



**The Diocese
of Southern Ohio**

Episcopalians in Connection

**SUGGESTED TEMPLATE
FOR EMPLOYEE
HANDBOOK AND/OR
RESOURCE GUIDE**

Approved by Diocesan Council October 6, 2018

CONTENTS

1. Introduction

- a. Welcome4
- b. Vision / Mission Statements.....5
- c. Preface6

2. General Employment Matters

- a. Equal Opportunity Employment.....7
- b. At-Will Employment.....7
- c. Employment Status / Classification7
 - i. FLSA Classifications7
 - ii. Regular Full-Time7
 - iii. Regular Part-Time7
 - iv. Temporary Full-Time8
 - v. Temporary Part-Time.....8
- d. Letter of Agreement and Position Description9
- e. Performance Progress & Appraisal Plan.....10
- f. Open Communication / Resolution10
- g. Working Conditions, Hours & Safety:11
 - i. Individuals with Disabilities.....11
 - ii. Hours of Work and Overtime.....12
 - iii. Administrative Pay Corrections13
 - iv. Attendance13
 - v. Tardiness.....13
 - vi. Medical and Dental Appointments13
- h. Professional-Related Expense Reimbursement13
- i. Time Off and Leaves of Absence:15
 - i. Vacation15
 - ii. Holidays15
 - iii. Sick Leave.....16
 - iv. Bereavement Leave.....16
 - v. Emergency Responder Leave.....16
 - vi. Military Leave.....16
 - vii. Voting Leave.....16
 - viii. Jury Duty16
 - ix. Leaves of Absence17
 - x. Sabbatical Leave17
 - xi. Personal Time17
 - or
 - Personal Time Off Plan.....17
- j. Disciplinary Policy18
- k. Resignation by the Employee19
- l. Termination by the Employer19

3. Employment Benefits

- a. Pension Plan20
- b. Insurance Benefits
 - i. Medical, Dental, Vision and Pharmacy Benefits20
 - ii. Protected Health Information.....21

- iii. Health Savings Account22
- iv. Life Insurance22
- v. Employee Assistance Program.....22
- vi. Workers Compensation22

4. Harassment Policy, General & Sexual.....24
Should always reference latest version of “Definitions, Guidelines, Policy and procedures for Safe Church Standards for the protection from Sexual Misconduct and Abuse” at a minimum.

5. Code of Conduct

- a. Computer, Internet, E-Mail and Other Resources.....26
- b. Telephone and Electronic Device Usage.....26
- c. Computer, Internet & E-Mail Usage27
- d. Use of Instant Messaging, weblogs and Social Media.....28
- e. Off-Duty Social Networking28
- f. Conflict of Interest and Ethics30
- g. Outside Employment.....31
- h. Nepotism & Employment of Relatives.....31
- i. Whistleblower Protection.....31
- j. Workplace Safety32
- k. Building Safety32
- l. Alcohol & Drug-Free Workplace.....33
- m. Smoke-Free Workplace34
- n. Violence in the Workplace34
- o. Professional Attire / Dress Code.....36

6. Acknowledgement and Agreement37

- a. Receipt of Handbook & Resource Guide.....37
- b. Receipt of Harassment Policy & Safe Church Guidelines38

- [= **Optional / contextual**]
- [= **Need to be customized**]
- [= **Basic to all contexts and should be included**]

SECTION 1:

Introduction

WELCOME

On behalf of the Advisory Committee for Compensation & Resources, we are pleased to offer this template for an Employee Handbook and Resource Guide to congregations and other organizations and entities affiliated with the Diocese of Southern Ohio. We encourage all congregations and entities affiliated with the Diocese of Southern Ohio with paid employees to have a current Employee Handbook, and trust that this resource will be useful in creating a new Handbook or revising a current Handbook.

This template is a compilation of recommendations, best practices and alternatives that can be used to assemble an Employee Handbook that is specific to the employment context in which it will be used. The Diocese of Southern Ohio is not and will not be an employer or joint employer with entity. As you will observe the suggestions and alternatives are wide-ranging. Every suggestion or alternative in this template will not be appropriate or necessary in every context. **[Items / topics that we felt are optional and/or especially particular to a given context are printed in blue ink.]** You are encouraged to consider and use those items that are appropriate to your context. **[Items that are highlighted in yellow must be to be customized for your organization's context.]**

That said, the ACCR believes that there are several provisions contained herein that are basic to all situations or contexts, and should be included in all Employee Handbooks. **[Those items are printed in red ink.]** The ACCR strongly encourages that a local Human Resources specialist and/or attorney familiar with Labor Law be consulted before a congregation or entity formally adopts its new or revised Employee Handbook to ensure that it complies with current legal standards.

The ACCR will review this template regularly, and provide updates and revisions when needed, and the entire package will be reviewed every three years.

	= Optional / contextual]
	= Need to be customized]
	= Basic to all contexts and should be included]

VISION AND MISSION STATEMENTS

Vision for Our Common Ministry in the Diocese of Southern Ohio:

Know the common story, **Proclaim** our common faith, **Pray** our common prayer, **Drink** the common cup, **Serve** the common good, in the name of our Lord and Savior Jesus Christ.

Mission Objective:

Form and transform disciples of all ages to know Jesus and put the Gospel story into action.

Ministry Priorities for [the Diocese of Southern Ohio]:

1. Healthy Congregations

Become vibrant, healthy centers of Christian spirituality, faith, and practice based on the hallmarks of health.

Pray our common prayer

2. New Relationships

Discover and nurture relationships with seekers and people in transition using engaging venues and communication to share the Gospel.

Proclaim our common faith

3. Formation

Intentional lifelong Christian Formation: Nurture, equip & develop leaders of all ages so that every Episcopal community in this diocese has opportunity for life-long formation

Know the common story

4. Mission

Empower the people of God to be agents of transformation, both in actions and policies consistent with works of mercy and social justice, and informed by the Gospel.

Drink the common cup

5. Stewardship of resources

Make finances transparent and use the resources of the diocese to maximize efficient and effective administration and operations.

Serve the common good

[YOUR organization's Vision and Mission Statements as well as Core Values can be inserted HERE]

PREFACE

This Handbook applies to all employees and is intended to provide guidelines and summary information about the human resources policies, procedures, benefits, and code of conduct pertaining to serving with [Organization]. Foundational to who we are and what we offer in terms of the ministry we share is our understanding of the Baptismal Covenant of The Episcopal Church. As such, we value you as one of the most important resources entrusted to the Church in order to pursue its mission to “restore all people to unity with God and each other in Christ.” [cf. p. 855, *The Book of Common Prayer*]. As a representative of the Church, you represent the ministry we offer, the values and vision that uphold and guide our actions and ideology, so we ask that you be sensitive to how others may see you, both professionally as well as part of a spiritual team to bring our faith to our wider community in action and words. Most of all, **thank you** for your willingness to help serve Christ with us – we appreciate the gifts and talents that have brought you to respond to this calling and we are committed to help support you in fulfilling your role within the greater ministry we share in God’s Name.

The statements regarding our organization’s expectations, policies, procedures, and benefits are summarized herein for information purposes and are not intended to be comprehensive or address all applications of the general policies and procedures described. They do not constitute a contract or promise for employment, hours of work, the provision of benefits or any other promise, either expressed or implied. Our organization adheres to the principle of employment-at-will which preserves the right of either the employee or the employer to terminate the employment relationship at any time, with or without cause. No manager, supervisor, or employee of [the Organization] has any authority to enter into an agreement for any employment other than at will. We strongly suggest that all employees be issued a Letter of Agreement or Memo of Understanding (if temporary), whereby terms of work, leave, salary / stipend / allowances and other specific benefits and expectations can be articulated as appropriate to the role within the organization. A Letter of Agreement may supersede what is described in this Resource Guide / Handbook.

Important Information about Policies and Benefits

As our organization evolves, we will continue to review and revise these human resources policies and benefits programs. The organization reserves the right to alter, reduce, or terminate any policies, pay practices, premium contributions, benefits and benefits plans, in whole or in part, without advance notice. Any such change may affect retirees and beneficiaries, as well as active employees.

The summaries of policies and benefits information found in this Handbook are intended to provide an overview of the policies followed and benefits offered. Questions regarding interpretation of policies should be directed to the leadership or designee. The actual benefits are controlled by the terms of the applicable plan documents and insurance policies. Detailed information about particular insurance plans or pension benefits themselves will be made available to you, as you are eligible for enrollment, either as part of your on-boarding as a new-hire or with a change in employment status. Questions regarding the interpretation of these plans will be answered in accordance with the actual plan documents and insurance policies, rather than the summaries contained in this handbook. Employees may obtain copies of these documents from the Benefits Administrator or Leadership. The organization and/or the plan administrator have the sole discretion to determine the eligibility for benefits and to interpret and administer these benefit plans.

SECTION 2: General Employment Matters

EQUAL OPPORTUNITY EMPLOYMENT

[The Organization] is committed to be an Equal Opportunity Employer with opportunity for all qualified persons, without regard to age, race, color, ancestry, age (over 40), genetic information, national origin, religion, sex (including pregnancy and related medical conditions), sexual orientation, marital status, physical or mental disability, medical condition, veteran status, to the extent required by law.

Our Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

We believe in and practice equal opportunity employment. If you have a question about this policy or any type of discrimination, retaliation or harassment at work, talk with your immediate supervisor or the [_____] or the Rector. You will not be retaliated against for asking questions about this. Also, if we find out that anyone has engaged in discrimination, harassment, retaliation or impermissible conduct under this policy, that person will be subject to disciplinary action, up to and including termination of employment.

AT-WILL EMPLOYMENT

The Employment relationship between [the Organization] and the individual is based on mutual covenant between the employee and employer. The laws of the State of Ohio define this mutually voluntary relationship as an “at will” relationship, meaning the relationship continues at the mutual will of the parties. As a mutually voluntary relationship, the employment relationship continues of an indefinite duration, but may be terminated by either party, with or without cause, at any time. No manager, supervisor or employee can make any written statement that varies the at-will employment relationship except _____.

EMPLOYMENT STATUS/CLASSIFICATION

Employees of [The Organization] are employed based on the classifications detailed below with different employment classifications in order to meet staffing and business requirements and accommodate employee needs and schedule preferences.

FLSA CLASSIFICATIONS

Under the Federal Fair Labor Standards Act (FLSA), all positions, regardless of employment classification, are classified as either exempt or non-exempt for overtime and minimum wage requirements based on the nature of the job duties and amount of wages.

EXEMPT EMPLOYEES: The FLSA provides an exemption from both minimum wage and overtime pay for employees employed in certain specified types of positions.

NON-EXEMPT EMPLOYEES: Under the FLSA, non-exempt employees must be paid at least the federal minimum wage for all hours worked, and overtime pay at one and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

REGULAR FULL-TIME

Employees in this category are not in a temporary status and are regularly scheduled to work at least 1,500 hours (approx. 30 hrs. per week) and receive benefits based on position, length of service and scheduled hours, as directed by the Church Pension Group Guidelines for The Episcopal Church.

REGULAR PART-TIME

Employees in this category are not in a temporary status and are regularly scheduled to work less than 1,500 hours per year (29 hrs. per week or less) and are eligible for certain benefits as stated to them in writing based on their position, as directed by Church Pension Group Guidelines for The Episcopal Church.

TEMPORARY FULL-TIME

Employees in this category perform a function for a specified period of time and are scheduled to work at least 30 hours per week. The length of their employment is limited due to the nature of the job and/or availability of the individual. Employment beyond any initially specified period does not in any way imply a change in employment status or eligibility for benefits.

TEMPORARY PART-TIME

Employees in this category perform a function for a specified period of time and are scheduled to work 29 hours per week or less. The length of their employment is for a limited duration, and no more than 999 hours (approx. six mos.) per year. The same employee cannot be hired for more than two consecutive years. This category also includes seasonal employees, or temporary part-time employees hired for a specific season of less than 120 days per year. Employment beyond any initially specified period does not in any way imply a change in employment status or eligibility for certain benefits.

LETTER OF AGREEMENT AND POSITION DESCRIPTION

We believe that a Position Description should be written for each position in our organization and maintained on file in the Office. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our organization. Further, we strongly suggest that all employees be issued a Letter of Agreement or Memo of Understanding (if temporary), where by terms of work, leave, salary / stipend / allowances and other specific benefits and expectations can be articulated as appropriate to the role within the organization. A Letter of Agreement will supersede otherwise general agreements, as specified and agreed to by all parties. Any Waiver of Benefits must also be in writing and have approval by Church Pension Group and be acknowledged by the Diocese.

EMPLOYEE ACCESS TO POSITION DESCRIPTIONS

If available, Employees should be provided with a copy of their position description at the time of hire and whenever accountabilities change significantly.

USE OF POSITION DESCRIPTIONS

Position descriptions are designed to promote a better understanding of the total job for both employees and their supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussions.

UPDATING POSITION DESCRIPTIONS

Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.

ACCESS TO PERSONNEL FILES

Employee files are to be maintained (by **the Finance and/or Human Resources Department**) and considered to be confidential. Managers and supervisors should only have access on a need-to-know basis. Personnel file access by employees must be requested and is generally permitted within (3) working days of the request unless otherwise required by state law. Files may not be taken outside the department.

CHANGES IN PERSONAL INFORMATION

Employees are responsible for notifying the Diocese/Church when there is a change in their personal data. This information needs to be kept up to date so benefit plans and payroll withholdings are properly administered. Timely notification of these changes will also enable the Diocese to assist employees and their family in matters of personal emergency.

NOTIFICATION

Notify your supervisor and the Benefits Administrator or designee in writing if any of the following change:

- Name
- Address
- Telephone numbers
- Number of dependents
- Change in familial status and/or beneficiaries
- Emergency contact

PERFORMANCE PROGRESS & APPRAISAL PLAN

To help employees grow in their jobs, supervisors should evaluate an employee's performance, provide feedback on a regular basis and complete an annual, written appraisal. The purpose of this performance appraisal plan is to provide a basis for better understanding between employees and their supervisors with respect to job performance, potential and development.

MEETING WITH YOUR SUPERVISOR

Performance is evaluated by immediate supervisors. Evaluations should not take the place of informal discussions between employees and their supervisors regarding performance, but rather should provide regular opportunities to discuss the job relationship in depth.

The process for establishing individual goals and reviewing performance has several purposes:

- To clarify each individual's role.
- To establish mutually agreed upon goals and priorities.
- To review progress on goals and provide regular feedback on performance.
- To provide an equitable basis for annual salary review.
- To aid in employee development.

FREQUENCY

Supervisors and employees are encouraged to meet on a regularly scheduled basis [to be defined as annually, quarterly, etc.] to review roles, goals and performance. Each review includes both a self-evaluation and supervisory feedback. Annually, supervisors will provide a written performance evaluation and rating of overall performance for review and discussion with each employee. Both the employee and supervisor sign the annual review to acknowledge that the document was reviewed and discussed. Signature of the employee does not necessarily imply complete agreement with the evaluation and/or rating. Supervisors must review all employee performance evaluations with their manager prior to employee discussions. Performance appraisals are a review of the employee's work performance; not necessarily a review of pay rate.

OPEN COMMUNICATION/RESOLUTION

Our organization is committed to the principle of open communication between employees and their supervisors concerning any aspect of the employment relationship.

WORKING TOGETHER, WE CAN FIND A SOLUTION TO ANY PROBLEM

In every organization there are honest differences of opinion about working conditions, discipline, policies and other work-related matters. Employees should not keep concerns to themselves and are encouraged to communicate their issues to management via the steps outlined below. Problems that are unknown cannot be solved.

FIRST STEP

Employees who have a problem, complaint, question or suggestion about any aspect of our organization are encouraged to discuss the issue with their immediate supervisor. We hope that most matters can be satisfactorily resolved by such discussions.

SECOND STEP

Employees who are not satisfied with the outcome of this first session or are not comfortable raising a particular concern with their supervisor, are welcome to discuss the situation with [leadership]. The leader will meet with the employee and his/her supervisor and attempt to reach a satisfactory solution.

THIRD STEP

The resolution to a problem, complaint, question or suggestion may be appealed to the Bishop's Office. The Bishop's Office's decision on this appeal is final.

WORKING CONDITIONS, HOURS & SAFETY

INDIVIDUALS WITH DISABILITIES

The Church fully supports and complies with the Americans with Disabilities Act (ADA) and its related regulations which make it unlawful to discriminate in employment against a qualified individual with a disability. The Diocese/Church prohibits discrimination against employees and applicants with disabilities in all aspects of employment. Our commitment to this policy includes making reasonable accommodations to persons with disabilities to enable them to perform the essential functions of their jobs, unless to do so poses an undue hardship on the organization or a direct threat to health or safety.

OUR COMMITMENT

The employee or applicant should make the organization aware of his or her need for an accommodation by notifying the supervisor or the Rector. The Diocese/Church will work with each individual to define his or her job-related or application-related needs and to try to accommodate those needs. Employees may not refuse to work alongside co-workers who have disabilities.

QUALIFIED INDIVIDUALS WITH DISABILITIES

Qualified individuals with disabilities are defined as individuals with disabilities who can perform the essential functions of the job in question with or without reasonable accommodation. The term disability is defined by applicable law.

REASONABLE ACCOMMODATION

Reasonable accommodation is any change or adjustment to a job, the work environment or the way things usually are done that enables a qualified individual with a disability to perform the essential functions of the job and that does not pose an undue hardship for the organization or create a direct threat to health or safety.

DETERMINING APPROPRIATE ACCOMMODATIONS

Frequently, when a qualified individual with a disability requests a reasonable accommodation, the appropriate accommodation is easily agreed upon. The individual may recommend an accommodation based on his or her life or work experience. The ultimate decision as to whether a particular accommodation will be made rests with the Diocese/Church. When the appropriate accommodation is not obvious, the organization may assist the individual in identifying one. If more than one accommodation will enable the individual to perform the job, the Diocese/Church reserves the right to choose which accommodation it will make.

Prior to any meeting to discuss a request, it may be helpful to the process if the employee provides written documentation identifying the nature of the limitation(s) that they believe requires an accommodation, the likely duration, any suggested adjustment(s), and any medical documentation. The supervisor and/or [_____] and/or the Rector will meet with the employee to discuss the request, explain the process, and determine what documentation is necessary to evaluate the request. It is the employee's responsibility to ensure his health care provider provides the requested documentation. Depending on the circumstances and documentation, the Organization may require supplemental information from the employee's health care provider or another health care provider/third party. The Organization cannot always grant the specific adjustment an employee seeks, but will make a determination whether it can make an adjustment that will enable the employee to perform the essential functions of his or her position.

HOURS OF WORK AND OVERTIME

Hours and Overtime can be specified within a Letter of Agreement; however, we would recommend that your organization/church adopt a general policy that at least affirms the parameters and expectations. The following can serve as a suggestion...

WORK WEEK

For most churches, the workweek coincides with the calendar week, running from 12 a.m. Sunday to 12 p.m. on Saturday. Once a church establishes a workweek, it must remain fixed. The church may change the workweek, but the change must be intended to be permanent and must comply with the overtime requirements of the FLSA.

Administrative Staff

The normal workday will be seven hours, not including a 60 minute unpaid lunch period. The normal work week will be 30-40 hours, Monday through Friday. Any necessary changes in working hours will be announced as much in advance as practical.

The work day begins at [9:00 AM] and ends at [5:00 PM] with the exception that a summer closing time of 4:00 PM between Memorial Day and Labor Day may be instituted by [the Bishop / Rector / Executive Director]. Flex time arrangements may be negotiated with your supervisor and then approved by [the Bishop / Rector / Executive Director].

Due to the not-for-profit nature of [the Diocese of Southern Ohio], overtime pay will not be authorized except for the following circumstances. All overtime must be approved in advance. Some overtime may be required.

- In the event your workload has a time element attached to it and due to your normal work you are unable to meet the time schedule, and your work is of a nature that it cannot be assigned to another secretary, overtime pay may be authorized by your immediate supervisor.
- In the event a work crisis develops and it cannot be handled along with the normal day to day work load, overtime pay may be authorized by your immediate supervisor.

Overtime pay when authorized will be paid as follows:

- 31 to 40 hours (up to 40 hours – pay will be at the straight at hourly rate).
- Over 40 hours (each additional hour worked over 40 hours will be at the rate of 1 ½ times hourly rate).

In the event overtime pay is authorized by your immediate supervisor, you are to note this on your timesheet. If you believe you have not been paid for all time worked, please contact your immediate supervisor or the Rector.

If a non-exempt employee works overtime without prior approval, they will be paid for their overtime but will be disciplined for their lack of approval.

Program and Executive Staff

The scheduled workweek is generally five days, usually measured as ten to twelve units of mornings, afternoons, or evenings in various combinations reflecting the demands of this ministry. In general, no more than three evenings per week are expected. Those staff members who regularly work some portion of Saturday and Sunday are expected to preserve at least one continuous twenty-four-hour period each week solely for personal and family use.

Meal and Rest Breaks

Ohio does not require employers to provide breaks, including lunch breaks, for workers eighteen (18) years old or older. An employer who chooses to provide a break in excess of twenty (20) minutes does not have to pay wages for lunch periods or other breaks if the employee is free to leave the worksite, in fact takes their lunch or break, and the employee does not actually perform work.

Lactation / Breastfeeding Breaks

Nursing mothers will be provided reasonable break time and private area to express milk and/or breastfeed consistent with the regular break policy.

Time Records

Time Records are required for non-exempt employees to indicate all actual time worked and as the basis for calculating overtime as required by governmental regulations. Non-exempt employees are required to accurately record their time. Therefore, do not start work early, finish work late, work during a lunch period, take work home or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time record.

Paychecks

[Your parish / agency's pay-cycle and methodology of paychecks / direction for direct deposit, etc.]

ADMINISTRATIVE PAY CORRECTIONS

[The Organization] tries to make sure that you are paid correctly and on scheduled paydays. In case you find a mistake in your pay, tell your manager immediately so that the error can be corrected as quickly as possible.

If you believe an improper deduction was made from your paycheck or that you were not paid for all hours worked, you should immediately bring that to the attention of your supervisor or the Rector. You will be reimbursed for any improper deduction and/or paid for hours worked. Improper pay deductions are prohibited. It is the intention of [the Organization] to comply fully with all federal and state laws concerning the payment of wages and to correct any errors on a going forward basis.

ATTENDANCE

Regular attendance during all scheduled working hours, reporting for work on time and continuing work to the end of the work period is expected of every employee. Failure to consistently report to work and/or work the hours scheduled can lead to disciplinary action, up to and including termination. If, for any reason, you cannot report for work, telephone your immediate supervisor as far in advance of your starting time as possible and no later than 30 minutes before the start of your shift. Your immediate supervisor should notify the appropriate Bishop's office, promptly. If an employee fails to report to work or call in to inform the supervisor of the absence for three (3) consecutive days or more, then employee will be considered to have voluntarily resigned employment.

TARDINESS

It is recognized that everyone may be forced, on occasion, to arrive late, and that it is sometimes impossible to reach a telephone; however, it is both a courtesy and a requirement that staff members notify their immediate supervisor or in the supervisor's absence, the receptionist, when they will be delayed by more than half an hour. Repeated failure to do so will be treated seriously and may lead to disciplinary action, up to and including termination.

MEDICAL AND DENTAL APPOINTMENTS

Whenever possible an employee should schedule non-business appointments outside of the workday. If that is not possible, sick time may be used to cover time away from the office. Sick time may be taken in ½ day increments, no less, to cover such absences.

PROFESSIONAL-RELATED EXPENSE REIMBURSEMENT

In order for an employee to be able to be reimbursed without any tax implications, a church/agency must adopt a policy that would cover professional-related expenses to be reimbursed or paid directly to vendors for either normal job-related expenses or by required travel. An Expense Reimbursement Policy (or Accountable Reimbursement Plan) is designed to facilitate cost effective expenditures that are in compliance with

approved budgets and all IRS regulations. Reimbursement can only be made in accordance with available budget authority, approved expense reimbursement forms and receipts that are submitted in a timely manner which should be stipulated. It is a best practice that Supervisors review and approve employee business expense reports and present to (the Treasurer) for approval prior to submission for payment. The following is an example of an Accountable Reimbursement Plan

ACCOUNTABLE REIMBURSEMENT PLAN

Whereas, income tax regulations 1.162-17 and 1.274-5T(f) provide that employees need not report on their tax return expenses paid or incurred by them solely for the benefit of their employer for which they are required to account and do account to their employer and which are charged directly or indirectly to the employer; and

Whereas, income tax regulation 1.274-5T(f) further provides that an adequate accounting means the submission to the employer of an account book, diary, statement of expense, or similar record maintained by the employee in which the information as to each element of expenditure (amount, date and place, business purpose, and business relationship) is recorded at or near the time of the expenditure, together with supporting documentary evidence, in a manner which conforms to all the “adequate records requirement” set forth in the regulation; and

Whereas, the Church desires to establish a reimbursement policy pursuant to the regulations mentioned above; be it therefore **Proposed**, that the Church hereby adopts an “accountable reimbursement plan” pursuant to the income tax regulations 1.162-17 and 1.274-5T(f) upon the following terms and conditions:

1. **Adequate accounting for reimbursed expenses.** Any person employed by the Church (hereafter referred to as “employee”) shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the Church, if the following condition are satisfied: (1) expenses that have a explicit business connection and are within the parameters of our approved operating budget; (2) the employee documents the amount, date, place, business purpose (and in the case of entertainment expenses, the business relationship of the person or persons entertained) of each such expense with the same kind of documentary evidence as would be required to support a deduction of the expense on the employee’s federal tax return; and (3) the employee substantiates such expenses by providing the church treasurer with an accounting of such expenses no less frequently than monthly (in no event will an expense be reimbursed if substantiated more than 60 days after the expense is paid or incurred by an employee). Examples of reimbursable business expenses include local transportation, overnight travel (including lodging and meals), books and subscriptions, education, vestments, and professional dues. Under no circumstances will the Church reimburse an employee for business or professional expenses incurred on behalf of the church that are not properly substantiated according to this plan. Church and staff understand that this requirement is necessary to prevent the Church’s reimbursement plan from being classified as a non-accountable plan.
2. **Excess reimbursements.** Any Church reimbursement that exceeds the amount of business or professional expenses properly accounted for by an employee pursuant to this plan must be returned to the Church within [90] days after the associated expenses are paid or incurred by the employee, and shall not be retained by the employee.
3. **Reimbursements not funded out of salary reductions.** Reimbursements shall be paid out of Church funds, and not by reducing paychecks by the amount of business expense reimbursements.
4. **Cellular phones and personal computers.** The Church will not reimburse cellular phone or personal computer expenses of an employee who is considered as an employee for federal income tax reporting purposes unless the employee’s use of a cellular phone or personal computer (each referred to below as “equipment”) meets the following two tests:
 - (1) *Convenience of the employer.* Use of the equipment must be “for the convenience of the employer.” This means that the employee cannot perform his or her job without the equipment. The fact that the equipment enables an employee to perform his or her work more easily and efficiently is not enough. Further, it must be demonstrated that computers and telephones available at the Church are insufficient to enable the employee to properly perform his or her job.
 - (2) *Condition of employment.* Use of the equipment must be required as a “condition of employment.” It is not necessary that the Church specifically require use of the equipment. On the other hand, it is not enough that the Church merely states that use of the equipment is a condition of employment.
5. **Tax Reporting.** The Church will not include in an employee’s W-2 form the amount of any business or professional expense properly substantiated and reimbursed according to this accountable plan, and the employee should not report the amount of any such reimbursement as income on Form 1040.
6. **Retention of Records.** All receipts and other documentary evidence used by an employee to substantiate business and professional expenses reimbursed under this plan will be retained by the Church.
7. **Guidelines for Claiming Reimbursement.** This accountable plan follows the guidelines for claiming reimbursement for various types of travel and other business-related, out of pocket expenses” as articulated in the *Manual of Business Methods in Church Affairs*.

Hereby adopted this ____ day of _____, 20__ __ by the [Vestry / Board / Committee] of _____

(signature)_____ Signed by (print) _____ in my role as _____

TIME OFF AND LEAVES OF ABSENCE

VACATION

Administrative Staff (Full Time)

The amount of vacation granted is determined by your classification and the length of your service. The vacation policy will be as follows:

- After six months of employment, one week of vacation will be granted.
- After one full year of employment, two weeks of vacation will be granted.
- After four full years, you will be granted three weeks of vacation.
- After 9 full years, you will be granted four weeks of vacation.
- Increases in vacation days are granted on January 1 of the year following the anniversary of employment.
- Legal holidays will not count as vacation days.
- Employees are paid their regular pay for vacation days used (e.g. if the employee regularly works 8 hours per day, they will be paid for 8 hours).
- Pay will not be granted in lieu of vacation.
- You may carry over no more than 5 vacation days to the following year with written approval by your immediate supervisor. Any unused vacation days over this carry-over amount will be forfeited. Any days carried over must be used within the first quarter of the following year or they will be forfeited.
- [Consider what your organization's policy regarding paying unused vacation upon termination should be]
- Vacations are to be scheduled and coordinated through the office. All vacation requests must be communicated to the employee's direct supervisor.
- Granted but unused vacation will not be paid for / reimbursed at the end of employment.
- Vacation days/hours will not count as hours worked for the purposes of overtime.

Executive and Program Staff (Full Time)

Please note that in congregational settings, one month of vacation, should include four Sundays, to be granted; with the intent to grant twenty regular working days. Additional vacation may be negotiated in lieu of a salary increase.

[Consider what your organization's policy regarding vacation for **part-time** employees should be. Part-time employees who are regularly scheduled to work 20+ hours per week can be eligible for paid vacation time based on their pro-rata schedule.]

HOLIDAYS

Each year, staff members normally have at least twelve paid holidays. Some never vary, namely New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day.

The following are also regularly observed holidays:

- | | |
|--------------------|------------------------------|
| • New Year's Day | • Labor Day |
| • Good Friday | • Thanksgiving Day |
| • Easter Monday | • Day after Thanksgiving Day |
| • Memorial Day | • Christmas Eve (1/2 day) |
| • Independence Day | • Christmas Day |
| | • New Year's Eve (1/2 day) |

Holidays falling on Saturday can be observed on Friday; those that fall on Sunday can be observed on Monday. Holiday pay shall be based on an employee's regularly scheduled days/hours (example: if the employee usually works 6 hours on a Monday, Memorial Day would mean 6 "holiday hours." Holidays will not count as hours worked for the purposes of overtime.

Other holidays may be Martin Luther King, Jr. Day, President's Day, Columbus Day, Veterans Day. Decisions about each of these can be made annually [by...? Bishop / Rector / Vestry / Executive Director?] and the schedule is distributed to each staff member.

SICK LEAVE

Staff members have authorized pay for sick leave on the basis of one day per month or 12 days per year. Whether or not pay will be granted for extended periods of sickness beyond the 12 days per year will be determined by the supervisor in consultation with the [Bishop / Rector / Executive Director].

When a staff member is too ill to report for work, he or she will be excused from his or her duties without loss of salary, provided the immediate supervisor has been notified by 10:00 AM on the day of absence as long as the employee has unused sick time. Sick leave cannot be accumulated nor will pay be granted in lieu of the actual sick time off. Nor will an employee be paid for unused sick time at the end of their employment. If an employee misses # or more consecutive days due to illness, [we] may require physician approval to return to work. Sick days will not count as hours worked for the purposes of overtime.

BEREAVEMENT LEAVE

Bereavement leave of up to five days may be taken upon the death of an immediate family member to attend burial services. Immediate family is defined as spouse, domestic partner, child, step-child, parent, step-parent, spouse's parent, domestic partner's parent, siblings, grandparent, and grandchild. Bereavement leave will not count as hours worked for the purposes of overtime.

EMERGENCY RESPONDER LEAVE

If you are a volunteer firefighter or volunteer provider of emergency medical services, and miss work due to responding to an emergency prior to reporting to work, you will be granted such time as paid leave. To qualify for this type of leave, an employee must provide written notification to their supervisor indicating certification as a volunteer firefighter or emergency services provider.

MILITARY LEAVE AND RE-EMPLOYMENT (USERRA)

[The Diocese] supports the Uniformed Services Employment Reemployment Rights Act (USERRA) and grants leaves for uniformed service in accordance with applicable federal and state laws.

Any employee needing time off for uniformed service should provide details regarding the leave to their supervisor as soon as possible. Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary resignation. All employees who enter military service may accumulate a total absence of five years and still retain employment rights.

Military leave for members of an active Reserve or National Guard units will be granted upon request. Staff members will be paid the difference in salary for his or her leave between his or her Reserve or National Guard pay and his or her regular staff salary.

VOTING LEAVE

Our organization believes that all employees should have the opportunity to exercise his or her right to vote in elections. In almost all cases, you will have sufficient time outside work hours to vote. If not, reasonable accommodations can be made

JURY DUTY

Our organization considers service on a jury to be an important civic duty. Employees must submit a copy of the Jury Duty Attendance Certificate to their supervisor indicating the dates served. Employees will receive this statement when their jury duty is complete. Employees on jury duty will continue to be paid their regular compensation. As such, employees are expected to return to work if they are excused from jury duty during their regular working hours.

LEAVES OF ABSENCE

If a staff member has an extraordinary reason, and if the workload of his or her area of responsibility allows, a leave of absence may be granted, on a case-by-case basis, without pay with the written approval of his or her immediate supervisor [and...?].

All absences of any kind must be approved in advance by the staff member's immediate Supervisor or Leadership.

SABBATICAL LEAVE

Our organization offers ordained clergy professional sabbatical leave. It is the expectation that such provisions are articulated within a cleric's Letter of Agreement.

ELIGIBILITY

Clergy employed as parochial clergy [or who serve on the Bishop's staff], are entitled up to a three-month sabbatical after five years of service (in the sixth year). Sabbatical time is accrued at a rate of 0.6 months per year of service and may be pro-rated for part-time clergy.

LENGTH OF LEAVE

A sabbatical may be for a period of less than three months, carrying forward the remaining time accrued, but the maximum accrued sabbatical will never exceed three months. Accrued sabbatical time should not be paid upon resignation or termination.

RETURN TO WORK

Clergy who take a sabbatical are expected to return to work for at least one year following the end of the sabbatical period.

REQUEST FOR LEAVE

In order to assist in coordinating coverage, all requests for sabbatical leave should be communicated in writing to the [Bishop / Rector / Vestry / Executive Director] preferably one year in advance, but no less than six months prior to the requested sabbatical start date.

Detailed information about clergy sabbatical leave is available through the Bishop's Office.

PERSONAL TIME

Six days of personal time off during each calendar year can be granted on a **case-by-case basis**, as described below, except during the first year and as authorized by the staff member's immediate supervisor. These days are provided against unpredicted needs of staff members, not as a gift of six free days.

- No salary will be paid for such days absent in excess of six.
- Exchange for vacation days will not be permitted and all vacation days must be exhausted first.
- Such days may not be accumulated from year to year.
- The time off may not be taken in sections of less than ½ of one full day.
- Except for personal time off for illness or for illness of people in one's care, such days may not be taken more than one at a time.
- Unused personal time will not be paid at termination of employment.

PERSONAL TIME OFF (PTO) Program [in-lieu of a separate time off policy]

Many organizations are adopting a PTO which can encompass vacation, performance incentive, sick days and other absences other than a Family Leave, Disability, Jury, Military, or Sabbatical Leave. PTO programs can vary, so if your organization would like to adopt such an approach, we would recommend working with Diocesan Staff and/or a Human Resource & Benefit Consultant.

DISCIPLINARY POLICY

[The Organization] has adopted a progressive discipline policy to identify and address employee and employment related problems. This policy applies to any and all employee conduct that [the

[Organization], in its sole discretion, determines must be addressed by discipline. Of course, no discipline policy can be expected to address each and every situation requiring corrective action that may arise in the workplace. Therefore, [the Organization] takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.

Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance or violation of policies, practices or procedures. However, discipline may be issued for conduct that falls outside of those identified areas. Equally important, [the Organization] need not resort to progressive discipline, but may take whatever action it deems necessary to address the issue at hand. This may mean that more or less severe discipline is imposed in a given situation. Likewise, some company polices like sexual harassment and attendance, contain specific discipline procedures.

Progressive discipline may be issued on employees even when the conduct that leads to more serious discipline is not the same that resulted in less sever discipline. That is, violations of different rules can be considered the same as repeated violations of the same rule for purposes of progressive action.

Probationary employees are held to the highest standards for behavior and job performance. Progressive discipline is the exception rather than the rule for probationary employees.

[The Organization] will normally adhere to the following progressive disciplinary process:

1. Verbal Warning: A verbal warning is more serious than a verbal caution. An employee will be given a verbal warning when a problem is identified that justifies a verbal warning or the employee engages in unacceptable behavior during the period a verbal caution is in effect. Verbal warnings are documented and placed in the employee's personnel file and will remain in effect for [specify time (e.g., three months)].
2. Written Warning: A written warning is more serious than a verbal warning. A written warning will be given when an employee engages in conduct that justifies a written warning or the employee engages in unacceptable behavior during the period that a verbal warning is in effect. Written warnings are maintained in an employee's personnel file and remains in effect for [specify time (e.g., three months)].
3. Suspension: A suspension without pay is more serious than a written warning. An employee will be suspended when he or she engages in conduct that justifies a suspension or the employee engages in unacceptable behavior during the period that a written warning is in effect. An employee's suspension will be documented and, regardless of the length of the suspension issued, will remain in effect for [specify time (e.g., three months)].
- 4 Decision Making Leave : Generally following a suspension, an employee will be reprimanded and sent home for the day on decision making leave. This is intended to help the employee decide whether they should continue employment with [the Organization]. If the employee returns, they will be expected to work harder than before to follow [the Organization] guidelines and continue their employment without interruption. The other option with this leave is the employee may choose to resign because employment with [the Organization] is not a match.
5. Termination: An employee will be terminated when he or she engages in conduct that justifies termination or does not correct the matter that resulted in less sever discipline.

Again, while [the Organization] will generally take disciplinary action in a progressive manner, it reserves the right, in its sole discretion, to decide whether and what disciplinary action will be taken in a given situation.

While it is impossible to list every action that is unacceptable conduct, the following lists some, though not all, examples of unacceptable conduct:

- Theft or inappropriate removal or possession of property
- Falsification, dishonesty, of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized disclosure of business "secrets" or confidential information
- Unsatisfactory performance or conduct
- Altering, damaging, or destroying Company property or records, or another employee's property
- Discourtesy to a customer, vendor, or the general public resulting in a complaint or loss of goodwill
- Violation of personnel policies

RESIGNATION BY THE EMPLOYEE

It is expected that a member of the administrative staff who plans to resign will give his or her immediate supervisor at least two weeks' notice before leaving and will return to the supervisor any keys or any other property of the organization that may be in his or her possession.

It is expected that a member of an executive or program staff who plans to resign will give his or her immediate supervisor at least one month notice before leaving, will return any keys or any other diocesan property that may be in his or her possession, and will arrange for an orderly transfer of responsibilities.

TERMINATION BY THE EMPLOYER

The State of Ohio has adopted an employment-at-will doctrine, which permits an employer to terminate its employment relationship with an employee for ANY reason or for NO reason at all.

In the event the employee is dismissed by [the Organization], he or she will be paid through their last day worked and, at the discretion of the Organization, a severance pay of two full weeks.

Whether or not additional severance pay will be granted and or any accrued vacation time paid will be determined by the immediate supervisor and the leadership of the organization.

In the event an employee is dismissed due to work reduction or budgetary cuts, the employee will be paid for his or her last day worked, plus pay for accrued vacation time, and any other allowance as determined by his or her immediate supervisor and the leadership of the organization.

SECTION 3:

Employment Benefits

Benefits, unless otherwise specified by Canon are offered through Church Pension Group and administered by the Diocese and each individual affiliated parish / mission / agency. Any Waiver of Benefits must also be in writing and have approval by Church Pension Group and be acknowledged by the Diocese. We would recommend that any such waiver also be reflected in an Employee's Letter of Agreement.

This is intended as a brief introduction to the Health Insurance Plan and Pension Plan. A more thorough explanation of the plan is contained in the Summary Plan Descriptions, plan documents, and insurance policies available from the Benefits Administrator. In the event of a discrepancy between the terms of this policy and the official plan documents, the official plan documents will apply. The Diocese / benefit plan administrators or insurance companies, reserve the maximum discretion and right permitted by law to administer and interpret the health plan, as well as to amend, modify or terminate the plan at any time for any reason.

PENSION PLAN

Administrative Staff

As part of The Episcopal Church, we provide a pension plan for any lay employee, who is 18 years or older and working 1,000 hours per year. The pension plan incorporates a death benefit and upon reaching the normal retirement date of age 65 provides benefits in the form of a monthly annuity of 1% of final monthly compensation for each year of service. The Lay Pension Plan can be either a Defined Benefit or Defined Contribution Plan (similar to an IRA). Up to 9% of the employee's salary will be contributed at no cost to the staff member (depending on selections by the employee). Details are available in the Finance Office of the Diocese and through Church Pension Group.

Executive and Program Staff

Lay staff will be provided the same pension plan as lay administrative employees.

Clergy staff will have premiums paid to the Church Pension Fund as prescribed by National Canons.

INSURANCE BENEFITS

MEDICAL, DENTAL, VISION and PHARMACY BENEFITS

To aid employees in covering the cost of medical care, our Diocese offers a health insurance program. Resolution A177, passed at General Convention in 2009, requires Dioceses to establish a cost-sharing policy that is the same for both clergy and lay employees that are scheduled to work 1,500 or more hours annually; effective by January 1, 2013. [In 2012, the 77th General Convention reaffirmed that all parishes and missions are to be enrolled in the Church Medical Trust by December 31, 2012. The implementation of this resolution was amended to state: "parity in cost-sharing shall be achieved between clergy and lay employees as soon as possible, but no later than December 31st, 2015."]

ELIGIBILITY

Employees who are scheduled to work 1,500 or more hours annually are eligible to join our group health insurance plan on the first of the month following their date of hire. Details are available in the Finance Office of the Diocese and through Church Pension Group.

COST

To assist with the escalating cost of health insurance, our organization may pay a portion of the premium, the remainder to be paid by the employee through pre-tax dollars via payroll deduction. When you become eligible for coverage, you will receive material which more fully describes your insurance benefits including information on deductibles, co-payments etc.

As a part of our benefits review process, the cost of health insurance is evaluated periodically and the ratio of employer/employee contribution is subject to change.

HEALTH INSURANCE COVERAGE AT TERMINATION

Premiums for health insurance will be paid through the last day of the month in which the termination of employment occurred. Employees who have health insurance with our organization may have the option of continuing these benefits under the Extension of Benefits Program. Refer to the official notice for further information. If you have not received a notice or cannot locate it, please contact the Benefits Administrator.

PROTECTED HEALTH INFORMATION

For employers with self-insured medical plans or medical flexible spending account plans, the Health Insurance Portability and Accountability Act (HIPAA) privacy rules require group health plans like the Diocese's group health plan to take steps to ensure the privacy of personally identifiable health information (PHI) and provide notice of the plan's legal duties and privacy practices to participants. Generally, the plan cannot use or disclose PHI without written authorization except for the purposes stated in the plan's Notice of Privacy Practices. The summary below briefly describes some of the aspects of how medical information may be used and disclosed by the Diocese's group health plan and how employees can get access to this information. A more complete summary is contained in the plan's Notice of Privacy Practices.

USE AND DISCLOSURE OF PHI

The plan is required to provide an employee access to certain PHI in order to inspect or copy it. Use and disclosure may also be required by the Department of Health and Human Services to enable the Department to investigate or determine compliance with the privacy regulations.

YOUR RIGHTS

Employees may request that the plan restrict the use and disclosure of PHI to carry out treatment, payment, or health care operations. Employees also may request that the plan allow the use and disclosure of PHI to relatives, friends, or other individuals identified by the employee. However, there is no requirement that the request be granted.

Employees generally have the right to inspect and copy their PHI. The plan will provide requested information within the federally established timeframe. If the request is denied, the employee will receive a written notice.

Employees have the right to request an amendment of their PHI. The plan will act on the request within the legally required timeframe. If the plan is unable to comply with the request for amendment, the employee will be provided with a written denial that explains the basis for denial. Employees may also submit a written statement disagreeing with the denial.

Employees have the right to request an accounting of disclosures of their PHI. However, such accounting need not include PHI disclosures made to carry out treatment, payment or health care operations, or certain other types of disclosures identified in the privacy regulations.

MORE INFORMATION

Requests to restrict use and disclosure, inspect or copy PHI, amend PHI, or receive an accounting of PHI should be made to the Benefits Administrator in the Finance Office of the Diocese. The plan will make every effort to accommodate the request within a reasonable period of time.

This policy is a brief summary of some of your PHI Use and Disclosure Rights under the Health Insurance Portability and Accountability Act. Additional information regarding rights may be found in the plan's Notice of Privacy Rights which may be obtained from the Benefits Administrator.

HEALTH SAVINGS ACCOUNT

Only applicable to employees of the Diocese participating in our Consumer-Directed Health Plan (CDHP), the advantage of a Health Savings Account (HAS) is that money going into the HSA is tax-free, earns interest tax-free, and is not taxed when withdrawn to pay for qualified medical, dental, and vision expenses. Details for Health Savings Accounts are available in the Finance Office of the Diocese and through Church Pension Group.

LIFE INSURANCE

A group life insurance policy is provided for eligible employees. Accidental Death and Dismemberment coverage is included in this group policy. Details are available in the Finance Office of the Diocese and through Church Pension Group.

Other Areas that can be summarized may include:

- Short-Term Disability
- Long-Term Disability

EMPLOYEE ASSISTANCE PROGRAM

On occasion, everyone has personal problems. Usually these problems are resolved with the support of relatives and close friends. But sometimes, employees or members of their family may find that they would benefit from the assistance of a trained counselor. It is for this reason that The Diocese provides an Employee Assistance Program (EAP) to employees and family members who may need help with personal or behavioral problems. Details for the Employee Assistance Program (EAP) are available in the Finance Office of the Diocese and through Church Pension Group.

WORKERS COMPENSATION

Our organization carries a Workers' Compensation Insurance Policy, which covers all employees in the event that they are injured or become disabled due to occupational illness or injury while on the job.

BENEFITS

For employees who are injured while on the job or who develop an occupational illness, medical expenses and loss of earnings up to the specified maximum normally will be covered by our Workers' Compensation Insurance Policy. Compensation under this plan is based on a formula using the employee's average weekly wages.

Workers Compensation leave (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. Employees will not be paid vacation or sick leave for approved absences covered by Workers Compensation, except to supplement

the Workers Compensation benefit when the plan only covers a portion of the employee's salary as allowed by state law.

ELIGIBILITY

Benefits for lost earnings begin after the seventh day of disability. If disability continues beyond two weeks, the benefits will also be paid for the first week of disability. Payment of medical expenses begins on the first day of disability.

COST

The organization pays the entire premium for this insurance policy.

REPORTING ACCIDENTS

Reports of accidents or injuries, even if minor, must be filed within 24 hours with the Diocese. All work related injuries or illnesses (even if minor) must be reported to your supervisor or the Rector immediately. Failure to receive medical treatment in a timely manner may result in serious complications and also may jeopardize eligibility for medical benefits.

SECTION 4:

Harassment Policy— General and Sexual

[The Organization] fosters a workplace that provides equal employment opportunities, does not tolerate unlawful harassment or coercion, and deals fairly with interpersonal conflict. The [Organization] strives to provide all employees a workplace that is free from all forms of harassment or discrimination based on race, color, religion, sex, national origin, age (40 or over), disability, genetic information, military status, or any other applicable statutorily protected group status. Such misconduct should be reported promptly regardless of who originates it or participates in it (employee or non-employee), and regardless of whether it is oral, written, visual, or physical conduct. If found to have occurred, such misconduct will result in corrective action that the Company determines is an appropriate resolution of the matter.

Reporting Procedure. Anyone who is the object of any such conduct or who observes any such activity is required to immediately report the matter to his or her supervisor or the Rector without fear of retaliation. Retaliation will not be tolerated against persons who report such activity or against those who assist or participate in any investigation.

When reporting any incident (harassment, discrimination, retaliation), the employee ideally should provide: the date(s) of the incident; the name of the person(s) accused of violating this policy; a complete and accurate description of the incident; the names of any witnesses or other individuals who may provide information; and any supporting documentation. This information, among other information that subsequently may be provided, will assist the [Organization] in its investigation.

Investigation/Disciplinary Action. Each reported matter will be investigated.. After the investigation has been completed, a determination will be made by the [Organization]. Appropriate corrective action, up to and including separation from the [Organization], will be taken if that is deemed the proper resolution of the matter.

Explanation Of Sexual Harassment. The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

Unwelcome sexual advances (verbal and/or physical), requests for sexual favors, and other verbal and/or physical conduct of a sexual nature constitute sexual harassment when:

- A. Submission to such conduct is either an explicit or implicit term or condition of employment (such as a promotion, job assignment, overtime opportunity, wage increase, etc.); or
- B. Submission to or rejection of the conduct is used as a basis for making employment decisions; or
- C. The conduct has the purpose or the effect of unreasonably interfering with an individual's work performance or creating a hostile or offensive work environment.

Harassment Based On Other Protected Group Statuses. Any unwelcome verbal or physical conduct may be viewed as illegal “harassment” if such conduct is because of any of the statutorily protected group statuses referenced above and has the purpose or effect of unreasonably interfering with an individual’s job performance or creating a hostile or offensive work environment.

Unacceptable Behavior. Using and insisting upon good manners, professional behavior, and the exercise of good sense will go a long way in avoiding and preventing the inappropriate conduct covered by this policy. Again, should there be any incident, however, which runs afoul of this policy, it must be reported immediately. While this policy sets forth its goals of promoting a workplace that is free from the above-referenced harassment or discrimination, it does not limit the [Organization’s] ability to take corrective action for workplace conduct which the [Organization] determines is unacceptable, regardless whether that conduct violates this policy.

While it is not possible to list all examples of unacceptable and unprofessional conduct, the following non-exhaustive list sets forth some examples of the kind of behavior (oral, written, electronic, or physical) that is prohibited in our workplace.

- Unwelcome sexual advances, invitations or comments;
- Hostile or demanding behavior;
- Offensive sexual language, gestures, photographs, or references;
- Verbal harassment based on any protected group characteristic;
- Hostile, menacing, stalking, or demeaning behavior;
- Subtle or direct pressure for sexual activity;
- Improper physical contact such as improper touching, patting, pinching, rubbing, or squeezing;
- Comments about a person’s body in a sexually offensive manner,
- Seeking sexual attention with implied or explicit threats or rewards;
- Epithets, derogatory comments, or slurs;
- Posters, cartoons, photographs, or images that denigrate or show hostility or aversion toward an individual’s or group’s protected group characteristic;
- Sexual, racial or ethnic oriented humor;
- Inappropriate questions or comments about sexual behavior or preference or religious practices;
- Threatening or offensive letters, notes, or invitations;
- Repeated unwelcome requests for social engagements;
- Electronic communication of verbally or visually offensive material; or
- Unwanted physical conduct or physical interference with someone.

Please note the above-referenced conduct will be addressed whether or not it meets a legal definition of “discrimination” or “harassment.”

Employees are expected to conduct themselves in accordance with these guidelines when dealing with fellow employees or external parties. All employees are expected to participate in the training program offered by the Diocese of Southern Ohio around the issues of Sexual Misconduct and Abuse Awareness and Prevention, also known as “Safe Church,” whether live or online. Employees who feel that they have been subjected to improper conduct should advise their supervisor. Supervisors who have been so advised should seek guidance from the Bishop’s Office. *This summary is not intended to be comprehensive; questions or interpretation should be directed to leadership or designee.*

The Diocese of Southern Ohio has a resource called “**Definitions, Guidelines, Policy and Procedures for Safe Church Standards for the Protection from Sexual Misconduct and Abuse.**” This resource, at a minimum, is to be made available to every employee as part of ongoing safeguards including education and training, monitoring and supervision, as well as the General Code of Conduct of employees and other church personnel.

SECTION 5:

Code of Conduct

COMPUTERS, INTERNET, EMAIL and OTHER RESOURCES

We provide a wide variety of communication tools and resources to employees for use in performing their responsibilities. Whether it is the telephone, voice-mail, fax, scanner, internet, intranet, e-mail, text messaging, or any other Diocese-provided technology, use should be reserved for Diocese-related matters during working hours. All communication using these tools should be handled in a professional respectful manner.

TELEPHONE AND ELECTRONIC DEVICE USAGE

Long distance telephone calls are required as a part of the daily workflow; however personal long-distance calls are not permitted. If it is necessary to make a personal long-distance call employee must use a personal credit card or call collect. Personal local calls should be kept to a minimum so as not to impede productivity.

All computer equipment used is the sole property of the diocese, therefore the following is prohibited:

- Unauthorized personnel use
- Addition/downloading of unauthorized programs (all programs need to be authorized via the Finance Office to assure server integrity)
- Removal of equipment without permission
- Purchase of additional equipment without notification of the Finance Office

Access to the internet is required and improves information gathering, however inappropriate usage is prohibited.

[The Organization] voicemail, e-mail, and computer systems network are provided for the use of its employees and selected other persons for the performance of their diocesan job duties and related activities. Although incidental and occasional personal use of such systems should be reasonable and limited to non-working hours (unless there is an emergency). The systems and the messages, documents, and information stored and processed by the Diocese are and remain the property of [the Diocese of Southern Ohio].

[The Organization] reserves and will exercise the right to review, audit, intercept and access email, internet usage and computer files on a periodic basis.

Employees do not have any expectation of privacy in connection with their use, storage, or transmissions using the [Organization's] property or information systems. This applies to personal emails sent through the [Organization's] servers or created using the [Organization's] equipment.

CONFIDENTIALITY

Employees should not assume that messages on voice mail, e-mail, or organization-provided cell phones and electronic devices are private or confidential. Security codes limit access to employees' messages, but management reserves the right to search or monitor the phone and computer systems, without advance notice.

BUSINESS RELATED

Our computer and phone systems are maintained for organization business purposes. Employees should not use the organization's systems to conduct personal business or maintain personal files.

IMPROPER USES

As with all organization communications, messages of a discriminatory or harassing nature may not be transmitted on organization network systems. Employees are expected to use professional and respectful language when communicating over organization computer and phone systems and other organization-provided electronic devices.

Employees are prohibited from downloading any software from the Internet. Employees must respect copyright and license agreements for software, digital artwork and other forms of data. Employees may not use other employees' passwords to access organization data unless authorized in writing in advance by the supervisor.

Employees may not disclose their passwords or allow others to use their access to organization systems and equipment. Employees must protect data from unauthorized use or disclosure and respect the integrity of computing systems. Employees must take care not to introduce viruses into organization systems by not opening messages or documents sent by unknown users. Employees should utilize anti-virus software and notify management immediately if there is reason to believe a virus has been introduced into our computer system or that any person may have accessed data which they were not authorized to view.

MAINTENANCE

Employees are responsible for maintaining their files and messages on these systems and devices. Messages should be accessed, acted upon, filed or deleted on a regular basis.

COMPUTER, INTERNET & E-MAIL USAGE

The Internet is a powerful communications tool and a valuable source of information. However, an employee's improper use of employer provided Internet services can waste time and resources and create legal liability and embarrassment for both The Diocese and the employee.

ACCESS

The Diocese's policy applies to any organization provided Internet service that is accessed on or from the organizations premises, accessed using organization computer equipment or via organization -paid access methods and/or used in a manner that identifies the employee.

IMPROPER USES

Employees are strictly prohibited from using employer -provided Internet services in connection with, but not limited to, any of the following activities:

- Engaging in illegal or fraudulent conduct which includes improper use or downloading of copyrighted material;
- Viewing, sending, receiving, or storing material that could be viewed as malicious, obscene, threatening, or contributing to a hostile work environment on the basis of any status protected by law or organization policy;
- Monitoring or intercepting the files or electronic communications of employees or third parties;
- Obtaining unauthorized access to any computer system;
- Using another individual's account or identity without explicit authorization from the supervisor and/or Parish Leadership;
- Attempting to test, circumvent, or defeat security or auditing systems of the Diocese or any other organization without prior authorization; or
- Distributing or storing chain letters, jokes, offers to buy or sell goods.

If you use the Internet in a way that violates the law or the [Organization's] policies, you will be subject to disciplinary action, up to and including termination of employment. You may also be held personally liable for violating this policy.

USE OF INSTANT MESSAGING, WEBLOGS, AND SOCIAL NETWORKING SITES

Blogging, instant messaging, and visiting social networking sites such as Facebook are not appropriate working time activities unless required by the scope and responsibilities of an employee's job. Such personal activities, if engaged in, must be limited to non-work time and must comply with the Diocese policies governing the proper use of the internet, e-mail, off-duty social networking, and computer files.

CONFIDENTIALITY

Employees should not expect privacy with respect to any of their activities using employer - provided Internet access or services. The Diocese reserves the right to review any site visits and/or files, messages, or communications sent, received or stored on organization computer systems.

All Internet data that is written, sent, or received through our computer systems is part of the [Organization's] official records. That means that under certain circumstances we can be legally required to show that information to law enforcement or other parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and legal.

Before you download or copy a file from the Internet, it must be checked for viruses. All compressed files must be checked for viruses both before and after decompression.

VIOLATIONS

Employees violating this policy are subject to disciplinary action, up to and including termination. Employees using organization computer systems for illegal or fraudulent purposes also may be subject to civil liability and/or criminal prosecution. The organization may also report suspected unlawful conduct to the appropriate law enforcement authorities.

The [Organization] may conduct workplace monitoring to help ensure quality control, employee safety, and security.

We may perform video surveillance of non-private workplace areas. We may use video monitoring to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage and prevent harassment and workplace violence.

Because we are sensitive to employees' legitimate privacy rights, we will make every effort to have workplace monitoring that is done ethically and with respect.

OFF-DUTY SOCIAL NETWORKING

This policy establishes a set of rules and guidelines for any activity and participation in "social media" by all the Diocese's "users." These rules are intended to be adaptable to the changes in technology and norms of online communication and behavior, and may be amended by the Diocese at any time, for any reason, without notice to users.

DEFINITIONS

The term “social media” applies to any web-based and mobile technologies, in use now or developed in the future, that enable individuals or entities to disseminate or receive information, communicate, or otherwise interact, and includes, without limitation, email, texting, messaging, social networking, blogging, micro-blogging, bulletin boards, and so on, through providers such as Facebook, LinkedIn, Twitter, YouTube, Google+ or others.

The term “users” refers to employees, management and supervisors, and anyone else employed by the Diocese.

EXERCISE RESPONSIBILITY ONLINE

This policy applies to any social media activity conducted with a Diocese email address or on a Diocese website or page, and/or which can be traced back to an Diocese domain, and/or which uses the Diocese’s Information Systems and/or which expressly or implicitly identifies the individual as an employee of the Diocese.

If, from an employee’s post in a blog or elsewhere in social media, it is clear the employee is an Diocese employee, or if the employee mentions the Diocese, or it is reasonably clear the employee is referring to the Diocese or a position taken by the Diocese, and the employee expresses a political opinion or an opinion regarding the Diocese’s positions or actions, the post must specifically note that the opinion expressed is the employee’s personal opinion and not necessarily the Diocese’s position.

FOLLOW EXISTING POLICIES

Observe and follow: (a) existing Diocesan policy and agreements, such as our Employee Handbook and (b) applicable laws and regulations. This means that employees are prohibited from using social media to post or display comments about co-workers or supervisors of [The Organization] that are maliciously false, , threatening, , or in violation of any workplace policies of [The Organization] against discrimination on the basis of race, color, sex, age, disability, religion, citizenship, national origin, ancestry, military status or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics and genetic information, and any other status protected by law.

The rules in the Employee Handbook and “Non-Harassment,” “Sexual Harassment,” “Non-Discrimination,” “Code of Ethics,” “Standards of Conduct,” “Voicemail, E-mail, and Computer Systems,” and “Use of Internet” policies apply to employee behavior within social media and in public online spaces.

Do not post any information or conduct any online activity that violates applicable local, state, or federal laws and regulations. Any conduct which under the law is impermissible if expressed in any other form or forum is also impermissible if expressed through social media.

RECOGNIZE OTHERS’ PRIVACY

It is inappropriate to use or disclose “confidential personal information” (as defined below) about another individual or use or disclose the “proprietary confidential information” of [The Organization] in any form of social media.

For purposes of this Policy, “confidential personal information” refers to an individual's Social Security number, financial account numbers, driver’s license number, or personal medical information (including family medical history). The Diocese’s “proprietary confidential

information” refers to internal information regarding Diocesan finances, future organization performance and plans and strategies All Diocesan rules regarding the Diocese’s confidential proprietary information and confidential personal information, apply in full to social media, such as blogs or social networking sites.

USE YOUR TRUE IDENTITY

When commenting on or promoting any Diocesan venue or service on any form of social media, employees must clearly and conspicuously disclose his or her relationship with the Diocese to the members and readers of that social media.

MANAGE EXPECTATIONS OF PRIVACY

Consistent with the Diocese’s “Voicemail,” E-mail,” “Computer Systems,” and “Use of Internet” policies, the [Organization] may access and monitor its Information Systems and obtain the communications within the systems, including email, Internet usage, and the like, with or without notice to users of the system, in the ordinary course of business when the organization deems it appropriate to do so. As such, when using such systems, employees should have no expectation of privacy with regard to time, frequency, content, or other aspects of use, including the websites the employee visits and other Internet/Intranet activity. The reasons the [Organization] accesses and monitors these systems include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; and complying with legal and regulatory requirements.

INTERACTING ON YOUR OWN TIME

[The Organization] respects the right of any employee to participate in social media, such as maintaining a blog or participating in online forums. However, to ensure proper employee focus on their job duties and adequate functioning of organization equipment, employees are not permitted to engage in social media activities during work time, unless part of their assigned work responsibilities. Moreover, during non-work time, employees must avoid excessive social media or other email or internet activity while using the organization’s equipment or networks.

IDENTIFY COPYRIGHTED OR BORROWED MATERIAL WITH CITATIONS/LINKS

When publishing any online material through social media employees must respect and follow all copyright and other intellectual property laws.

CONFLICT OF INTEREST AND ETHICS

[The Organization] expects all employees to conduct themselves and their business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests. It is not possible to define all the circumstances and relationships that might create a conflict of interest. The following paragraph provides some guidance in this matter.

No employee may accept any work or payment for work that could reasonably be construed as a conflict of interest. No employee may accept payment for work or services performed while working at the diocese, from another source. In other words, if you prepare a document while an employee of the diocese, you may not sell, for personal gain, that same document to an outside source. All employees with access to outside vendors must sign a Conflict of Interest statement annually, at the request of the [Finance Department].

OUTSIDE EMPLOYMENT

We hope our employees will not find it necessary to accept additional outside employment. However, if the need arises, employees may accept part-time employment providing the following provisions are observed.

NOTIFICATION

Employees must notify their supervisor in writing of their intent to accept another position at another organization while they are still employed by [The Organization]. This notice should specify the name of the employer, the nature of the job duties, and the hours of work.

CONFLICT OF INTEREST

Outside employment must not interfere in any way with your capability for giving full service to our organization.

NEPOTISM & EMPLOYMENT OF RELATIVES

The employment of relatives is a sensitive issue that could possibly create a conflict of interest situation for the related individuals. Hiring decisions and continued employment must be handled in accordance with the following provisions. Relatives of a currently employed worker generally are considered for employment on the basis of their qualifications. However, where the hiring or employment of a worker's relative would result in the types of prohibited employment relationships identified below, the organization may not consider or accept such applications for employment.

LIMITATIONS

It is the organization's policy that employees will not be hired into, or work in, a department where they directly or indirectly supervise or are supervised by an immediate family member or someone with whom they are romantically involved. Employees will not be placed in a position where they work with, or have access to, sensitive or confidential information about an immediate family member or someone with whom they are romantically involved.

DEFINITION OF RELATIVES

For the purposes of this policy, the term "immediate family" refers to spouses, domestic partners, parents, children, stepchildren, sisters, brothers, parents-in-law, sons/daughters-in-law, stepparents or family members residing in the same household.

MARRIAGES OR RELATIONSHIPS BETWEEN EMPLOYEES

Employees who marry or establish a close personal relationship can continue in their current positions as long as a prohibited employment relationship is not created. If one of the prohibited situations does occur, attempts will be made to find another position within the organization to which one of the employees can transfer. All practical efforts will be made to arrange such a transfer at the earliest possible time. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

WHISTLEBLOWER PROTECTION

A whistleblower is defined as an employee of the [Organization] who reports an activity that he/she considers to be illegal or dishonest to his/her immediate supervisor or leadership. The employee should exercise sound judgment to avoid baseless allegations when possible. The confidentiality of the whistleblower will be maintained to the level possible, taking into consideration that to conduct a thorough investigation, identity may need to be disclosed. The [Organization] will not retaliate against a whistleblower. All reports of illegal and dishonest activities to the leadership who will be responsible for investigating and determining the appropriate course of action.

WORKPLACE SAFETY

Safety is a high priority for the [The Organization]. We make every effort to provide employees with a safe working environment and we expect employees to take responsibility for performing their work in accordance with our safety standards and practices.

Safety will only be achieved through teamwork at our organization. We must all join together in promoting safety and taking every reasonable measure to assure safe working conditions exist throughout our organization.

EVERYONE IS RESPONSIBLE FOR SAFETY

Employees who notice an unsafe condition must notify their supervisor or the Rector. Immediate action will be taken to correct the situation.

ACCIDENTS

Employees should report any injury received at work to their supervisor or the Rector immediately, even if it appears minor, and explain how the injury occurred.

EMPLOYEE RESPONSIBILITIES

An unsafe worker is a danger to the worker and fellow employees. Attention to all safety procedures is essential, not only to prevent injury, which is paramount, but also to protect property and the tremendous investment that it represents.

Each employee is responsible for safety. To accomplish this, employees should:

- Know and apply safety measures at all times;
- Know the locations, contents, and use of first aid and fire fighting equipment;
- Understand their job fully;
- Seek guidance from their supervisor when unfamiliar conditions are encountered;
- Report any accident or near accident to their supervisor promptly;
- Cooperate in the application of improved work measures; and
- Report any damaged or defective equipment or other unsafe condition to their supervisor promptly.

SAFETY VIOLATION

Violation of a safety measure is in itself an unsafe act. A violation will be grounds for disciplinary action, the extent of which will be determined by the nature of the violation.

BUILDING SECURITY

The security of our offices and facilities is of the utmost importance. To control building security, all visitors who require access to our facilities must be accompanied by an authorized employee.

VISITORS

Visitors requiring access to the offices are to be met in the reception area, escorted while in the building by an authorized employee. Visitors should only have access to the areas/offices within the building that are needed to conduct business.

DELIVERIES

Delivery people are seldom thought of as visitors, but they are and should be treated as any other visitor.

PROHIBITED ITEMS

The following articles may not be brought onto organization premises:

- Firearms, weapons, explosives;
- Narcotics or alcoholic beverages;
- Copying or reproduction devices; and
- Other items similar in effect or purpose to any of the above, as well as items which may be considered illegal under local, state, or federal laws or contrary to standard industrial practice.

Any personal items brought on the premises are subject to inspection as necessary to protect organization property and personnel.

Firearms are strictly prohibited in the [Organization's] building. Any firearms held by an employee must be locked in a secure area (e.g. glove compartment) of the employee's vehicle and cannot be brought into the [Organization's] building.

USE OF ORGANIZATION PROPERTY/VEHICLES

Property/supplies may not be removed from the premises or equipment operated for personal use without the written approval of the supervisor and/or appropriate Leadership.

ALCOHOL & DRUG-FREE WORKPLACE

[The Organization] is committed to providing employees with a work environment that is free of the problems associated with the use and unlawful possession of controlled substances or alcohol. We also are responsible for serving our members in a safe and efficient manner. As a condition of employment with our organization, all employees are required to fully comply with the provisions of this policy.

DEFINITION OF CONTROLLED SUBSTANCES

"Controlled substances" are defined as those drugs listed in Schedules I through V of Section 202 of the Federal Controlled Substances Act, 21 U.S.C. 812 and include, but are not limited to: marijuana, cocaine (including "crack" and other cocaine derivatives), morphine, codeine, phenobarbital, heroin, amphetamines and many barbiturates.

UNAUTHORIZED PRESENCE OF CONTROLLED SUBSTANCES AND/OR ALCOHOL IN THE WORKPLACE

The unauthorized use, sale, purchase, possession, distribution, dispensation, formulation, manufacture or transfer of controlled substances or alcohol on organization property, or any location at which organization business is conducted, including organization vehicles and any private vehicle parked on organization premises or work sites, is strictly prohibited.

Further prohibited is the unauthorized use, sale, purchase, possession, distribution, dispensation, formulation, manufacture or transfer of controlled substances or alcohol on non-working time on organization premises to the extent such actions impair an employee's ability to perform his or her job or otherwise adversely affects the organization's interests.

Only possession of alcohol specifically approved or sanctioned by the [Organization] may be permitted.

REPORTING THE USE OF PRESCRIPTION DRUGS

Employees who are taking drugs prescribed by a physician, dentist, or other licensed practitioner which may affect their ability to safely perform their job must obtain a written statement from their attending physician. This statement must specify any work restrictions and is to be given to the supervisor prior to starting work under the influence of the drug(s).

FOR CAUSE TESTING

If there is reasonable cause to indicate that an employee has consumed, or is under the influence of controlled substances or alcohol at work, the employee may be required to undergo testing. Refusal to consent to testing may result in immediate termination.

Reasonable cause includes, but is not limited to, the following:

- Involvement in a preventable on-the-job accident or injury;
- Documented on-going performance problems such as, but not limited to: unexplained frequent absences, pattern of absences, tardiness, or failure to follow directions;
- Involvement in a vehicular accident;
- Observable physical signs and symptoms of possible impairment; or
- Presence of drug/alcohol paraphernalia.

COMPLIANCE

Violations of this policy are subject to disciplinary action, up to and including termination.

SMOKE-FREE WORKPLACE

Smoking or use of any tobacco product is not permitted in any work areas and property, including vehicles owned by the organization; this includes E-cigarettes.

COMPLIANCE

Violations of this policy are subject to disciplinary action, up to and including termination.

VIOLENCE IN THE WORKPLACE

[The Organization] is committed to providing a safe environment for employees, members, and visitors. [The Organization] has zero tolerance for violence. Employees who display any violence or threaten violence in the workplace are subject to disciplinary action, up to and including termination. Talk of committing violence or joking about committing violence will not be tolerated.

DEFINITION

Violence in the workplace includes, but is not limited to: fighting, negligent or intentional physically harming another, shoving, pushing, brandishing weapons and explicit or implicit threats or talk of committing violence. The Organization has the right to inspect any areas provided, including rooms, closets, lockers, desks, and file cabinets, as well any personal property brought to work, such as brief cases, backpacks, purses and the like. Failure to submit to an inspection will result in discipline, up to and including termination. The employee has no right to privacy with respect to the [Organization's] property or premises.

WEAPONS

All employees are prohibited from carrying a weapon while in the course and scope of performing their job for the [The Diocese of Southern Ohio], while they are on organization property, and whether they are licensed to carry a handgun or not. This policy also prohibits weapons at any organization-sponsored functions such as parties or picnics.

Failure to abide by this policy may result in disciplinary action, up to and including termination. Further, carrying a weapon onto organization property in violation of this policy will be grounds for immediate removal from organization property and may result in prosecution. This policy shall not be construed to create any duty or obligation on the part of the organization to take any actions beyond those required of an employer by existing law.

Any firearms held by an employee must be locked in a secure area (e.g. glove compartment) of the employee's vehicle and cannot be brought into the [Organization's] building.

REPORTING VIOLENCE

It is everyone's responsibility to prevent violence in the workplace. There will be no retaliation against anyone who acts in good faith to report an incident or who cooperates in the investigation of an incident. Employees must report what they see in the workplace that could indicate that a co-worker is in need of help. Employees should report any incident that may involve a violation of the organization's policies that are designed to provide a safe workplace environment. Concerns may be presented to supervisors or any other member of management. All reports will be investigated and information will be kept confidential, except where there is a need to know in order to facilitate a solution to the problem.

PROFESSIONAL ATTIRE / DRESS CODE

The following information is intended to serve as a guide to help define appropriate casual business wear for all employees. Our objective is to have employees project a professional image while taking advantage of more casual and relaxed clothing. Business casual dress offers an alternative to the business attire of dresses, suits, ties, and dress shoes.

On the other hand, not all casual clothing is appropriate for the office. Items that may be perfect for working in the yard, going on a picnic or playing sports aren't appropriate for the office, nor is clothing that is too revealing. Regardless of the item, it is essential to avoid wearing anything to the office that is excessively worn, frayed or wrinkled.

There are times when traditional business attire is to be worn on business casual days. Take your day's schedule into account when you are dressing. If you have a meeting scheduled with visitors, or if you are advised that others in [the Organization] will have visitors with whom you will come in contact, you will want to dress in business attire. And, of course, business attire is always acceptable if that is your preference. Business attire is always required when a funeral or memorial service is taking place at [the Organization].

Listed below is a general overview of acceptable business casual wear as well as a listing of some of the more common items that are not appropriate for the office. Neither group is intended to be all-inclusive. Rather, these items should help set the general parameters for proper casual business wear and allow you to make intelligent judgments about items that are not specifically addressed. A good rule of thumb is that if you are not sure if something is acceptable, choose something else or inquire first.

Slacks—Cotton slacks are acceptable provided they are clean and wrinkle-free. Inappropriate items include jeans of any color, sweatpants, wind suits, short shorts, Bermuda shorts, bib overalls, leggings, spandex or other form-fitting pants.

Shirts—Casual shirt, golf shirt, sweaters and turtlenecks are acceptable. Inappropriate items include tank tops, sweatshirts, shirts with large lettering, logos or slogans, halter-tops, tops with bare shoulders, and t-shirts unless worn under another blouse, shirt, jacket, or jumper.

Dresses and Skirts—Casual dresses and skirts, and split skirts at or below the knee are acceptable. Dress and skirt length should be no shorter than four inches above the knee. Mini-skirts and spaghetti-strap dresses should not be worn to the office.

Footwear—Loafers, boots, flats, dress sandals, open-toed shoes, clogs and leather deck shoes are acceptable. Athletic shoes, sneakers, flip-flops and slippers are not acceptable.

Jewelry—Should be conservative.

With the prior approval of department supervisor, jeans and athletic shoes are acceptable on certain days, such as clean-up days. Otherwise the business casual dress code is in effect Mon - Friday

If an item of clothing is deemed to be inappropriate for the office by the employee's supervisor, the employee may be sent home to change clothes and will be given a verbal warning for the first offense, and progressive disciplinary action will be taken for further dress code violations.

Any questions regarding the Attire policy should be directed to the employee's supervisor.

SECTION 6: Acknowledgement & Agreement

RECEIPT OF HANDBOOK & EMPLOYEE RESOURCE GUIDE

I _____, an employee of [the Organization] acknowledge that I have received and agree to abide by the provisions of the Employee Resource Guide. I understand that it is up to me to read and understand the information in this Employment Handbook and to do the same with any new policies or rules of the [Organization]. I understand that if I have any questions or concerns I can speak with my supervisor or the Rector. I understand that the [Organization] retains the right to change this Handbook at any time without prior notice to employees.

I understand that this Handbook does not create any type of employment contract or agreement, express or implied, for employment, hours of work, or the provision of benefits. I agree that my employment with the [Organization] is on an “At Will” basis, which means that either I or the [Organization] is free to terminate the employment relationship at any time with or without reason, advance notice or warning. I acknowledge that no one has made any promises to me about my employment. I understand that no manager, supervisor, or employee of the [Organizaiton] has any authority to enter into an agreement for any employment other than at will. My signature below as well as my continuing service with the Company indicates my acceptance of and agreement to “At-Will” employment.

Signed: _____

Date: _____

RECEIPT OF HARASSMENT POLICY & SAFE CHURCH GUIDELINES

I _____, an employee of [the Diocese of Southern Ohio], acknowledge that I have received, and agree to abide by the provisions of the Harassment Policy and Guidelines regarding Safe Church Standards for the Diocese of Southern Ohio. I understand that it is up to me to read and understand the information in the Harassment Policy and Guidelines regarding Safe Church Standards for the Diocese of Southern Ohio.

Signed: _____

Date: _____

This form to be filed in employee's payroll file

EN02064.Private-02064 4841-6871-7676v1