run Concurrently

Leave time under the FMLA will run concurrently with any other leave that the employee is eligible to receive. Also, where applicable, FMLA leave will run concurrently with any available paid time off.

USE OF PAID LEAVE

Employees must use available paid leave time concurrently with FMLA.

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WHEN NOTIFICATION IS REQUIRED

FMLA leave may be delayed or denied if an employee fails to provide notice as required.

EMPLOYEE RESPONSIBILITIES

Employees must notify Catholic Housing and Community Services of their need for FMLA leave in a timely manner, as described below. When the need for leave is foreseeable, employees must provide 30 days advance notice of the need for leave. When 30 days advance notice is not possible, the employee must provide as much notice as is practicable under the circumstances. Employees who fail to give 30 days notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

To trigger FMLA leave protections, employees must inform their Supervisor or the Human Resources Office of the need for leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow Catholic Housing and Community Services to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job
- they are pregnant or have been hospitalized overnight
- they or a covered family member are under the continuing care of a health care provider
- the leave is due to a Qualifying Exigency caused by a military member being on covered active duty or called to covered active duty status to a foreign country
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, is not sufficient notice under this policy. Employees must respond to the Archdiocese's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which Catholic Housing and Community Services has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

Employees will, where applicable, be required to provide the proper certification supporting the need for leave. Periodic recertification of the need for leave may be required, as permitted by the FMLA. Medical certifications will be handled in accordance with applicable FMLA regulations.

Catholic Housing and Community Services currently uses the Medical Certification form produced by the U.S. Department of Labor, and requires that the form be completed in accordance with FMLA regulations. To the extent permitted, Catholic Housing and Community Services may verify the authenticity of Medical Certification or seek clarification of the Medical Certification.

DEFINITIONS

For further information regarding the meaning of various terms under the FMLA, employees should see the actual FMLA law and regulations or contact Human Resources with questions.

Below is general overview of the definitions of a few of the terms used in this FMLA policy:

Serious Health Condition (further defined in FMLA regulations):

A “serious health condition,” (which is more fully defined by applicable FMLA regulations) for purposes of entitling an employee to FMLA leave means an illness, injury, impairment or physical or mental condition that involves either:

- an overnight stay in a hospital, hospice or residential medical facility, (including any period of incapacity or any subsequent treatment in connection with such inpatient care); or
- continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the essential functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, “***Continuing Treatment***” is met if:

- There is a period of incapacity of more than 3 consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, combined with:
 - At least 2 visits to a health care provider within 30 days of the first day of incapacity, unless extenuating circumstances exist (one must be an in-person visit within 7 days of the day of incapacity) or
 - Treatments by a healthcare provider on at least 1 occasion, which results in a regimen of continuing treatment under the supervision of the healthcare provider within 7 days of the day of incapacity.
- Any period of incapacity due to pregnancy, or for prenatal care or a period of incapacity or treatment for a chronic condition which requires periodic visits for treatment by a healthcare provider, over an extended period of time, and which may cause episodic rather than continuing incapacity. Absences attributable to these reasons may qualify for FMLA leave even though the employee or the covered family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than 3 consecutive, full calendar days.
- A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Examples include Alzheimer’s, a severe stroke or the terminal stages of a disease.

FMLA INFORMATION

Contact the Human Resources Office with questions about FMLA.

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FMLA AND MILITARY LEAVE

Special provisions apply to military leave.

- Absences to receive multiple treatments for restorative surgery after an accident or injury, or for a condition that (in the absence of such treatment) would likely result in a period of incapacity of more than 3 consecutive calendar days.

Military Leave Definitions (further defined in the FMLA regulations)

In the context of a military leave under this policy, the FMLA Notice provides that a **"Qualifying Exigency"** may include attending certain military events and related activities, arranging for childcare and related activities, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment activities, short notice deployments, certain rest and recuperations activities and any other event that the employee and employer agree upon.

"Active Duty" for members of the regular Armed Forces is duty during deployment to a foreign country. For reserve components of the Armed Forces, it is duty during deployment to a foreign country under a call or order to active duty in a contingency operation.

"Covered Service Member" is defined as a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the Service Member medically unfit to perform his/her duties for which the Service Member is undergoing medical treatment, recuperation or therapy; or is on an outpatient status, or is on the temporary disability retired list.

"Covered Veteran" is defined as an individual who was a member of the Armed Forces and was discharged or released under conditions other than dishonorable at any time during the 5-year period prior to the first date the Eligible Employee takes FMLA leave to care for the covered veteran.

"Next of kin of a Covered Service Member" means the nearest blood relative other than the Covered Service Member's spouse, parent, son or daughter, in the order of priority outlined in the FMLA regulations.

A **"serious injury or illness"** means an injury or illness incurred by a Covered Service Member or Veteran in the line of duty on active duty or that existed before the active duty and was aggravated by service in the line of duty on active duty that may render the Service Member medically unfit to perform the duties of his/her office, grade rank or rating.

"Outpatient status," with respect to a Covered Service Member, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control members of the Armed Forces receiving medical care as outpatients.

GROUP BENEFITS CONTINUATION

All employee benefits in the effect at the time of FMLA leave will be continued at normal payroll contribution rates for the duration of the approved FMLA leave. If the leave is taken without pay, arrangements for securing the employee's contributions will be made before the employee begins leave.

Life insurance and Long Term Disability coverage will be continued for the duration of the approved leave.

JOB PROTECTIONS WHILE ON LEAVE

Upon return from FMLA leave, most employees will be reinstated in the same position or to an equivalent position with equivalent pay and benefits and terms and conditions of employment.

Furthermore, employees on a leave extension (beyond FMLA leave time) are not guaranteed reinstatement by the FMLA. These employee leaves will be handled in accordance with other applicable policies, and in accordance with any other applicable laws (if any) including, but not limited to, the ADA and/or the Pennsylvania Handicap Discrimination laws.

Also, please note that an employee has no greater rights to reinstatement or to other benefits and conditions of employment than if s/he has been continuously employed during the FMLA leave period. For example, should there be a layoff while an employee is on FMLA leave, the employee will be treated the same way that s/he would have been treated if s/he were not on leave. Preferential treatment because of the leave will not be given nor will the leave be held against an employee when making a layoff selection.

Upon returning from FMLA leave, where applicable, employees will be required to provide a fitness-for-duty certificate.

NOTICE OF EMPLOYEE RIGHTS AND RESPONSIBILITIES

Upon receiving a request for FMLA leave, or facts suggesting FMLA may apply, the Archdiocese will notify an employee of his/her eligibility under the FMLA. The notice will specify any additional information provided and will provide relevant information regarding rights and responsibilities under the FMLA. If Catholic Housing and Community Services receives a request for FMLA leave, and an employee is not eligible, the employee will not be notified of the reasons for the ineligibility.

BENEFITS AND JOB PROTECTION

Employee benefits in effect at the time of the leave will be continued. Upon return, most employees will be reinstated in the same position or an equivalent position.



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**PERSONAL
LEAVE**

Unpaid leave time may be approved if the reason the leave is required does not meet FMLA requirements.

UNLAWFUL ACTS UNDER THE FMLA

The FMLA makes it unlawful for an employer to interfere, restrain or deny an Eligible Employee rights afforded by the FMLA. The FMLA also makes it unlawful for an employer to retaliate against a person for opposing a practice made unlawful by the FMLA, or for the person involved in an FMLA-related proceeding.

If an employee feels that s/he has been denied rights protected by the FMLA, Catholic Housing and Community Services urges the employee to contact Human Resources immediately at 215-587-3910. The FMLA also permits employees to file a complaint with the U.S. Department of Labor or bring private lawsuit against an employer.

ADDITIONAL INFORMATION

This policy is intended to provide employees with some basic information about their rights and responsibilities under the FMLA. Employees are encouraged to seek additional information about the FMLA. For additional and more detailed information about the FMLA, employees may wish to look at the U.S. Department of Labor (DOL) Wage and Hour Division, website or contact the DOL information line at 1-866-4USWAGE (1-866-487-9243).

Employees may wish to review the applicable FMLA regulations or law. Employees should also feel free at any time to contact the Archdiocese Human Resource Department at 215-587-3910.

NON-FMLA RELATED LEAVES OF ABSENCE

In the event that an employee needs to take an extended leave of absence that does meet the parameters of FMLA requirements (e.g., has not worked the required number of hours, FMLA leave has expired, purpose of leave is not covered under FMLA) an employee can request approval for a Personal Leave of Absence. Personal Leaves are unpaid, and an employee must remit the full monthly premium to remain enrolled in employee benefits. During this period, operational necessity may be such that it becomes necessary to fill the position. If that occurs, the employee may apply for another position that matches their qualifications upon their ability to return.



From Mother Teresa's visit to Philadelphia in June 1995.

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EMPLOYEE RESPONSIBILITIES

STANDARDS OF BEHAVIOR

Many factors are operative in carrying out the Mission of the Church. Some of them include respect for the dignity of the individual; responsible stewardship of all the goods, materials and information at the disposal of all employees; and a sense of responsibility and mutual respect that allows people to work together to accomplish the Archdiocese's goals.

It is expected that employees of Catholic Housing and Community Services will exercise good judgment in following norms of professional conduct and decency, as would be required in any other professional environment. All employees must also adhere to the requirements of the *Code of Ministerial Behavior* and the *Professional Standards of Business Conduct Policy* (both are found in the Appendix) and other future policies that may be implemented.

The following standards, though by no means all inclusive, are designed to help meet these goals. Failure to meet these standards (and others that may not be specifically cited here) will affect performance reviews, and may be the grounds for disciplinary action up to and including termination of employment.

If it is determined that inappropriate conduct has been committed by an employee, action will be taken as is appropriate under the circumstances. Such action may range from counseling to termination of employment and/or assignment, and may include such other forms of disciplinary action as deemed to be appropriate under the circumstances.

STANDARDS OF BEHAVIOR

Employees must adhere to the *Code of Ministerial Behavior* and the *Professional Standards of Business Conduct Policy*.

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CONDUCT

An employee whose conduct or job performance is less than satisfactory will be given appropriate notification, guidance and opportunity to improve.

EMPLOYEE DISCIPLINARY PROCESS

The conduct and job performance of all employees are important to furthering the mission of the Archdiocese. If an employee's conduct or job performance is less than satisfactory, s/he will be given appropriate notification, guidance and opportunity to improve.

Notification and guidance to improve unsatisfactory conduct or performance may be administered in the form of verbal and/or written warnings. The written warning will include a corrective plan of action, and the consequences of failing to improve conduct or performance. Documentation of written warnings will become part of the personnel file.

The intention of the disciplinary process is to provide the employee with direction to improve conduct or job performance. However, failure to improve conduct or job performance can lead to probationary status and/or termination of employment.

Catholic Housing and Community Services encourages the use of a corrective counseling process in the event that an employee's performance and/or behavior falls below Archdiocesan standards. However, there may be occasions when it serves the best interests of the Archdiocese to temporarily relieve an employee of his/her job duties or terminate employment. Such occasions include, but are not limited to:

- Investigation of charges of job-related wrongdoing (e.g., financial impropriety, unlawful harassment, insubordination, policy violations, etc.); or
- Personal conduct off the job that is contrary to Canon Law and/or the moral teachings of the Catholic Church, as determined at the sole discretion of the Archbishop of Philadelphia or his delegate (e.g., participation in public demonstration or personal action that openly conflicts with Church teaching, charges of felonious or other criminal behavior, etc.).

UNACCEPTABLE CONDUCT

In addition to violations of the *Code of Ministerial Conduct* and the *Professional Standards of Business Conduct Policy*, the following are further examples of conduct that is considered unacceptable and may lead to immediate termination of employment:

- Fighting
- Possession of weapons on Archdiocesan property
- Theft
- Violence or threats of violence
- Destruction of property

- Unlawful discrimination or harassment
- Possession of illegal drugs
- Working under the influence of alcohol or illegal drugs or use, possession or distribution of illegal drugs while at work
- Dishonesty
- Falsification of records
- Insubordination
- Excessive or inappropriate use of personal cell phones or other electronic devices
- Violation of the Electronics Use Policy
- Conduct outside work time that is contrary to the moral teachings of the Catholic church, as determined at the sole discretion of the Archbishop of Philadelphia or his delegate (e.g., participation in public demonstration or personal action that openly conflicts with Church teaching, public criticism of the Archdiocese, the Church or its teachings, etc.)
- Serious policy violations

In addition to this list, which is not exhaustive, any other form of disruptive, inappropriate and/or illegal behavior as determined by an employee's Supervisor and/or the appropriate Catholic Housing and Community Services personnel will not be tolerated and may result in immediate termination of employment.

CATHOLIC HOUSING AND COMMUNITY SERVICES PROPERTY

All Catholic Housing and Community Services office equipment, computers, software, supplies, stationery, telephones and related items are intended for work-related use. Occasional use of Catholic Housing and Community Services property for personal reasons may be necessary, but such use should be limited.

No person, without the express written authorization of their Supervisor, may use the Catholic Housing and Community Services name or identifying information for any purpose, including to:

- open a bank account
- solicit funds
- collect money
- sell products
- schedule any trips or reserve any accommodations
- post information on any website for any purposes, including support of a particular political or social agenda.

PROPERTY

Occasional use of Catholic Housing and Community Services property for personal reasons may be necessary but such use should be limited.



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of the
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CONFIDENTIALITY

Employees should take all steps necessary to maintain the confidentiality of confidential and proprietary information.

If an employee is issued Catholic Housing and Community Services-owned equipment (laptops, printers, etc.), s/he may be asked to acknowledge receipt in writing. Employees should see the *Electronic Use Policy* in the Appendix for more information related to the use of Catholic Housing and Community Services equipment and systems.

All Catholic Housing and Community Services property including, but not limited to, keys, security cards, parking passes, laptop computers, cell phones, fax machines, uniforms, etc. must be returned at separation. Employees also must return all of the Archdiocese's confidential and/or proprietary information upon separation.

CONFIDENTIALITY

Records and information relating to Catholic Housing and Community Services may be designated as confidential. It is Catholic Housing and Community Services' policy to protect its confidential and/or proprietary information.

Employees, both during and subsequent to their employment with the Archdiocese, should take all steps necessary to maintain the confidentiality of the Catholic Housing and Community Services' confidential and proprietary information.

Confidential and proprietary information includes, without limitation, confidential personnel information, marketing plans, contract information, current and historical business plans and operations information, financial forecasts, current and historical financial data, budgets or other business information disclosed to an employee by the Archdiocese either directly or indirectly. A breach of this policy would bring irreparable harm to Catholic Housing and Community Services and may result in discipline, up to and including immediate discharge.

Therefore, no Catholic Housing and Community Services-related documents and/or information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials may be removed from Catholic Housing and Community Services premises without permission from an employee's Supervisor unless specified in the ordinary course of performing duties on behalf of Catholic Housing and Community Services. Additionally, the contents of the Catholic Housing and Community Services' confidential and proprietary records and/or information may not be disclosed to or shared with anyone, except where required for an authorized purpose by an employee who has been authorized to do so.

If an employee leaves employment with Catholic Housing and Community Services for any reason, s/he should continue to treat as private and privileged any such confidential and/or proprietary information. Neither current nor former employees should use, divulge or communicate to any person or entity any such information without the express written approval of the individual's current and/or former Supervisor. ***Catholic Housing and Community Services will pursue legal***

remedies for unauthorized use or disclosure of its confidential and/or proprietary information.

Under the federal Defend Trade Secrets Act of 2016, employees shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that is made:

- in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and solely for the purpose of reporting or investigating a suspected violation of law
- to an employee's attorney in relation to a lawsuit for retaliation against an employee for reporting a suspected violation of law
- in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

Employees who are unsure about the confidential and/or proprietary nature of specific information, or who believe that the security of others may have been compromised, should speak to their Supervisor for clarification.

EMPLOYMENT OF RELATIVES

Archdiocesan policy does not preclude employment of relatives. With the exception of short-term temporary assignments, an immediate family member should not regularly report to another immediate family member. For purposes of this policy, immediate family includes parents, children, grandchildren, spouses and siblings. Cases involving other close relatives working at Catholic Housing and Community Services will be evaluated on a case-by-case basis.

MEDIA STATEMENTS/INQUIRIES

Catholic Housing and Community Services strives to maintain one clear, consistent voice reflecting the positions and teachings of the Catholic Church. To best serve these objectives, Catholic Housing and Community Services will respond to inquiries from news media through the Office for Communications *only* or another spokesperson designated by that office. Should any employee receive such an inquiry, s/he should respond as follows: "Please contact the Catholic Housing and Community Services' Office for Communications directly or I would be happy to have a representative contact you."

Employees should be aware that public statements or comments, including comments made to the press or through the internet or social media sites or other non-traditional media, that are critical of or disagree with the teachings of the Church do not meet the standards of behavior required of Archdiocesan employees.

NEWS MEDIA INQUIRIES

All requests from the media for information or comment should be directed to the Archdiocese's Office for Communications.



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**SOLICITATION/
LITERATURE
DISTRIBUTION**

Employees may not solicit, canvas, post or distribute literature of any kind during working time or in working areas without the Supervisor's express permission.

SOLICITATION/DISTRIBUTION OF LITERATURE

Employees may not solicit, canvas, post or distribute literature of any kind during the working time or in working areas without the express permission of their Supervisor. Working time includes the time during which any of the employees involved are actually scheduled to work, and does not include scheduled rest periods, meal breaks and other specified times when employees are not expected to be working. Working time includes both working time of the employee soliciting/distributing and working time of the employee to whom such activity is directed. This policy applies to oral, written and electronic communication.

Employees may not in any way utilize Catholic Housing and Community Services' financial resources, facilities or personnel for political activities, nor may such activities be conducted during paid working time. If an employee endorses or campaigns for a political candidate, the employee must clearly and unambiguously indicate that the actions taken or statements made are those of the employee in their individual capacity, and not of Catholic Housing and Community Services.

Endorsing or campaigning for political candidates in the capacity of an employee or representative of Catholic Housing and Community Services is prohibited at all times.

Solicitation, canvassing, posting or distribution of literature by persons not employed by Catholic Housing and Community Services on Catholic Housing and Community Services premises is prohibited at all times unless specifically authorized by Catholic Housing and Community Services.

WORKPLACE VIOLENCE

Catholic Housing and Community Services provides a safe workplace for all employees. To that end, any type of workplace violence committed by or against employees will not be tolerated. Employees are prohibited from making threats or engaging in violent acts toward fellow employees, parishioners, volunteers, constituents and/or clients of Catholic Housing and Community Services.

If a situation is urgent and physically threatening, it must be reported immediately to building security or law enforcement. Employees may also report threats to their Supervisor, but if not comfortable, the Human Resources Office. All reported incidents will be investigated. Any employee determined to have violated this policy will be subject to disciplinary action, up to and including termination.

ANTI-HARASSMENT POLICY

Catholic Housing and Community Services seeks to promote a workplace that is free of any form of harassment based upon an individual's gender, sex (including pregnancy, childbirth and related medical conditions, lactation and breastfeeding), race, color, age, national origin, ethnicity, religion, ancestry, handicap or disability, association with a person who is handicapped or disabled veteran status, military status, marital status, genetic information or any other legally-protected status or any other basis as may be protected by local, state and/or federal law as those laws apply to Catholic Housing and Community Services. Sexual harassment is discussed in a subsequent section.

ALL DISCRIMINATION, HARASSMENT AND RETALIATION IS UNACCEPTABLE IN THE WORKPLACE AND IN ANY WORK-RELATED SETTINGS SUCH AS BUSINESS TRIPS, BUSINESS-RELATED SOCIAL FUNCTIONS AND OTHER FUNCTIONS REGARDLESS OF WHETHER THE CONDUCT IS ENGAGED IN BY A SUPERVISOR, CO-WORKER, CLIENT, VOLUNTEER, VISITOR, VENDOR OR OTHER THIRD PARTY.

Further, any retaliation against an individual who has complained about harassment prohibited by this Policy or law, and/or retaliation against an individual for cooperating or assisting with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to: shunning and avoiding an individual who reports harassment, discrimination or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting

From the Statio Orbis Mass at J.F.K. Stadium that closed the 41st International Eucharistic Congress in 1976.

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HARASSMENT

Catholic Housing and Community Services seeks to promote a workplace that is free of any form of harassment as defined in the Anti-Harassment Policy. Sexual harassment is discussed in a subsequent section.

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COMPLAINTS

Because allegations of harassment are taken seriously, the Archdiocese will respond promptly to complaints of harassment. See "Reporting Harassment."

harassment, discrimination or retaliation; and denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process described in the "Reporting Harassment" section below.

To achieve the Catholic Housing and Community Services' goal of providing a workplace free from harassment, the conduct that is described in this Policy will not be tolerated. A procedure through which inappropriate conduct will be addressed is also included in the "Reporting Harassment" section below.

Because allegations of harassment are taken seriously, Catholic Housing and Community Services will respond promptly to complaints of harassment. Where it is determined that such inappropriate conduct has occurred, Catholic Housing and Community Services will act promptly to eliminate the conduct and impose such corrective action as necessary. This includes disciplinary action up to and including termination of employment, when appropriate.

Please note that while this Policy sets forth Catholic Housing and Community Services' goal of promoting a workplace that is free of harassment based upon a person's protected status, the Policy is not designed or intended to limit Catholic Housing and Community Services' authority to discipline or take remedial action for workplace conduct that it deems unacceptable regardless of whether the conduct satisfies the definition of harassment covered by this Policy.

This Policy applies to all employees, including department heads and other Supervisors. The Policy also prohibits harassment by any person, whether or not an employee, against or toward an employee of Catholic Housing and Community Services.

DEFINITION OF HARASSMENT, OTHER THAN SEXUAL HARASSMENT

Catholic Housing and Community Services strives to provide a professional work environment that is free from physical, psychological, written or verbal intimidation or harassment. The definition of harassment prohibited by this Policy is broad. "**Harassment**" encompasses a broad range of physical, written or verbal behavior including, but not limited to: physical or mental abuse, racial insults or derogatory ethnic slurs used as a condition of employment or to affect other personnel decisions, such as promotion or compensation, and the display of offensive materials. Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive or intimidating work environment.

Sexual Harassment is defined in a subsequent section.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is defined as follows:

- **“Sexual harassment”** means unwelcome sexual advances or touching, sexual comments or sexual jokes, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when:
 - Submission to or rejection of the conduct is made either explicitly or implicitly a term or condition of an individual’s employment.
 - Submission to or rejection of the conduct by an individual is used as a basis for employment decisions affecting the individuals.
 - The conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.
- Sexual harassment may include actions by members of the opposite sex of an employee as well as members of an employee’s own sex. Sexual harassment may include actions that are overtly sexual or facially neutral if the actions constitute gender-based discrimination. Gender harassment can include gender-based epithets, sexist comments and remarks that are unrelated to sex but still motivated by the targeted individual’s gender.
- Sex-based harassment also includes harassment based on gender stereotyping or pregnancy, childbirth and related medical conditions including lactation.

Under these definitions, direct or implied requests by a superior for sexual favors in exchange for actual or promised position benefits, such as favorable reviews, salary increases, promotions, increased benefits or continued employment, all constitute sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other unwelcome sexually-oriented conduct that has the effect (whether it is intended or not) of creating a workplace that is sexually hostile, offensive, intimidating or humiliating to male or female employees, may also constitute sexual harassment.

REPORTING HARASSMENT

If an employee feels that s/he has been subjected to or witnessed harassment, s/he should report the matter, either orally or in writing, promptly. The following steps have been put into place to ensure the work environment at Catholic Housing and Community Services is respectful, professional and free of discrimination, harassment and retaliation. If an employee believes someone has violated this policy or the *Equal Employment Opportunity Policy*, the employee should promptly bring the matter to the immediate attention of his or her Supervisor or the Human Resources Office. If either of these individuals is the

REPORTING

Use the steps outlined here to report harassment promptly, either orally or in writing.

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SUPERVISORS MUST REPORT

Every Supervisor **must immediately report** any employee's concern about conduct in violation of this Policy.

person toward whom the complaint is directed, the employee should contact any higher level Supervisor in his or her reporting chain. An employee may also use the Ethics Point hotline at 1-844-840-6662. Information about the Ethics Point Hotline is provided at the start of employment.

If the employee makes a complaint under this policy and has not received any communication from the Human Resources Office within 5 business days, s/he should contact the Moderator of the Curia. Employees are encouraged to report conduct that they believe constitutes unlawful harassment (or that, if left unchecked, may rise to the level of unlawful harassment), even if they are not sure if the conduct violates the policy.

Every Supervisor who learns of any employee's concern about conduct in violation of this Policy, whether in a formal complaint or informally, **must immediately** report the issues raised to the Human Resources Office or to the Moderator of the Curia.

HARASSMENT INVESTIGATION

When a complaint is received, a prompt investigation into the allegation will be conducted in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances, consistent with a thorough and impartial investigation and with relevant legal requirements. The investigation will generally include private interviews with the person filing complaint, relevant witnesses and the person alleged to have committed harassment. The investigation may also involve a review of any relevant documents or other information. Employees are encouraged to respond to questions or to otherwise participate in investigations into alleged harassment.

If it is determined that inappropriate conduct has occurred, Catholic Housing and Community Services will act promptly to eliminate the offending conduct, and where it is appropriate, Catholic Housing and Community Services will impose disciplinary action, up to, and including, termination of employment.

* * * *

Remember, Catholic Housing and Community Services cannot remedy claimed discrimination, harassment or retaliation unless employees bring these claims to its attention. Employees should report any conduct that they believe violates this policy.



From the opening Mass of the 41st International Eucharistic Congress in 1976.

* * * *

WHEN YOUR EMPLOYMENT ENDS

RESIGNATION

Employees who resign from employment are requested to submit a written letter of resignation, with at least 2 weeks notice for a non-exempt position and 4 weeks notice for an exempt position. In the event of retirement, at least 3 months advance written notice is requested in order to ensure a smooth transition and that all necessary paperwork is processed in a timely manner. If an employee's employment ends, s/he will be paid for vacation hours that the employee has earned but not taken.

Regular full-time and regular part-time employees who have been employed for six (6) months will receive payment for all accrued, unused vacation time upon separation from employment according to the tables below:

NON-EXEMPT		EXEMPT	
Years of service	Maximum vacation hours paid out upon separation from employment	Years of service	Maximum vacation hours paid out upon separation from employment
0-5	80	0-5	120
6-15	120	6 +	160
15 +	160		

Part time employees

Regular part-time employees will be paid out accrued, but unused vacation in accordance with their pro-rated vacation time allowance.

Accrued vacation hours in excess of the maximum amount listed in the tables above will not be paid out upon separation from employment.

NOTICE

Employees are requested to submit a written letter of resignation with at least 2 weeks notice for non-exempt positions and 4 weeks for exempt positions. For retirement, please provide written notice at least 3 months in advance.

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SEPARATION PAY

If circumstances dictate a need to reduce staff, employees may be offered a different position or they may receive separation pay when possible due to financial conditions.

INVOLUNTARY TERMINATION

As explained in a previous section of this handbook, the Archdiocese is free to terminate its employment relationship with employees at any time, with or without cause. This is considered an involuntary termination of employment.

Generally, **for a termination with cause**, the Supervisor will provide an employee with a written warning apprising an employee that their continuing employment is in jeopardy. The warning provides the specific reasons and necessary corrective action. It is intended to provide an employee with the opportunity to correct performance and behavior before termination of employment becomes necessary. However, some conduct or job performance may be so egregious that it may result in immediate termination of employment. Causes for immediate termination of employment include, but are not limited to actions such as:

- dishonesty
- jeopardizing the health, safety and well-being of employees
- breaching confidentiality
- involvement in public scandal
- making statements or engaging in public behavior contrary to the teachings of the Church
- insubordination
- a violation of the *Code of Ministerial Behavior* and/or a violation of the Archdiocese's *Professional Standards and Business Conduct Policy*.

REDUCTION IN FORCE

Unfortunately, circumstances may dictate a need to reduce staff. Every attempt will be made to avoid a reduction in workforce. Employees may be offered a position in an appropriate area elsewhere within the Archdiocese. If this is not possible, the employee may receive separation pay when possible due to financial conditions. The amount of separation pay is based on years of completed service and is contingent on the employee signing a Waiver and Release Agreement. If an employee's employment is involuntarily terminated due to a position elimination or reduction in force, the employee will normally be provided with 2 weeks notice. The appropriate weeks of salary may be paid in lieu of notice.

APPENDIX 1: CODE OF MINISTERIAL BEHAVIOR

ON MINISTERIAL BEHAVIOR

Priests, deacons, pastoral ministers, administrators, staff, employees and volunteers in our parishes, religious communities, institutes and organizations must uphold Christian values and conduct. The following *Code of Pastoral Conduct* provides a set of standards for conduct in pastoral situations.

1. RESPONSIBILITY

The public and private conduct of clergy, staff and volunteers can inspire and motivate people, but it can also scandalize and undermine people's faith. Clergy, staff and volunteers must, at all times, be aware of the responsibilities that accompany their work. They must also know that God's goodness and grace support them in their ministry.

We have a responsibility to witness in all relationships the chastity appropriate to our state in life, whether celibate, married or single. We must avoid any covert or overt sexual behaviors with those for whom we have a professional or pastoral responsibility. This includes seductive speech or gestures as well as physical contact that sexually abuses, exploits or harasses another person. We are to provide safe environments in parishes, schools and institutions where children and others can be assured that their boundaries will not be violated.

We should be aware of our own and other persons' vulnerability, especially when working alone with another, and be particularly aware that we bear responsibility for maintaining sexual boundaries in a pastoral relationship, for we hold the greater power. We must not initiate sexual behavior, and must refuse it when another invites or consents to it.

We must give preference to the perspective and judgement of those who are vulnerable and dependent on us in order to determine whether touching would be an appropriate expression of pastoral care.

We must show prudent discretion before touching with another person, since we cannot control how physical touch will be received. We strive for greater self-awareness in order to recognize the sexual dynamics at work for us in pastoral relationships and to heed the warning signs in our lives that indicate when we are approaching boundary violations. We assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries in all our relationships with others.

We should satisfy our needs for affection, intimacy, attraction and affirmation outside the pastoral relationship. We should seek supervision, spiritual direction or other professional help to remain focused on our professional responsibilities and to hold firm to the sexual boundaries of the pastoral relationship.

We must intervene when there is evidence of or reasonable cause to suspect that children are being abused in any way.

CODE OF PASTORAL CONDUCT

This Code provides a set of standards for conduct in pastoral situations.

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**ADHERENCE
AND
REPORTING**

When there is reasonable cause to suspect that children are being abused in any way, we must intervene and report the suspected abuse. Clergy, staff employees and volunteers who disregard this Code will be subject to remedial action by the Archdiocese.

We must report any suspected abuse or other violations of sexual conduct to the appropriate civil and ecclesial authorities, and then do what we can to see that justice is done for the victim, the offender and the community from which the victim and minister come.

Responsibility for adherence to the *Code of Pastoral Conduct* rests with the individual. Clergy, staff, employees and volunteers who disregard this Code will be subject to remedial action by the Archdiocese. Corrective action may take various forms—from verbal reproach to removal from the ministry/employment—depending on the specific nature and circumstances of the offense and the extent of the harm.

**2. CODE OF PASTORAL CONDUCT FOR PRIESTS, DEACONS,
PASTORAL MINISTERS, ADMINISTRATORS, STAFF, EMPLOYEES
AND VOLUNTEERS**

Conduct with Children and Youth

Clergy, staff, employees and volunteers working with children and youth shall maintain an open and trustworthy relationship between them and their adult supervisors. All must be aware of their own and others' vulnerability when working alone with children. Always consider a team approach when working with children.

Physical contact with children can be misconstrued and should occur only when completely nonsexual and otherwise appropriate, and never in private. One-on-one meetings with a young person are best held in a public area, or if that is not appropriate, then the door to the room is left open, and someone on the parish staff is notified about the meeting.

Clergy, staff, employees and volunteers should refrain from:

- the illegal possession and/or illegal use of drugs and/or alcohol at all times and
- the use of alcohol when working with youth.

Adults should never buy alcohol, drugs, cigarettes, videos or reading material that is inappropriate and give it to young people.

Clergy should not allow any young people to stay overnight in the cleric's private accommodations or residence. Youth ministers and all adults should always meet with young people in areas that are visible and accessible. It is always a safe practice to have two adults in the area where youth are present or when driving children home.

Parish staff, employees and volunteers should not provide shared, private or overnight accommodation for individual young people including, but not limited to, accommodations in any Church owned facility, private residence, hotel room or any other place where there is no other adult supervision present.

In rare, emergency situations, when accommodation is necessary for the health and wellbeing of the youth, the clergy, staff or volunteer should take extraordinary care to protect all parties from the appearance of impropriety and from all risk of harm. Use a team approach to managing emergency situations.

See ministerial boundaries on the website as well as *Safe Environment and Clearance* requirements.

Sexual Conduct

Clergy, staff, employees and volunteers must not, for sexual gain or intimacy, exploit the trust placed in them by the faith community. Clergy, religious, staff and volunteers who are committed to a celibate lifestyle are called to be an example of celibate chastity in all relationships at all times.

Those who provide pastoral counseling or spiritual direction services must avoid developing inappropriate relationships with minors, other staff or parishioners. Staff and volunteers must behave in a professionally supportive manner at all times. No clergy, employee, staff or volunteer may exploit another person for sexual purposes.

Allegations of sexual misconduct should be taken seriously and reported to the appropriate civil and ecclesial authorities according to the policies and procedures of the Archdiocese of Philadelphia. Clergy, staff employees and volunteers should review and know the contents of the child abuse regulations and reporting requirements for the Commonwealth of Pennsylvania and should follow those mandates along with ministerial guidelines.

Clergy, staff and volunteers must not engage in physical, psychological, written or verbal harassment of staff, volunteers or parishioners and must not tolerate such harassment by other Church staff or volunteers.

Clergy, staff and volunteers shall provide a professional work environment that is free from physical, psychological, written or verbal intimidation or harassment.

Harassment encompasses a broad range of physical, written or verbal behavior including, but not limited to:

- physical or mental abuse
- racial insults
- derogatory ethnic slurs
- unwelcome sexual advances or touching
- sexual comments or sexual jokes
- requests for sexual favors used as a condition of employment or to affect other personnel decisions, such as promotion or compensation, and the display of offensive materials.

YOUNG ADULTS

Youth ministers and all adults should meet with young people in areas that are visible and accessible and have two adults in the area where youth are present or when driving children home.



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HARASSMENT

Harassment encompasses a broad range of physical, written or verbal behavior. Clergy, staff and volunteers shall provide a professional work environment that is free from physical, psychological, written or verbal intimidation or harassment.

Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive or intimidating work environment. Allegations of harassment should be taken seriously and reported immediately to the Supervisor, but if not comfortable with that, the HR office of the Pastoral Center. The policies and procedures of the Archdiocese of Philadelphia will be followed to protect the rights of all involved.

Conduct for Pastoral Counselors and Spiritual Directors

Pastoral Counselors and Spiritual Directors are any clergy, staff or volunteers who provide pastoral, spiritual and/or therapeutic counseling services to individuals, families or other groups. Pastoral Counselors and Spiritual Directors must respect the rights and protect the welfare of each person.

Pastoral Counselors and Spiritual Directors shall not step beyond their competence in counseling situations and shall refer clients to other professionals when appropriate, and should carefully consider the possible consequences before entering into a counseling relationship with someone with whom they have a pre-existing relationship (i.e., employee, professional colleague, friend or other pre-existing relationship).

Pastoral Counselors and Spiritual Directors must never engage in sexual intimacies with the persons they counsel. This includes consensual and nonconsensual contact, forced physical contact and inappropriate sexual comments. Nor should Pastoral Counselors and Spiritual Directors engage in sexual intimacies with individuals who are close to the client—such as relatives or friends of the client.

Pastoral Counselors and Spiritual Directors assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries in all counseling and counseling related relationships. Physical contact of any kind (i.e., touching, hugging, holding) between Pastoral Counselors or Spiritual Directors and the persons they counsel can be misconstrued and should be avoided.

Sessions should be conducted in appropriate settings at all times. Sessions should not be held at places or times that would tend to cause confusion about the nature of the relationship for the person being counseled. Pastoral Counselors and Spiritual Directors should maintain a log of the times and places of sessions with each person being counseled.

Confidentiality

Information obtained in the course of sessions shall be confidential, except for compelling professional reasons or as required by law. If there is clear and imminent danger to the client or to others, the Pastoral Counselor or Spiritual Director may disclose only the information necessary to protect the parties affected and to prevent harm. Before disclosure is made, if feasible, the Pastoral

Counselor or Spiritual Director should inform the person being counseled about the disclosure and the potential consequences.

Pastoral Counselors and Spiritual Directors should discuss the nature of confidentiality and its limitations with each person in counseling. Knowledge that arises from professional contact may be used in teaching, writing, homilies or other public presentations only when effective measures are taken to absolutely safeguard both the individual's identity and the confidentiality of the disclosures.

While counseling a minor, if a Pastoral Counselor or Spiritual Director discovers a reasonable cause to believe that there is a serious threat to the minor's health or welfare, including sexual abuse or neglect, or a disclosure is made indicating that the minor child is being abused in any way, the Pastoral Counselor or Spiritual Director should contact the appropriate civil and ecclesial authorities and make a report according to these Policies and Procedures.

These obligations are independent of the confidentiality of the Sacrament of Confession. Under no circumstances whatsoever can there be any disclosure of information received solely through the Sacrament of Confession.

Conflicts of Interest

Clergy, staff, employees and volunteers should avoid situations that might present a conflict of interest. Even the appearance of a conflict of interest can call integrity and professional conduct into question. Clergy, staff, employees and volunteers should disclose all relevant factors that potentially could create a conflict of interest.

Pastoral counselors should not provide counseling services to anyone with whom they have a business, professional or social relationship. When this is unavoidable, the client must be protected. The counselor must establish and maintain clear, appropriate boundaries.

When pastoral counseling or spiritual direction services are provided to two or more people who have a relationship with each other, the Pastoral Counselor or Spiritual Director must clarify with all parties the nature of each relationship, anticipate any conflict of interest, take appropriate actions to eliminate the conflict and obtain from all parties written consent to continue services.

Conflicts of interest may also arise when a Pastoral Counselor's or Spiritual Director's independent judgment is impaired by prior dealings, becoming personally involved or becoming an advocate for one (person) against another. In these circumstances, the Pastoral Counselor or Spiritual Director shall advise the parties that s/he can no longer provide services and refer them to another Pastoral Counselor or Spiritual Director.

CONFIDENTIALITY

Information obtained in counseling sessions shall be confidential except for compelling professional reasons or as may be required by law.



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REPORTING

The proper civil authorities should be notified immediately if there is an indication of any illegal action by clergy, staff or volunteers.

Reporting Ethical or Professional Misconduct

Clergy, staff, employees and volunteers have a duty to report their own ethical or professional misconduct and the misconduct of others.

Clergy, staff, employees and volunteers must hold each other accountable for maintaining the highest ethical and professional standards. When there is an indication of any illegal action by clergy, staff or volunteers, the proper civil authorities should be notified immediately. Also contact the Office of the Investigator.

When an uncertainty exists about whether a situation or course of conduct violates this Code of Pastoral Conduct or other religious, moral or ethical principles, consult with your Supervisor, peers, others knowledgeable about ethical issues or the appropriate Chancery office as listed above.

ADMINISTRATION

Employers and Supervisors shall treat clergy, staff and volunteers justly in the day-to-day administrative operations of their ministries. Personnel and other administrative decisions made by clergy, staff and volunteers shall meet civil and Canon Law obligations and also reflect Catholic social teachings and this *Code of Pastoral Conduct*.

No clergy, staff or volunteer shall use his or her position to exercise unreasonable or inappropriate power and authority.

APPENDIX 2: ARCHDIOCESE OF PHILADELPHIA PROFESSIONAL STANDARDS AND BUSINESS CONDUCT POLICY

In keeping with its mission and values, the Archdiocese of Philadelphia (“AOP”) hereby establishes this *Professional Standards and Business Conduct Policy* related to the affairs of the AOP including all related parishes, schools and ministries. The AOP places the highest value on the integrity and moral standards of all clergy, religious, seminarians, pastoral ministers, administrators, employees, board/council members and volunteers (collectively, “Church Personnel”) of the AOP and its related parishes, schools and ministries. All Church Personnel are responsible for complying with this Policy. Failure to comply with these standards could result in canon, civil and/or criminal penalties. This policy is to be followed in conjunction with all other related policies and procedures of the AOP and its related parishes, schools and ministries.

STANDARDS OF PROFESSIONAL CONDUCT

Church Personnel shall conduct themselves in a manner that is consistent with the teachings of the Gospel and the Roman Catholic Church as enunciated by the Holy Father and the Bishops in communion with him; more specifically, Church Personnel shall, in all such matters, accept, rely upon and defer to the authority of the Archbishop in all matters.

Church Personnel shall comply with all applicable federal, state and local laws, both civil and criminal, as well as Canon Law and AOP policies and procedures. All AOP entities are expected to timely fulfill their legal responsibilities to withhold, report and pay taxes to federal, state and local regulatory authorities.

Church Personnel shall protect the resources of the AOP and all related parishes, schools and ministries from fraud, misuse and waste. Any misappropriation of Church assets or funds is strictly prohibited.

Church Personnel responsible for financial reporting shall properly record and report all Church assets, liabilities and operations in the financial statements.

Church Personnel shall be responsible stewards of the human and financial resources of the AOP and related parishes, schools and ministries, with which they are entrusted, observing civil, criminal and Canon Law, and making decisions concerning the use and disposition of the Church resources in a manner that reflects Catholic Social teaching.

Church Personnel may never authorize payment knowing that any part of the payment will be used for any purpose other than what is described in documents supporting the payment.

PROFESSIONAL STANDARDS/ BUSINESS CONDUCT

This policy provides a set of standards for professional and business conduct.



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**CONFLICTS OF
INTEREST**

Refraining from
conflicts of
interest includes
avoiding
the appearance
of a conflict.

Church Personnel are never to accept inducements or gratuities that subject them or the AOP and related parishes, schools and ministries to canonical, criminal or civil penalties.

Church Personnel will provide an environment that is free from all forms of harassment.

Church Personnel who have knowledge of a violation of law, or a violation of this Policy, have an obligation to report the violation to their Supervisor or by means of the reporting hotline. We respect employees' right to report anonymously, and confidentiality will be maintained to the extent possible. Each report of a violation of law or this policy shall be given due consideration and the AOP shall take appropriate action under the circumstances.

CONFLICTS OF INTEREST

No individual (including, but not limited to, employees of the AOP and related parishes, schools and ministries) may undertake or recommend any financial or business transaction from which s/he or members of his or her family may profit or otherwise benefit without the full disclosure to and approval by the appropriate Supervisor.

The duty of an individual to refrain from a conflict of interest shall include the additional duty to avoid the appearance of engaging in a conflict of interest.

When an employee has knowledge that s/he may have a conflict of interest, or that there may be the appearance of a conflict of interest, s/he shall promptly disclose the existence of the conflict and its nature to the appropriate Supervisor, who, in turn, shall report this information to the next highest person in the chain of command.

When a member of a Board has knowledge that s/he may have a conflict of interest, or that there may be the appearance of a conflict of interest, s/he shall promptly disclose the existence of the conflict and its nature to the Board. The Board shall then determine whether, in fact, a conflict of interest exists.

LEGAL NOTICE

This is not an employment contract. Adherence to these standards is, however, a condition of continued employment or other service to the AOP and its related parishes, schools and ministries. These professional standards do not give Church Personnel rights of any kind, and may be changed by the Archdiocese at any time without notice. Failure to comply with any responsibilities established by this policy may result in disciplinary action, up to and including termination of employment or service. If applicable, failure to comply may also result in situations that require restitution or reimbursement from the Church Personnel involved and may also result in the referral of the matter to law enforcement and/or canonical review.

APPENDIX 3: ELECTRONIC USE POLICY

CATHOLIC HOUSING AND COMMUNITY SERVICES' NETWORK AND COMPUTER SYSTEMS

All Catholic Housing and Community Services network and computer systems are property of Catholic Housing and Community Services and employees have no right of personal privacy in any matter stored in, created, received or sent through these systems. Catholic Housing and Community Services, in its discretion as owner of the system, reserves and may exercise the right to monitor, access, retrieve and delete any matter stored in, created, received or sent using the system, for any reason and without the permission of any employee. Use of passwords or other security measures does not in any way diminish the Catholic Housing and Community Services right to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to the Catholic Housing and Community Services upon request as files may need to be accessed in an employee's absence.

E-MAIL USE

Every Catholic Housing and Community Services employee is responsible for using the electronic mail (e-mail) system properly and in accordance with this policy. Any questions about this policy should be addressed to the Human Resources Office.

The Catholic Housing and Community Services e-mail system and any e-mail accounts set up outside the system in the name of any entity or office within Catholic Housing and Community Services or for Catholic Housing and Community Services use are the property of Catholic Housing and Community Services. The e-mail system has been provided by Catholic Housing and Community Services for use in conducting its business and ministries. All communications and information transmitted by, received from or stored in this system are property of Catholic Housing and Community Services. The e-mail system is to be used primarily for Catholic Housing and Community Services purposes only, and personal use of the e-mail system should be limited.

Employees have no right of personal privacy in any matter stored in, created, received or sent over the Catholic Housing and Community Services e-mail system. Catholic Housing and Community Services, in its discretion as owner of the e-mail system, reserves and may exercise the right to monitor, access, retrieve and delete any matter stored in, created, received or sent over the e-mail system, for any reason and without the permission of any employee. Use of passwords or other security measures does not in any way diminish Catholic Housing and Community Services' right to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to Catholic Housing and Community Services upon request as e-mail files may need to be accessed in an employee's absence.

PRIVACY

Employees have no right of personal privacy in any matter stored in, created, received or sent through Catholic Housing and Community Services network and computer systems.



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Even though Catholic Housing and Community Services has the right to retrieve and read any e-mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them.

Catholic Housing and Community Services' policies against discrimination or sexual or other harassment apply fully to the e-mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no e-mail messages should be created, sent or received if they contain intimidating, hostile or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The e-mail system may not be used to solicit for personal religious or political causes, commercial enterprises, outside organizations or other non-job related solicitations.

The e-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization from ITS. If uncertain about whether certain information is copyrighted, proprietary or otherwise inappropriate for transfer, an employee should resolve all doubts in favor of not transferring the information and consult the ITS Help Desk.

Employees should routinely delete outdated or otherwise unnecessary e-mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write e-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on Archdiocesan letterhead.

All employees should include contact information on the bottom of each e-mail sent, including e-mail address, street address, job title and direct dial telephone number.

Employees should take extra care when sending confidential information via e-mail to ensure that the recipient's address has been correctly entered and that passwords or encryption software is used when necessary. Please note that HIPAA privacy rules apply to emails containing personal health information.

INTERNET ACCESS

Although Catholic Housing and Community Services recognizes that the internet may have useful applications to our ministry, employees may not engage in internet use unless a specific job-related purpose requires such use.

The Supervisor's approval is required before any employee may post designated confidential and proprietary Archdiocesan information on commercial on-line systems or the internet. Any approved material that is posted should obtain all proper copyright and trademark notices.

Employees should not waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the internet, playing games, engaging in online chat groups, streaming audio, printing multiple copies of documents or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are job-related.

Catholic Housing and Community Services has the right to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the internet, and reviewing e-mail sent and received by users.

Catholic Housing and Community Services may use software to identify and block inappropriate internet sites. In the event an employee inadvertently encounters inappropriate or sexually explicit material while browsing on the internet, he/she should immediately close the site, regardless of whether the site was subject to company blocking software.

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability or other characteristic protected by law), or in violation of Catholic Housing and Community Services Equal Employment Opportunity Policy and its policies against sexual or other harassment may not be downloaded from the internet or displayed or stored in the Archdiocese's computers.

Employees encountering or receiving this kind of material should immediately report the incident to a department head or the Supervisor. Catholic Housing and Community Services *Equal Employment Opportunity Policy* and its policies against sexual or other harassment apply fully to the use of the internet and any violation of those policies is grounds for discipline up to and including discharge.

INTERNET ACCESS

Employees may use the internet only for specific job-related purposes.



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AUTHORIZATION

Supervisors must approve domain name registration for any Catholic Housing and Community Services content or hosting of web content. Supervisor approval also is required prior to purchasing equipment or connecting unauthorized equipment to the AOP computer network.

Internet Domain Name Registration

Domain name registration for any Catholic Housing and Community Services content requires approval by the Supervisor. Any hosting of web content also requires review and approval by the Supervisor.

Copyrights

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. An employee is responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages and other material available for download or copying. An employee may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the Supervisor.

Virus Detection

Files obtained from sources outside the Archdiocese, including disks brought from home; files downloaded from the internet, new groups, bulletin boards or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage Catholic Housing and Community Services' computer network. Employees should never download files from the internet, accept e-mail attachments from outsiders or use disks from non-Archdiocesan sources, without first scanning the material with approved virus checking software. If an employee suspects that a virus has been introduced into the network, they should notify the Supervisor immediately.

UNAUTHORIZED HARDWARE, SOFTWARE AND APPLICATIONS

Catholic Housing and Community Services provides all necessary computer equipment, software and applications to Catholic Housing and Community Services employees. No employee is authorized to use equipment purchased through an outside vendor without first consulting with Supervisor, nor is any employee permitted to connect unauthorized equipment to the Catholic Housing and Community Services computer network.

PERSONAL ELECTRONIC DEVICES

Employees who have personal cell phones, PDAs or other portable electronic devices should use them during non-working time and outside work areas.

APPENDIX 4: CODE OF CONDUCT: STATEMENT OF AGREEMENT

I promise to strictly follow the rules and guidelines in this *Code of Conduct* as a condition of my providing services to the children and youth of the Archdiocese of Philadelphia.

I WILL:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Never be alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition or comparison when working with children and/or youth.
- Maintain confidentiality in all matters related to normal parish business.
- Comply with the mandatory reporting regulations of the Commonwealth of Pennsylvania and with the Archdiocesan Policies and Procedures to report suspected child abuse. I understand that failure to report suspected child abuse to civil authorities is against the law.
- Cooperate fully in any investigation of abuse of children and/or youth.

I WILL NOT:

- Touch or speak to a child and/or youth in a sexual or other inappropriate manner.
- Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening or degrading children and/or youth.
- Smoke or use tobacco products while engaging in activities with children and/or youth. Accept or give gifts to children or youth without the knowledge of their parents or guardians.
- Possess or be under the influence of alcohol at any time while working with children and/or youth.
- Possess or be under the influence of illegal drugs at any time.
- Use profanity in the presence of children and/or youth at any time.

I understand that I am subject to a criminal history background check. My signature confirms that I have read this Code of Conduct and I agree to follow these standards. I understand that any action inconsistent with this Code of Conduct, or failure to take action mandated by this Code of Conduct, may result in my removal from employment.

Printed Name: _____

Signature: _____ Date: _____

Witness Signature: _____ Date: _____

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EMPLOYEE HANDBOOK ACKNOWLEDGMENT

This Employee Handbook supersedes and replaces all previous employee handbooks.

I acknowledge that I have received Catholic Housing and Community Services' Employee Handbook. I understand the information contained in it represents guidelines only, which may be modified from time to time with or without notice. I understand that neither the Handbook's policies nor any representation made by a Supervisor, at the time of hire or subsequently, are to be interpreted as a contract between Catholic Housing and Community Services and any of its employees.

I understand that my employment with Catholic Housing and Community Services is for an unspecified term and may be terminated at the will of either Catholic Housing and Community Services or myself, with or without reason or cause, and with or without notice. No words or actions of Catholic Housing and Community Services will be deemed to create an express or implied contract of employment or require Catholic Housing and Community Services to have good cause for terminating my employment. No Catholic Housing and Community Services representative is empowered or authorized to modify this at-will relationship other than the Secretariat of Catholic Human Services and any modification of this at-will relationship must be in writing and signed by me or my representative and the Secretariat of Catholic Human Services.

I have read (or will read) the Catholic Housing and Community Services' Employee Handbook and will refer to it as questions arise. For further clarification, I will discuss any policy with my Supervisor or the Human Resources Office.

Employee Signature

Employee Name (please print)

Date

4845-7152-8309, v. 2

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**LAY EMPLOYEES
HANDBOOK**

*For Employees of
Catholic Housing and
Community Services*

rev.3.21