

DIOCESE OF CAMDEN



PERSONNEL HANDBOOK

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Purpose of Handbook

This edition of the Lay Employee Handbook supersedes and revokes all previous editions of the handbook.

This handbook is intended to help you better understand the policies and procedures which govern your employment with the Diocese of Camden. We value and appreciate the dedication and generosity of those who work to further the mission of the Church as it is lived out in the Diocese of Camden.

The handbook is designed to summarize the major Human Resources policies and procedures of the Diocese of Camden as they apply to lay employees of the Diocese. The Diocese reserves the right to change or amend any of the information contained in this handbook without prior notification.

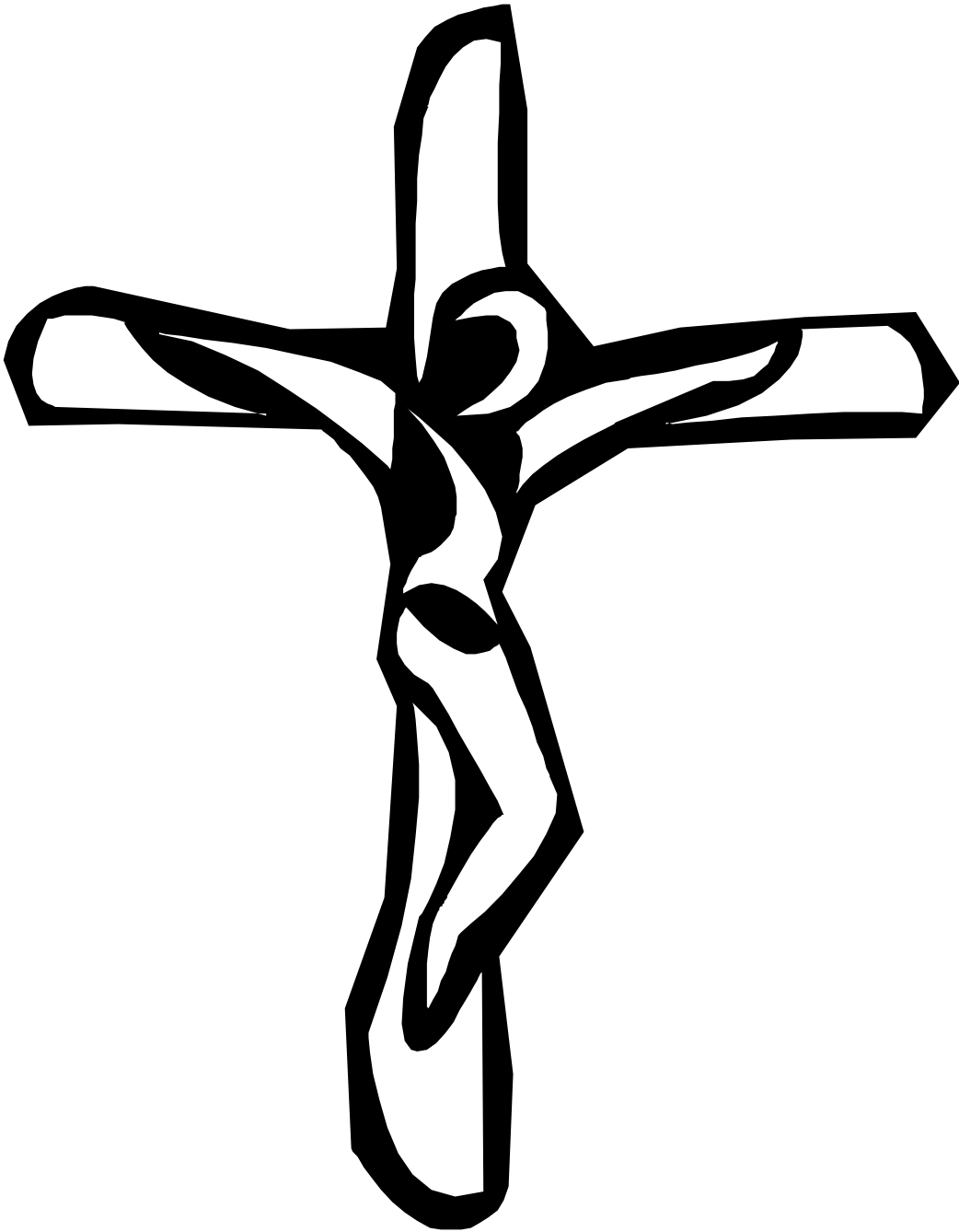
In the event of any conflict, actual, possible, or perceived, between this handbook and the position of the Roman Catholic Church, such conflict shall be resolved by the Bishop of the Diocese of Camden and his definition and interpretation of such teachings shall control and shall override any contrary statement in this handbook.

Disciplinary procedures in the handbook are advisory and not binding on the employer. They may be adjusted or modified at the discretion of the employer.

NOTE: This handbook is not intended to be, and should not be construed as, a contract of employment between the Diocese of Camden and the employee, or a guarantee of continuous employment with the Diocese of Camden. You have entered into an employment relationship with the Diocese of Camden voluntarily and recognize there is no special length of employment. Accordingly, the Diocese may terminate the relationship at will, with or without cause, at any time. The Diocese reserves the right to change any terms or conditions of employment.

MINISTERIAL EMPLOYEES: As a religious employer, the Diocese has absolute discretion with respect to employment of people who exercise ministerial functions -- such as functions which are related to religious doctrine or pastoral activities -- or whose primary duties are religious or pastoral -- such as teaching, spreading the faith, church governance, supervision of a religious order, or supervision or participation in religious ritual and worship. The ministerial exception also applies to those in positions that affect the Church's right to decide matters of faith, doctrine, and church governance and to express its religious beliefs, profess matters of faith, and communicate its religious message. The "ministerial exception" applies to priests, religious, and lay people in these types of positions.

Introduction



Organization

The Diocese of Camden was established on December 9, 1937. Comprising some 2,691 square miles, it serves the six counties: Atlantic, Camden, Cape May, Cumberland, Gloucester and Salem of southern New Jersey. In those counties, the diocese ministers to more than 430,867 Catholics and a total population in excess of one million people. There are presently 70 parishes and four missions within the Diocese.

The spiritual and administrative leader of the Diocese is The Most. Rev. Dennis J. Sullivan. The Rev. Robert E. Hughes is Vicar General and the Moderator of the Curia, Rev. Msgr. Robert T. McDermott and Rev. Msgr. John H. Burton are the Vicar-Generals and Rev. James L. Bartoloma is Chancellor.

Diocesan Philosophy

Each and every member of the Church shares in Christ's mission. However, in a very special way, the mission to teach, sanctify, and minister to the needs of God's people is a responsibility of the Bishop and those whom he appoints to assist him. Employees of the diocese have a unique opportunity and responsibility to join in the building of God's Kingdom in southern New Jersey.

The administration of the Diocese embraces a wide range of services. Well-coordinated policies and procedures are needed to provide those services properly and efficiently. Accordingly, this handbook provides a foundation for a sound diocesan HR policy. It also attempts to preserve the autonomy needed by each department to accomplish its specific mission.

The working relationship of staff members to any department within the Diocese is critical to success. When staff members identify with a department's goals and needs, they, as dedicated and skilled professionals, find personal fulfillment and growth in that department's accomplishments. In turn, a department, which recognizes and respects the competence and maturity of its staff, will widen the scope of delegated responsibility. The result is an improved level of service to the diocesan community at large.

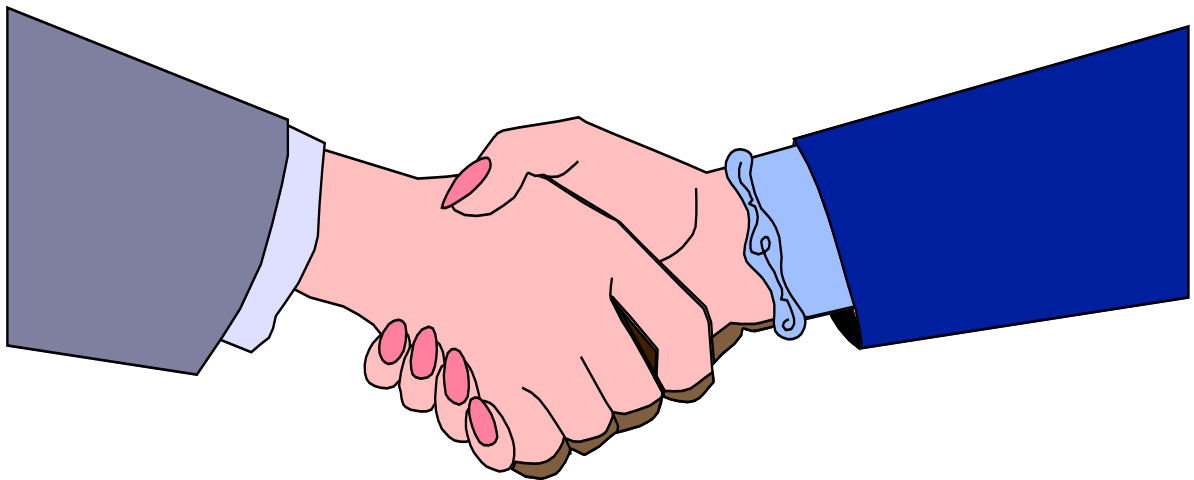
Of equal importance is the relationship of staff members with one another. Genuine Christian respect must be the norm for relationships not only within departments but also within the Diocesan Center as a whole. Employees of the Diocese are called in a special way to model Christ in their working relationships with one another.

The policies and procedures found in this handbook are intended to promote the professional, personal, and familial growth of each staff member.

HR maintains manuals that contain all the Federal and State employment requirements, e.g., work hours, lunch hours, breaks, leave practices, sick time, vacations, benefits, part-time employment, etc, that are put out by Business and Legal Reports, Inc. These volumes contain background information, examples, and, when appropriate, the specific legislation that created the need for a policy or procedure for employment.

DIOCESAN

EMPLOYMENT



POLICIES

Equal Employment Opportunity

Discrimination violates the basic teachings of the Catholic Church and it has been a long standing tradition of the Diocese of Camden to promote and practice equal opportunity as a social justice mandate. We are committed to promoting the entry and growth of all persons, especially minorities, women and the disabled, in our workforce. The Diocese of Camden is guided by a Christian commitment, the United States Conference of Catholic Bishops, Vatican II, and the Gospels, which call for equal treatment in employment services and participation. These policies prohibit discrimination on the basis of race, color, age, national origin, sex, or handicap. The Diocese complies with all laws regarding discrimination.

The Equal Opportunity Act generally prohibits discrimination because of race, color, religion, sex or national origin; however, the law contains certain exceptions. It does not apply to religious entities with respect to employment of individuals of a particular religion. Further, an employer may hire employees on the basis of religion, sex, or national origin where it is a bona fide occupational qualification necessary to the normal operations of the enterprise.

The Americans with Disabilities Act prohibits discrimination against qualified individuals with disabilities in employment practices. A religious organization may give preference in employment to their own members and may require applicants or employees to conform to their religious tenets.

Federal law also prohibits employment discrimination based on age for individuals who are over 40 years of age.

With certain exceptions, the New Jersey Law Against Discrimination generally prohibits discrimination on race, creed, color, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, sex, gender identity or expression, disability, atypical hereditary cellular or blood trait, service in the United States Armed Forces, nationality, or refusal to submit to a genetic test or make results of a genetic test available. A religious organization may use religious affiliation as a uniform qualification in the employment of clergy, religious teachers, and certain other employees. A religious organization may also follow the tenets of its religion in establishing and utilizing criteria for employment.

See Appendix IV, Non-discrimination Policy for more information.

Note: Discrimination on the basis of religion is generally forbidden except for church employers. The Church as an employer is entitled to require that certain positions be filled by persons who are members in good standing of a Catholic faith community.

Introduction to Your Position

As an employee at the Diocese of Camden, we will endeavor to give you all the training, assistance and tools necessary to perform your work well and completely. Once employed by the Diocese, the Office of Human Resources will complete a general orientation including work hours, benefits and compensation and provide the payroll department with your reporting date and other pay related information. Human Resources will also advise your immediate supervisor of those specific items that he/she should complete to orient you to the position in the department.

The Lay Employee Handbook is designed to provide useful information, in one location, for new employees as well as those already working for the Diocese. As necessary, the information contained herein will be reviewed periodically as policies are revised or clarified. The Office of Human Resources will identify any pages in need of changes and/or revisions have them reprinted and distributed to all departments.

Introductory Period

All employees of the Diocese of Camden are hired at will and required to serve a ninety, (90) calendar-day introductory period. This gives the Diocese an opportunity to evaluate performance and the employee an opportunity to determine if he/she wishes to continue employment with the Diocese. Termination of employment during this period is not subject to the Disciplinary Action Policy.

At the end of the introductory period, the Department Director or Supervisor will determine the following:

1. Approve regular full or part-time employment
2. Terminate employment
3. Extend the introduction period for an additional 30 days or longer

Full Time employees (35 hours or more per week, 52 weeks a year) will be enrolled in the Diocesan Health Plan on their 91st day of employment. If the introductory period is extended beyond 90-days, health insurance will still become effective after the initial 90-day period is completed. Coverage under the Diocesan Health Insurance Plan is not available to part-time employees.

No vacation or sick time will be paid during the introductory period. Accrued vacation and sick time will appear on employee pay statements after the 90-day introductory period. Personal time will appear after 120 days of employment.

Director/Supervisors

Department Directors and supervisors represent the Diocese on a day-to-day basis. This is important because they serve as your immediate contact with the Diocese. Your Department Director or supervisor will provide you with the operational procedures pertinent to your department and to your position. You are free to go to Department Directors or supervisors for instruction and advice.

Human Resource Records

The Diocese maintains complete personnel records for all staff members. These original records, e.g., Application for Employment, Resume and other certifications are housed with the Office of Human Resources (HR). In addition, specific identifying and employee benefit information is housed on the Human Resources/Payroll System. These records are kept in strict confidence, and made available only to authorized employees with a need to utilize and/or maintain employee records.

In order to keep your records complete and up to date, it is essential that you notify your Department Director or supervisor and HR of any changes. These include: change of address, telephone number, marital status, number of dependents, number of tax exemptions claimed, and the name, address, relationship, and telephone number of individual(s) that should be contacted in emergency situations.

Any questions about what is maintained in your personnel file should be directed to HR. You are free to review your file and copy any documents contained therein by requesting an appointment with HR. Original personnel files may not be removed from HR unless requested by a Department Director or supervisor for review.

Personnel files generally contain the following items:

- resume and the original completed and signed Application for Employment
- copies of transcripts or accreditation certificates and degrees, if necessary
- copy of annual performance evaluation
- letters of recommendation/commendation
- disciplinary notices
- current position description

You will be given a copy of any material placed in your personnel file upon request.

If you determine that information in your personnel file is incorrect, incomplete, or missing, you should submit any proposed changes and related documentation to the HR Director. Any proposed changes will be reviewed and, if the change is appropriate, you will be notified that your file has been corrected and given an opportunity to review it again to verify that all information is correct.

Hours of Work

The offices of the Diocese of Camden require a 35-40 hour workweek. Full time employees work a 7 or 8 hour workday including a ½ hour unpaid lunch period. Your Department Director/Supervisor will advise you of your scheduled hours as well as the time of your lunch break. Most full time employee's work from 8:30 a.m. to 4:00 p.m., Monday through Friday. Since all departments must be covered throughout the workday, it may be necessary to reschedule assigned lunch periods on occasion.

Employees are granted two 15-minute breaks, one in mid-morning and a second in mid-afternoon during the workday. The break period should not exceed the allotted time and the needs of the department should always be considered before taking breaks. Breaks are paid time since they are less than 30 minutes and **may not** be used to extend the ½ hour lunch period nor the scheduled work day hours.

At times, your regular schedule may need to be altered temporarily or permanently. Your Department Director or supervisor will endeavor to advise you of any change far enough in advance as possible for you to make any adjustments to your personal life that may be necessary. As stated, such changes in schedule will be kept to a minimum.

Emergency temporary situations may arise where you will need to request a change in your seven/eight-hour schedule. In circumstances that warrant such a change, e.g., childcare, illness of a spouse, child or parent, etc., your Department Director/Supervisor may authorize the temporary change.

Exempt and Non-Exempt Employees

Overtime

Administrative and professional staff members are exempt employees under the Fair Labor Standards Act (FLSA). Professional support and clerical employees are non-exempt.

Employees in non-exempt jobs:

- Are paid for all hours worked, including additional pay for additional hours worked
- Must be paid at overtime rates if they work beyond a certain number of hours in a day or week.
- Are paid more frequently
- Must take rest breaks and meal breaks

Employees in exempt jobs:

- Are paid to get the job done regardless of hours worked
- Are paid an established salary
- Are not eligible for compensatory time-off
- Are not eligible for overtime pay
- Are not required to take meal breaks or rest breaks

Because of the varied Diocesan programs, it may become necessary for an employee to work overtime occasionally. Supervisors will endeavor to give you as much advance notice as possible. Overtime work will be distributed as equitably as possible among those employees who are able to perform the work. Employee cooperation when overtime is required is expected and appreciated. The Department Director or Supervisor must approve all overtime in advance.

Under the Fair Labor Standards Act, (FLSA) non-exempt employees, i.e. professional support and clerical staff members, will be compensated for all overtime worked beyond 40 hours in their work week. Although the Diocesan workweek is actually 35 hours, the FLSA does not require the granting of overtime until employees work a full 40 hours. **Overtime is paid at the rate of 1 ½ times the regular hourly pay rate.**

Note: Only hours physically worked count in the overtime calculation. Therefore, holidays, vacation days, sick days, personal days, etc. are not counted toward the 40 hours. The fact that an employee receives holiday pay, vacation pay, sick pay, or personal day pay is of no consequence for overtime purposes. The test is hours worked rather than hours paid. As an example: Employee submits their time sheet

with 44 hours for the week. The employee was not at work on Wednesday since they took either a vacation, personal, or sick day. The employee will be paid straight time for 44 hours since they only worked 37 hours.

Because administrative and professional staff members are FLSA exempt, they do not receive compensatory time off.

The Diocese may request that in lieu of overtime pay, non-exempt personnel be compensated with compensatory time. Such time must be taken during the particular pay period involved.

Your Department Director/Supervisor must approve all overtime in advance. In those unusual situations where administrative or professional staff members may need to work overtime and can not obtain prior approval, the overtime must be reported to the Department Director for approval at the earliest opportunity.

Part Time Employment

We have several categories of part-time positions including Part-time with benefits, Part time without benefits and Temporary.

Part-time with Benefits is defined as a work week of 20 hours or more but less than 35 hours throughout the year. These employees are entitled to the following benefits according to the schedules listed under the BENEFITS section of this handbook.

- ❖ VACATION
- ❖ HOLIDAY/HOLY DAYS
- ❖ SICK DAYS
- ❖ PERSONAL DAYS

Part-time without Benefits is defined as a workweek of less than 20 hours.

Temporary employment is for a specific time period or purpose. Temporary employees are not entitled to receive any benefits.

Individuals employed through a Cooperative Education Program, such as a college intern program, are considered temporary employees and are not entitled to any benefits. Salary increments and increases are computed and processed for part time employees using the same criteria as for full-time employees.

Attendance

We expect all employees to be at work and on time every scheduled work day. Tardiness and unscheduled absences should be avoided. Excessive lateness and/or leaving early, (3 lateness's and/or leaving early in one month or 6 times per year), and absenteeism, (6 days per year), affect your work, as well as the work of your fellow employees. Any such pattern is subject to disciplinary action up to and including termination of employment.

All days off must be accounted for. It needs to be notated on the payroll sheets with the code for sick, vacation, personal, ETO, or holiday/holyday. There are no days to be taken without pay. If an employee is out of time and is out, disciplinary action will take place to include termination.

If you will be absent from work because of an emergency or illness, you or a member of your family should contact your Director/Supervisor as soon as possible but no later than 9:00 a.m. on the first day of absence. If you are unable to reach your Director/Supervisor, a message should be left on voice mail or e-mail or with another supervisor in your office. Such notification is very important. With sufficient notice, Directors/Supervisors may effectively plan and schedule work accordingly.

Failure to call in with an unexpected absence is a serious breach of employee conduct and can result in disciplinary action up to and including termination. Any such action during the ninety-day introductory period may result in immediate termination, unless there were extenuating circumstances which prevented you from contacting your supervisor.

If an employee fails to contact his/her Director/Supervisor after a three day unexcused absence, we will assume that the employee has abandoned his/her position and resigned without notice, unless there were extenuating circumstances that prevented him/her from contacting the Director/Supervisor.

Pay Periods, Pay Day and Direct Deposit

All Diocesan staff members are paid by check or direct deposit to a designated Financial Institution (FI) every other Friday. This Biweekly pay period includes the two weeks prior to the pay week. A listing of scheduled paydays for the calendar year is posted on the bulletin boards.

Note: Cemetery employees are paid weekly. The pay period is for the week prior to the pay week.

The payroll is transmitted to an outside vendor for processing every Tuesday following the close of the pay period. Paychecks are distributed or direct deposited with your FI the following Friday. Employees with direct deposit receive a pay statement annotated that the funds have been deposited with your designated FI.

Any questions concerning pay, compensation, or pay rates should be directed either to your Department Director, supervisor or Human Resources for a response. This information is confidential and housed in a secure system. Access is restricted to management, payroll and HR.

Payroll Deductions

Standard payroll deductions for Federal and State Income Taxes and Social Security (FICA) and Medicare are taken from your gross pay and shown on your biweekly pay statement. 403(b) investment plan deductions are also reflected when appropriate. Health, dental, vision and life insurance premiums are deducted the first pay period of the month.

Most of the Diocese of Camden is exempt from the State unemployment compensation and temporary disability systems, and there are no deductions from your pay for these programs. The Diocese does have a severance plan and a temporary disability plan for personnel not covered under the State Plan. Catholic Charities and Health are the only departments covered by State unemployment and temporary disability

Any questions concerning payroll deductions or changes to information reflected on your pay statement should be directed to your Department Director, supervisor, payroll, or HR.

Performance Evaluations

All new employees, **(full and/or part-time)** will be evaluated upon completion of a ninety-day introductory period. **(See the Introduction Period section of the handbook for when this period may be extended).** Once determined to be a regular employee, it is the policy of the Diocese to review the performance of all such employees at least once a year. This evaluation will cover your performance in relation to Diocesan philosophy, goals, and objectives. It will also be used to determine if you are performing all of the duties required in your position description.

Your evaluation is completed by your immediate supervisor in consultation with the Department Director and will reflect the quantity and quality of your work product, as well as any special skills or capabilities you have demonstrated in the performance of your duties. Upon receipt of the evaluation, you will be given 7 working days to review and sign the evaluation and return it to your supervisor. A copy of the signed evaluation will be given to you and the original will become part of your permanent personnel file until the next evaluation period.

If you disagree with any portion of your evaluation, you should discuss it with your supervisor to see if it can be resolved informally. If you are still in disagreement, you should request a meeting with your evaluator's supervisor to discuss the matter. HR is available to facilitate that the meeting is scheduled.

Your evaluation is very important and is the primary factor used in determining continued employment with the Diocese, transfers between departments and promotions.

Department Directors and supervisors are responsible for periodically (at least once a year) evaluating your performance and reviewing and updating your position description as required. Your immediate supervisor is required to apprise you of your work performance and progress on an ongoing basis. If it is less than satisfactory, they must provide you with an adequate period of time for improvement, and additional training if required, before taking any adverse action to terminate employment.

Job Postings, Promotions & Transfers

The Diocese has a long-term policy of “**promotion from within**” when qualified candidates are available. Dedicated and competent service will be rewarded whenever possible by making promotions from within and considering requests of staff members who would like to transfer from one office or department to another. The ability, skills, performance evaluations, adaptability and seniority of eligible staff members will be taken into consideration when filling a position. **It is recommended that internal applicants for promotion have at least 12 months of employment since their most recent hire date and served 12 continuous months in their present position.**

Needs of the Diocese may dictate exceptions to the internal promotion process. Department Directors with job openings may consider both internal and external candidates in order to place the most qualified person available. As with most organizations, there will be occasions when it is necessary for the Diocese to fill positions from qualified outside candidates, (e.g., special skills, experience, and/or certifications are needed to properly fill the vacancy).

When positions become available in the Diocesan Offices, as well as most off-site facilities, a job posting stating the position, location, responsibilities, requirements and hours will be emailed to diocesan locations. Most vacant positions are also advertised in The Star Herald and, when necessary, other Catholic and area secular newspapers.

Employees may ask to be transferred to a vacant position. If qualified, these requests will usually be honored. Occasionally, it may also be best for the Diocese overall to transfer staff members at its discretion. In these rare instances, affected employees will be given timely notice and an explanation of why they are being transferred.

Employees either promoted or transferred retain all earned benefits and seniority.

Note: The Office of Human Resources will notify the Department Director/Supervisor of any employee applying for a posted position. Before selecting an internal applicant, Directors/Supervisors should request a copy of the latest performance evaluation and a recommendation. When an employee is selected for a posted position, the losing and receiving offices will mutually agree on an acceptable transfer date.

Harassment

All employees and volunteer workers have the right to work in an environment free from harassment. It is the policy of the Diocese of Camden to provide employees with a workplace free from such conduct.

All employees must comply with this policy and take appropriate measures to insure that such conduct does not occur. Violations of this policy will result in disciplinary action up to and including termination of employment.

Please see **APPENDIX III** of this handbook for a complete explanation of the Harassment Policy.

Employee Safety and Security

Building Entrance and Exit

All employees of the Diocesan Centers are issued electronic security photo badges for entrance to the various buildings in the downtown Camden complex and Haddon Avenue. This is a safety/security requirement to keep visitors from entering the buildings unannounced or without authorization. All facilities are handicapped accessible.

Consultants

There are occasions when individuals who are not employees of the diocese require access to our various buildings on a regular or routine basis. These include lay, clergy and religious. The Office of Human Resources issues "Consultant" security badges to these individuals. This badge does not contain a photo, and is restricted to access to a specific building and/or buildings.

Visitors

Notification of the security guard is required when visitors are coming to the Diocesan Center for meetings or other activities. A memo with the name(s) of the visitor(s), the date, and arrival time is to be sent by the department head to both the Security Guard and the Receptionist.

Fire Drill and Evacuation Procedures

All buildings within the Diocesan Center complex are equipped with fire alarms, extinguishers and an automatic heat sensitive sprinkler system. All building exits are clearly marked and illuminated independently in case of a power failure.

Fire drills are conducted at least once a year and a copy of the Evacuation Plan is on file in each department. These instructions are to be followed for any situations including fire, bomb threats, suspicious and/or terrorist activity that may put employees at risk if the building is not evacuated.

Solicitations

Solicitation for donations and distribution of non-work related literature (paper or electronic) on Diocesan premises is prohibited. Employees should refrain from accepting personal gifts from any Diocese of Camden suppliers or vendors they either contact or meet with as part of their normal work duties.

Smoking Policy

The Diocese Center Complex and other facilities are smoke free work environments. This policy applies equally to all employees and visitors.

Drug & Alcohol Policy

The Diocese of Camden observes a **drug/alcohol free workplace**. Exceptions are made for the possession and use of lawfully prescribed medications.

DRUG TESTING

Office of Human Resources is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

Please see **APPENDIX II** of this handbook for a complete explanation of the Drug and Alcohol Use Policy.

Nepotism Policy

It is the policy of the Diocese of Camden and its affiliates, to avoid the hiring, transfer, or promotion of relatives of employees into situations where the possibility of favoritism or conflicts of interest might exist. The following is the established procedure:

Husbands and wives, employees romantically involved, and parent and child may not work in the same program or department. In addition, no relative of an employee, including but not limited to spouse, child, parent, sibling, grandparent, cousin, aunt, uncle, shall be hired or promoted into a position that would place that person in a supervisory relationship with a relative or in a position that audits the other.

The Human Resources Department may make an exception to this policy in temporary employment situations. Any such exception shall be set forth in writing and include the reason therefore.

This policy will be applied in accordance with all applicable laws. If you perceive that this policy, as applied, violates any applicable law, it is your obligation to report such perception to the Human Resources Department which shall review the matter and respond in writing to the person who filed the report.

Violation of this policy may lead to discipline, including termination.

EMPLOYEE BENEFITS



Holidays, Holy Days, & Personal Days

The Diocese of Camden provides all full and **regular** part-time employees with a number of paid Holidays and Holy Days during the year. The holidays are as follows:

HOLIDAYS

New Years Day
President's Day
Independence Day
Columbus Day
Christmas Eve
Christmas

Martin Luther King Day
Memorial Day
Labor Day
Thanksgiving
Day after Thanksgiving

Holy Days observed by the Diocesan Center Complex will be determined each year and identified as such on the annual Diocesan Center calendar issued by the Office of Human Resources.

National Holidays that fall on a Weekend, i.e., Saturday or Sunday, are celebrated on the preceding Friday or the following Monday, respectively. The Diocesan Center Complex will only be closed on those Holy Days that are shown on the annual Diocesan Center calendar. The Diocese will endeavor to reasonably accommodate the religious holy days of its employees who are not Catholic.

Regular part-time employees are paid for the equivalent hours of their ordinary workday for Holidays and Holy Days, (e.g., a regular part-time employee who works 6 hours a day will be paid 6 hours equivalent pay for a Holiday or Holy Day).

PERSONAL DAYS

Each full and **regular** part-time employee in the Diocesan Center is granted 2 Personal days annually. New employees, including rehired former employees, are not eligible for personal days for the first four months of continuous employment, (120 days).

Employees are free to choose when they take Personal days **so long as their absence will not impact on the efficient operation of their Department**. Your supervisor should be provided with adequate advance notice of your intention to use a Personal day. Personal days not used during the calendar year will be forfeited.

Personal days will be reflected on employee pay statements in hourly increments, e.g. 7, 8, 14 and 16 hours depending upon an employees work hours.

WORK ON HOLIDAYS AND HOLY DAYS

The Diocesan Center will usually be closed on the days listed above. There may be times, however, when it is necessary for a staff member to work on one or more of these days. This would normally be a Holy Day rather than a Holiday. If administrative support or clerical employees are required to work on one of these designated days, they will be compensated for the day at their regular rate of pay and receive either an additional day's pay or a day off with pay to be taken at a convenient time.

Compensation, i.e., pay or a day off, for the day worked is usually determined by the affected employee and the Department Director/Supervisor. Note: Salaried staff members will receive equivalent paid time off.

Vacation Days

After completing the Introduction Period, all regular full and part-time employees earn paid vacation days. The rate at which vacation days are earned is determined by the number of years of continuous service with the Dioceses as shown below.

<u>LENGTH OF SERVICE</u>	<u>ACCRUED VACATION HOURS</u>
Up to 48 months	2 weeks (2.70 hours per pay)
49 months to 143 months	3 weeks (4.04 hours pre pay)
144 months onward	4 weeks (5.69 hours per pay)

The above accrued vacation hours apply to full time employees working a 35 hour work week and paid biweekly. Employees who work more or less than 35 hours a week can compute the accrual rate by dividing the number of vacation hours they are entitled to receive by the number of pays in the year. As an example if an employee works 20 hours a week and he/she is entitled to 40 hours of accrued vacation time during the calendar year he/she will accrue 1.54 hours pay period. (40 hours divided by 26 pay periods = 1.54 hours) Vacation hours will be credited and paid only after the successful completion of the 90-day introductory period. **See Appendix I for an explanation of how vacation hours are accrued during the calendar year and how banked time is stored and when it may be used.**

Employees are entitled to use earned vacation hours during the year in accordance with the above schedule. Department Directors and/or supervisors should be given timely notice of the dates you wish to schedule vacation. Preferred vacation time will be granted whenever possible and in an equitable manner. Any conflicts should be resolved between employees and their Department Director or supervisor.

Unused vacation time is covered under the ETO policy (Extraordinary Time Off). The only exception would be for an employee hired during the last 90 days of the calendar year. Since that employee would not be able to be paid for any used vacation or sick time, the accrued balances are carried over to the next leave year as regular vacation time.

Unearned but paid vacation hours will be recorded and credited when earned, (e.g., an employee has earned 49 vacation hours and wishes to use 70 hours for a two-week vacation. The 49 hours will be credited against the earned time and the remaining 21 hours will be recorded and credited against the next 21 vacation hours earned). Should employment terminate for any reason, vacation time used but not earned will be deducted from the employee's final paycheck.

When a holiday or Holy Day falls on a working day within a vacation period, employees will not be charged a vacation day. Employees may either extend their scheduled vacation time or save the day for some future time.

All accrued, used, and balances for Vacation, sick and personal time appear on employees pay statements. It is your responsibility as the employee to see that the information is correct. Pay statement should be reviewed for correctness. Any incorrect entries or adjustments to leave balances should be referred to Human Resources. HR can access the HR/PR system to correct this information.

Please see **APPENDIX VI** of this handbook for a complete explanation of the ETO Policy.

Health Insurance

The Diocese of Camden is committed to the health and well being of its employees and their families. Providing you with comprehensive health care coverage is one way we demonstrate this commitment.

The Diocese of Camden Medical Plan is designed to provide you with timely, cost effective health care coverage. The Plan promotes preventive care and covers expenses for a variety of medically necessary procedures and prescription drugs.

Your coverage is in effect as long as you are eligible for coverage, and you are insured under the group policy. When making a benefit determination under the policy, the Diocese has discretionary authority to determine your eligibility for benefits and to interpret the terms and provisions of the policy.

Starting July 1, 2008, all new employees will be required to pay 5% of the medical coverage and 3% for prescription and dental coverage they elect. Starting July 1, 2010 all employees hired before 7/1/08 will be required to pay 3% of medical, prescription, and dental.

Eligibility

You are eligible for the Diocese of Camden Medical Plan coverage if you are a full time lay employee working at least 35 hours per week and have completed the required introduction period as discussed on page 10. The following dependents may also be covered under the plan.

- Your spouse (if you are not divorced, legally separated, and not an employee of the Diocese)
- Your unmarried children, including:
 1. Natural or adopted children who depend primarily on you for their support and children placed for adoption.
 2. Stepchildren and children who live with you and for whom you or your spouse are legal guardians.
 3. Any child specified under a Qualified Medical Child Support Order.
 4. Mentally or physically disabled children
 5. Grandchild (parent cannot live in household unless mentally handicapped. Custody must be court ordered legal guardianship and child must be claimed on Federal Income Tax return)
 6. Child of legal guardianship (court-ordered)
 - 7.

For children up to age 26, please refer to the current policy available at the health service office (856-583-2872).

The Health Plan provides dental coverage to the employee with the option to purchase coverage for eligible dependents. A vision plan is also available at a premium for all employees and eligible dependents.

New Employees

Eligible new employees receive an enrollment packet from the Office of Human Resources within the first few days of employment. The packet includes a personal enrollment form, which outlines the coverage and options available. This form is to be completed and returned within the first 30 calendar days of employment. There is a 90-calendar day waiting period before coverage becomes effective. **New employees who do not complete and return the form timely will be enrolled as Opt-Out. The next opportunity to enroll will be during the annual open enrollment with coverage effective the following July 1.**

Open Enrollment

The general open enrollment period is defined as the specific period of time available for qualified employees of the Diocese of Camden to re-enroll in benefit options available to them and their qualified dependents for the next fiscal year, (i.e., July 1 through June 30). The open enrollment period is announced each year with changes of coverage effective the following July 1.

Special Enrollment Period

Changes in family status such as marriage, divorce, birth, adoption of a child, death of a spouse or a child, spouse's employment ends and/or group health insurance terminates will allow an employee a 30 day special enrollment period to either change coverage or re-enroll in the Plan. Failure to advise us of the change within the 30 days will require the employee to wait until the next open enrollment period to effect the change.

Opt-Out

Employees who chose to opt out of the Health Plan must submit proof of coverage under another Health Insurance provider in order to be eligible. Opt out payments vary according to status, i.e., single, married, family, etc. and change periodically. Check with the Office of Human Resources for current opt out amounts.

Worker's Compensation

The Diocese provides, at no cost to employees, Worker's Compensation Insurance for any injury that occurs while on-the-job and is work related. Absences covered by Worker's Compensation are paid in accordance with the statutory limits established by the State of New Jersey.

Any injury, no matter how slight, should be reported immediately to a supervisor or the Department Director. A report of incident is to be completed immediately and forwarded to HR. Injuries, reported after the fact, are questionable if not substantiated with medical documentation, and may not be covered.

During a period of absence resulting from a work related injury, Health and Life Insurance benefits will continue. **Sick leave and vacation will not accrue during any period of absence covered by Worker's Compensation Insurance.**

Sick Leave

Employees are expected to be at work and on time each working day. Knowing that there will be occasions when a short-term illness may result in an absence, the Diocese provides a sick leave benefit. Each full time regular employee is entitled to 6 days of sick time per calendar year. Newly hired full-time and regular part time employees, (i.e., works 20 hours or more a week) will be credited with sick leave pro-rata upon the successful completion of their introductory period. Sick leave may be used in hourly increments in lieu of ½ or whole days, (e.g., early morning or late afternoon medical or dental appointments).

Accrued paid sick time may be used for doctor visits, dental appointments and other health care related procedures. It may not be used in place of vacation or personal days.

Unused sick leave may be carried over from year to year to a maximum of 60 days. Any sick leave in excess of 60 days is forfeited.

Employees who attain age 62 with 20 or more years of service will receive, upon retirement, payment for 50% or one half of any accrued sick leave up to a maximum 30 paid days.

The Office of Human Resources maintains all sick leave records on the HR system for each employee. This is reviewed periodically to identify trends or any misuse of the sick leave benefit. In cases of suspected abuse, (e.g., repeated Mondays, Fridays, or the day before or after a Holiday) a report will be sent to the Department Director and/or supervisor for appropriate counseling and/or disciplinary action. Department Directors and supervisors have the authority, at their discretion, to request medical certification of illness for any suspicious absence. In all sick leave absences of 3 days or longer, medical certification of illness may be required.

Diocesan Pension Plan

Hired Prior to 7/1/2009

The Diocese provides a non-contributory Defined Benefit Pension Plan for all regular full-time employees and for some part-time employees who work at least 1,500 hours a year. To be eligible for the Pension Plan employees must have at least one year of service, and have attained age 21. The Diocese makes contributions directly to the Plan for all eligible employees. **There is no provision for employees to make additional contributions to the plan. Employees are vested in the Diocesan Pension Plan after 10 years of continuous service.**

Employees are not required to complete an application for membership in the Plan. Once an employee is eligible to participate (after one year of employment), he/she is reported for enrollment their second year.

Full retirement benefits, based on vesting in the Plan and years of service, are payable upon attainment of age 65. The Plan does contain a provision for reduced benefits payable as early as age 62, providing that all other factors of entitlement are met.

Hired Post 7/1/2009

The Diocese provides a non-contributory Defined Contribution Pension Plan for all regular full-time employees and for some part-time employees who work at least 1,500 hours a year. To be eligible for the Pension Plan employees must have at least one year of service, and have attained age 21. The Diocese makes contributions directly to the Plan for all eligible employees. **There is no provision for employees to make additional contributions to the plan. Employees are vested in the Diocesan Pension Plan after 10 years of continuous service.**

Employees are not required to complete an application for membership in the Plan. Once an employee is eligible to participate (after one year of employment), he/she is reported for enrollment their second year. The rate of contribution is 3% a year based on W-2 earnings.

When an employee leaves the employment of the Diocese and is vested, they may roll all the funds in their plan to an investment of their choice. It is important to consult with an investment advisor or tax specialist to determine any tax implications.

It is recommended that employees contact HR at least three months prior to retirement to begin the process. There is no retroactivity if you fail to notify HR. It is also advisable to contact the Social Security Administration (SSA) for a benefit estimate in order to determine your total retirement income. All employees now receive an annual statement from SSA with an estimate of all benefits they may be entitled to receive. You may apply for Social Security benefits in person, by telephone, and online through the Internet. For more information please contact SSA at their toll free telephone number 1-800-772-1213.

Details concerning your coverage and a summary of the Plan and the benefits paid are available from HR.

Tax Deferred Annuity Investment Plan 403(b)

In addition to the fully funded Pension Plan, the Diocese offers a tax deferred 403(b) investment plan. Participation in this investment plan is open to all regular full and part-time employees and is completely voluntary. Eligible employees may enroll immediately effective with their hire date. Completion of the normal introductory period is not required to be eligible for participation in the investment plan. Please note that the Diocesan Pension Plan is also tax deferred until benefits are paid. When paid, pension benefits are fully taxable for both Federal and State income taxes.

The plan allows for payroll deductions per pay period with several distribution options and is an excellent way for employees to save and invest for retirement while deferring payment of Federal income taxes. New Jersey State, Social Security and Medicare taxes are not deferred for 403(b) contributions. **At the present time there are no matching contributions by the Diocese.**

The Office of Human Resources issues periodic newsletters with updates on the 403(b) plan and the participating vendors with the name of their representative and telephone number.

Related literature about 403(b) plan investment options and the request for enrollment and salary reduction agreement forms are available directly from the individual participating vendors. Only one copy of each vendor plan is maintained in HR.

Please Note: The Diocese is not liable for any losses resulting from investments in the annuity plans. Past financial performance is no guarantee of future financial performance by any annuity plan currently offered by the Diocese.

Reimbursement of Employee Expenses

Occasionally employees may incur expenses in the performance of their work, e.g., travel expenses, supplies for presentations, etc. The Diocese will reimburse employees for all reasonable work related expenses. The reimbursement must be approved by the Department Director or supervisor, in advance, whenever possible. Reimbursement rates for mileage will be adjusted as required, and employees will be notified of any change.

Employees are encouraged to attain professional certifications and membership in professional organizations. In support of this, the Diocese will reimburse an employee for courses taken to prepare for a professional certification, continuing education, or membership in professional organization up to \$400.00 in a calendar year. An employee must be working in a directly related full time job classification/position to submit membership fee expense.

Tuition Reimbursement

The Diocese provides for reimbursement for faith formation education reimbursement through a program administered through the Life Long Faith Formation Office. **Lay persons who permanently or temporarily devote themselves to special service of the Church are obliged to acquire the appropriate formation required to fulfill their function properly and to carry out this function conscientiously, eagerly, and diligently (Canon 231 §1).**

The Diocese also provides partial reimbursement for college tuition expenses associated with courses that are directly related to a regular full time employee's job classification and position, or towards a degree. Tuition for technical training or school courses may be partially reimbursed only when job related or required as part of the position description, (e.g., black seal license). Employees will be reimbursed at the rate of \$200 per credit hour up to a maximum of \$1000 per calendar year. In order to qualify for this tuition assistance, an employee must maintain a grade average of 2.5 or above. **Tuition reimbursement does not apply to employees on an education related leave of absence. Departments will be required to provide the Budget Office with the names of employees attending approved courses. This will be a central budget item and not a line item on individual budgets.**

Employees will not be reimbursed for courses that they only audited or that are not numerically graded, (e.g., pass or fail).

Reimbursement will be made upon receipt of a course completion and grade notification issued and signed by the Institution Registrar. Please contact the HR office for the form to be used when filing for a reimbursement.

EMPLOYEE LIFE CHANGE POLICY

The following policy is being implemented to recognize life-changing events that occur in the lives of employees such as marriage, birth or adoption of a child, an extended illness or hospitalization, or the death of an employee or an employee's immediate (spouse, child, parents, in-laws) family member. For these occasions, should a gift be appropriate, a special fund has been established by the Finance Office to cover the cost of monetary and non-monetary gifts sent by the Diocese.

Monetary Gifts

Marriage

When this event is reported, Human Resources will send a notice to the Bishop's Office and Finance Office. The notice will contain the name of the employee and the new spouse and address information. The Finance Office will prepare a check, **\$100** for a full-time employee or **\$50** for a permanent part-time employee, and send it to the Bishop's office. The Bishop will send a letter of congratulations to the employee and spouse enclosing the check.

Birth or Adoption of a Child

When the event is reported, Human Resources will send a notice to the Bishop's Office and the Finance Office. The notice will contain the name of the employee and spouse, the name of the child and any other siblings and address information. The Finance Office will prepare a check, **\$100** for a full-time employee or **\$50** for a permanent part-time employee, and send it to the Bishop's Office. The Bishop will send a letter of congratulations to the employee and spouse.

Non-Monetary Gifts

Extended Illness

When an employee has been unable to work because of an extended illness, 14 working days or longer, Human Resources will send a notice to the Finance Office to authorize payment for flowers, a plant or other gift to be sent to the employee from the Diocese. While employees are free to send individual cards and gifts to the ill employee, departments should refrain from sending a separate gift and charging the Diocese, thus duplicating the gift being sent from and charged to the Diocese.

Hospitalization

When an employee is hospitalized because of illness or surgery, Human Resources will send a notice to the Finance Office to authorize payment for flowers, a plant or other gift to be sent to the employee from the Diocese. While employees are free to send individual cards and gifts to the hospitalized employee, departments should refrain from sending a separate gift and charging the Diocese, thus duplicating the gift being sent from and charged to the Diocese.

Death of an Employee

When a report of death is received, Human Resources will send a notice to the Bishop's office with the employee's name and address and the name of the deceased, as well as the name of a spouse and any children should that information be appropriate.

In the case of the death of an employee of the Diocese, flowers may be sent to the funeral home in an amount not to exceed \$75.00. In addition, the Bishop's Office will make arrangements with the Cathedral of the Immaculate Conception for a date for an announced Mass for the deceased. The Bishop will send a letter of condolence to the employee's family which will include the date of the announced Mass.

Human Resources will notify Diocesan Center Complex employees of the funeral arrangements and any special memorial information or instructions.

Death of an Employee's Immediate Family Member (spouse, child, parents, in-laws,)

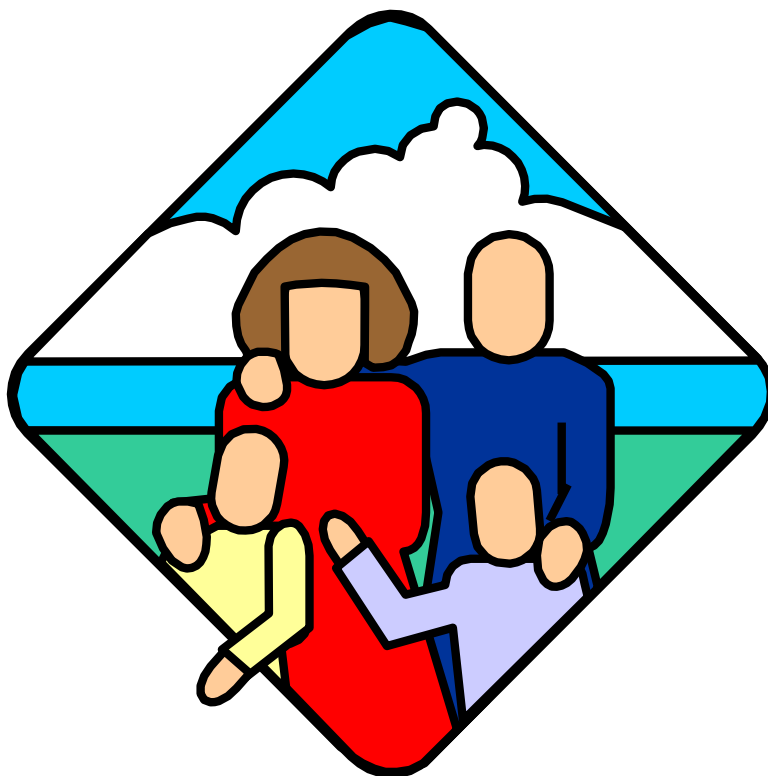
In the case of the death of an immediate family member (spouse, child, parents, in-laws,) of an employee of the Diocese, in place of flowers the Bishop's Office will make arrangements with the Cathedral of the Immaculate Conception for a date for an announced Mass for the deceased. The Bishop will send a letter of condolence to the employee which will include the date of the announced Mass.

Human Resources will notify Diocesan Center Complex employees of the funeral arrangements and any special memorial information or instructions.

Employee Birthdays

The Diocese does not pay the cost of cakes, flowers, candy, and/or luncheons, etc, for these occasions.

SPECIAL LEAVE CATEGORIES



Bereavement Leave

We provide Bereavement Leave of up to 3 paid days for employees to take care of obligations and funeral arrangements for the death of an immediate family member.

The Department Director/Supervisor must approve requests for additional leave beyond 3 days.

Immediate family members include the following:

- ❖ A SPOUSE
- ❖ A CHILD, STEP CHILD
- ❖ A PARENT
- ❖ A SISTER OR BROTHER
- ❖ A GRANDPARENT, GRANDCHILD

In the death of other family members, employees may take one paid day of Bereavement leave. Any absence due to a death in the family must be reported to your Director/Supervisor in order to be entitled to leave. Proof of relationship to substantiate the amount of leave granted may be requested at the discretion of the Director/Supervisor.

Employees on vacation or in other leave status at the time of bereavement will not be entitled to receive any additional leave. Part-time employees will receive bereavement leave on a pro-rated basis according to their regular work schedule.

Jury Duty

Employees summoned for Jury Duty will be paid during their absence. All employees who have completed the introductory period are entitled to jury duty pay.

Employees must notify their Director/Supervisor when they are summoned for Jury Duty and submit a copy of the summons as soon as possible. The Director/Supervisor must also be notified if you are selected for a jury and that your absence will be for more than one day.

Employees are expected to report to work when excused from Jury Duty by the officer of the court.

Temporary, Long Term Disability and Family Leave

Temporary Disability

Absences resulting from non-work related injuries, illness or medical conditions (including pregnancy-related conditions) are covered under the Temporary Disability Insurance Program. An employee who satisfies the insurance requirements will receive two-thirds of his or her pay or the maximum \$572 amount, whichever is less (maximum \$ amount changes each year), for up to 26 weeks. Medical certification will be required. Further details are available from OHR.

Unpaid leave is available pursuant to the Federal Family Medical Leave Act (FMLA) for an employee with a serious health condition. Employees will be required to submit medical certification of the serious health condition. Eligibility under FMLA requires continuous employment of at least 12 months with a minimum of 1250 hours worked during the preceding 12 months. If eligible, the employee is entitled to up to 12 weeks **unpaid** leave in a one year period for his/her illness. The Diocese uses a rolling backward method for determining the one year period. That is, any FMLA leave taken during the one year period preceding the start of a new FMLA leave period will reduce the amount of leave available. Temporary Disability Leave will run concurrently with FMLA leave. The employee will be required to substitute accrued paid sick, ETO, personal and vacation days for all or part of the unpaid leave.

Health and life insurance benefits will continue while an employee is absent on Temporary Disability or an approved unpaid FMLA. If an employee does not return to work following the leave for a reason other than: (1) the continuance, recurrence, or onset of a serious health condition which would entitle the employee to FMLA leave; or (2) other circumstances beyond the employee's control.

Sick leave and vacation days cease to accrue from the time the temporary disability begins until such time that an employee returns to work.

In situations where a disability exceeds 26 weeks, health and prescription insurance may be continued at the employee's own expense for at least six months. Depending on the nature of the disability, coverage can be continued for up to eighteen months with medical documentation. Dental and vision benefits may not be continued. Life insurance may be continued under an individual policy by contacting the Life Insurance Carrier.

Birth of a Child/Placement of a Child for Adoption or Foster Care

Leave is available under the New Jersey Family Medical Leave Act (NJFLA) and the FMLA following the birth of a child or the placement of a child with an employee for adoption or foster care. Eligibility under the NJFLA requires continuous employment of at least 12 months, with at least 1,000 hours worked in the preceding 12 months. NJFLA allows for up to 12 weeks of unpaid leave in a 24 month period. Eligibility under FMLA requires continuous employment of at least 12 months with a minimum of 1250 hours

worked in the preceding 12 months. FMLA allows for up to 12 weeks of unpaid leave in a 12 month period. As explained above, the Diocese uses a rolling backward method for determining the amount of leave to an employee. If an employee is eligible for leave under both the NJFLA and FMLA, the leaves will run concurrently. If a husband and wife are both employed by the Diocese, they are entitled to 12 weeks of unpaid leave, combined. The employee will be required to substitute accrued paid personal and vacation days for all or part of the unpaid leave.

Employees requiring leave should provide written notice of their intent to take leave as soon as possible and at least 30 days prior to the commencement of the leave. If circumstances prevent giving notice this early, notice should be given as soon as practicable.

Health benefits will continue during the leave, however sick and vacation days cease to accrue until the employee returns to work.

Leave to Care for an Ill Family Member

If eligible under the NJFLA and/or FMLA, an employee is entitled to unpaid leave to care for a child, parent (including parent-in-law), or spouse with a serious health condition. Eligibility under the NJFLA requires continuous employment of at least 12 months, with at least 1,000 hours worked in the preceding 12 months. NJFLA allows for up to 12 weeks of unpaid leave in a 24 month period. Eligibility under FMLA requires continuous employment of at least 12 months with a minimum of 1250 hours worked in the preceding 12 months. FMLA allows for up to 12 weeks of unpaid leave in a 12 month period. As explained above, the Diocese uses a rolling backward method for determining the amount of leave available to an employee. If an employee is eligible for leave under both the NJFLA and FMLA, the leaves will run concurrently. If a husband and wife are both employed by the diocese, they are entitled to 12 weeks of unpaid leave combined, to care for a child or parent. The employee will be required to substitute accrued paid personal and vacation days for all or part of the unpaid leave.

Employees requiring leave should provide written notice of the intent to take leave as soon as possible and at least 30 days prior to the commencement of the leave. If circumstances prevent giving notice this early, notice should be given as soon as practicable.

Health benefits will continue during the leave, however sick and vacation days cease to accrue until the employee returns to work.

Returning to Work

An employee returning to work after leave should notify the Director/Supervisor at least two (2) weeks prior to returning to work. Once notified, the supervisor will advise the employee when to report for work. If the leave was due to the employee's own medical condition, the employee must provide a statement by the treating physician certifying that the employee is able to return to work and is medically capable to perform all required duties of the job. If the employee fails to return to work as scheduled, the employee will be considered to have voluntarily terminated employment.

Upon returning to work, employees will be reinstated to their previous position or to an equivalent position for which they are qualified. An employee who returns from temporary disability who refuses to accept an equivalent position will be considered to have voluntarily resigned.

Long Term Disability (LTD)

Effective July 1, 2004, the Diocese added a Long Term Disability Plan, (LTD) to our employee benefits package. All non-union full time permanent employees who work 35 hour a week or more are eligible to participate in the plan. There is a 180-day elimination period before benefits begin. The initial 180 days are usually covered by sick time and/or the State or diocese private short-term disability plan, which is described above. Benefits are paid monthly by Prudential Insurance and equal 50% of salary up to a maximum of \$5,000 per month. There is a minimum guaranteed monthly benefit of \$100 per month. The LTD also contains a survivor clause. Survivor benefits are payable after benefits have been provided for at least 12 successive months before death. The benefits are paid upon written proof of death to any beneficiary for up to 6 months in the same amount received by the deceased employee. To apply for LTD benefits, contact Human Resources for the application form, which needs to be completed by the employer, the employee and the treating physician.

Note: Health insurance does not continue under LTD. This benefit terminates unless the employee elects “continuation of coverage” to continue medical and prescription coverage for up to 18 months at his/her own expense.

Personal Leave of Absence

The Diocese also has a policy of granting a general personal leave of absence for up to six months **without pay**. The request for a personal leave of absence must be in writing and submitted to the Department Director as soon as possible.

Each written request for personal leave will take into consideration the severity of the reason for the leave, the employee's past attendance and performance and the needs of the department at the time the request is made. If all three factors are acceptable, the request for a personal leave of absence may be approved.

A personal leave of absence **without pay** of up to one (1) year may also be granted by the Diocese for educational advancement. In order to be approved the course of study must be directly related to the employee's position and be of benefit to the Department. A Certificate of Matriculation from the Registrar's Office of the Institution is required before a leave of absence may be granted. Before any leave is granted the Director or supervisor must determine budgetary considerations and staffing requirements. In addition, depending on the specifics of the request, only one such extended leave of absence shall be granted. **The tuition reimbursement policy does not apply to employees on a leave of absence.**

Employees granted a general leave of absence for up to six months, or 1 year for educational advancement, are not entitled to benefits and will not accrue service time. Health and prescription insurance may be continued at the employee's own expense. Arrangements to continue insurance and the payment of premiums should be made prior to the leave of absence. Employees not wishing to continue insurance at their own expense during a general leave of absence will be reinstated in the plans upon return to full time employment without any waiting period.

Employees in unpaid leave of absence status are required to give the Diocese two weeks written notice of their intention to return to work. The Department Director or Supervisor will determine the actual return date and advise the employee accordingly. A comparable position is provided upon the individual's return. Failure on the part of the employee to either notify the Diocese and/or return to work may be deemed to be a voluntary termination of employment.

Military Leave of Absence

Active Duty

The Military Selective Service Act requires employers to grant leaves of absence to all employees who are Reservists or members of the National Guard and who must report for active duty or training. It is the policy of the Diocese to grant leaves of absence **without pay** to any employee in compliance with this legislation. Employees who perform and return from service in the Armed Forces, the Military Reserves, or the National Guard will retain certain rights with respect to reinstatement, seniority, staff reductions, compensation, length of service promotions and pay increases as required by applicable federal or state law. Sick and vacation days cease to accrue until the employee returns to work.

Employees must notify the Director/Supervisor as soon as possible whenever a need for military leave arises.

All benefits for employees on active military duty are suspended until they return to full employment. Employees must apply for reinstatement within 90 days following release from active duty and will be reinstated in the same or similar position at the same rate of pay. Employees who do not apply for reinstatement within the allotted time period will be deemed to have voluntarily terminated their employment.

Reserve Unit Obligations

An unpaid military leave of absence will also be granted to those employees required to meet annual reserve unit obligations. As much advance notice as possible should be given in order to make any appropriate staff adjustments. All regular employee benefits continue in effect during an annual military leave of absence. The Diocese will supplement the pay for what the employee would have earned from normal straight time pay on the job. This will be paid for two weeks during the calendar year.

WORKING CONDITIONS



Information Technology

Information technology systems are part of the Diocese's business equipment. We encourage the business use of the IT systems to increase productivity. The data stored on the systems and all messages generated by or handled by e-mail, including back-up copies, are owned by the Diocese and are not the property of the users of the system. Users do not have a right to privacy in their use of the computer system or its e-mail component. The Diocese may monitor, audit, delete, and read files or e-mail messages. A network administrator may override user passwords. The Diocese may monitor the contents of files and e-mail communications and/or computer usage as part of operational, maintenance, auditing, security, or investigative activities. Users should use the systems with the knowledge that we may from time to time examine the content of files or e-mail communications.

The IT systems employ user accounts and passwords to isolate the communications of different users. User must *never* share passwords or reveal them to anyone else. If users must share data, they must use message forwarding facilities, public directories on local area network servers, and other authorized information sharing mechanisms. Employees may not intercept or disclose, or assist in intercepting or disclosing, e-mail communications.

Violations of the following rules may result in immediate disciplinary action, up to and including dismissal:

- Employees may not share passwords or reveal passwords to anyone else
- Employees may not use a password, access a file, or retrieve stored information without authorization.
- Information technology systems, including internet access and e-mail, may only be used for proper business purposes and not for personal purposes.
- Information technology systems, including the internet and e-mail cannot be used to solicit others for commercial ventures, religious or political causes, or outside organizations.
- Employees may not display or transmit sexually explicit material.
- Employees may not transmit confidential or proprietary information to unauthorized recipients.
- Employees may not maintain or transmit obscene, offensive, harassing, or hostile messages; messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, sexual preference, or health condition; or messages containing abusive, profane, or offensive language.
- Information technology systems may not be used for any illegal or unethical activity.
- Employees may not access pornographic or other offensive websites (including, but not limited to, sexist, racist, discriminatory, hate, or other sites that would be considered inappropriate by the Diocese). If an employee has any doubt whether

access to a specific site is proper, he or she should seek approval from his or her Director/Supervisor.

- Employees may not duplicate software or its related documentation.
- Employees may not install any unauthorized software.
- Users may not establish modems, Internet, or other external network connections that could allow unauthorized users to access the Diocese's system or information.

For a full listing of all IT policies, please refer to the Outlook Public Folders system.

Personal Visits and Telephone Calls

It is expected that employees may occasionally have personal visits from friends and/or relatives for lunches or other out of the office special occasions. Visitors may wait in the designated reception areas for an employee during the lunch hours or meet them in the parking lots. Escorting a personal visitor to a specific work area within the building is not permitted and should be discouraged at all times.

Personal telephone calls should not interfere with an employee's ability to perform their work or take precedence over business calls. It is recognized that some personal calls cannot be avoided, e.g., children are dismissed from school early, a child is ill, and other personal emergencies. These calls should be kept to a minimum and be as brief as possible. Long distance personal calls are permitted only in emergency situations and only with the approval of the Department Director or other supervisory personnel.

Personal Appearance and Dress Code

The Diocese is a professional, as well as a religious organization and reserves the right to determine what an appropriate mode of dress is for the workplace. The dress and appearance of all employees is very important. In many instances, employees are the first contact for visitors and in that respect are representatives of the Diocese. Therefore, modest professional modes of dress are both expected and required. **The Diocese reserves the right to require employees to remove or cover any item of clothing bearing words that the Diocese deems to be offensive, discriminatory, harassing, hostile, unwelcome or otherwise inappropriate to the workplace.**

Male lay staff members are expected to dress in either a business suit, a jacket or blazer and clean pressed slacks. A dress shirt and tie are also required attire for all male lay employees. Personnel working in maintenance positions will be provided guidance as to their working attire from the department director. Shoes should be comfortable but appropriate for a business office. Running shoes or fancy sneakers or sports shoes are not appropriate and should not be worn during office hours.

Appropriate attire for female lay staff members include dresses or skirts of moderate length, pant suits, or dress slacks and coordinated blouses.

Unacceptable attire for all employees includes: **jeans, short shorts, sweat shirts and pants or suits, jogging or running suits, flip-flops, stretch pants and sport shoes or sneakers, and body piercing except worn on the ears.**

Employees are required to practice good hygiene and be well groomed and appropriately dressed when reporting for work. Any extremes in grooming standards or dress are to be avoided, except in rare cases where an exception is granted for medical reasons.

Exceptions in grooming standards and dress may be allowed for religious reasons.

Parking Facilities

The Diocese will attempt to provide free off-street parking for all employees. When using the parking facilities it is recommended that all vehicles be locked with any items of value secured out of sight. The Diocese of Camden is not responsible for vandalism or theft of any vehicle.

Use of Personal Automobiles

There will be occasions when an employee will utilize their personal vehicles in the course of their employment with the Diocese of Camden, and all related entities. A reimbursement is provided for the employee at the rate specified by IRS each year. Submission of reimbursement by an employee is confirming/validation that they have minimum limits of liability of \$100,000/\$300,000, bodily injury, \$50,000 property damage or \$300,000 combined single limit. New Jersey law dictates that the employee's automobile insurance is primary and in the event of an accident his/her own policy provides primary protection. The Diocese of Camden has non-owned excess of the employee's primary auto insurance (limits shown above).

Inclement Weather Closing

In the event of inclement weather or other emergency situations, the Office of Human Resources in consultation with the Chancery will determine when to close the Diocesan Center Offices, delay opening or dismiss employees early. When a decision is reached that the Diocesan Center Offices will be closed or to delay opening, a message will be placed on the Diocesan phone system and Web page by 6:30 a.m. This will inform employees whether the offices are open, opening will be delayed for up to 2 hours, or the offices are closed.

Employees will be paid for the appropriate hours whenever the Diocesan Center offices are closed for the day. In situations where it is decided to delay opening, employees will also be paid for their normal work hours. Employees who do not report for work when there is a delayed opening will be charged with leave for the entire day and will not be paid for the delayed opening time.

Employees who do not report for work when inclement weather does not warrant either closing of the office or a delay in opening may request a vacation or personal day if they have time available. Employees with no leave time will not be paid for the day.

Employment/Credit References

Information maintained about employees, i.e., address, SSN, and salary or hourly pay rate is kept strictly confidential. Any requests for such information about an employee will be released only with consent. A signed and dated written statement by an employee stating what information is to be released and to whom is acceptable.

Financial institutions usually have loan or mortgage applicants sign a specific employment and salary verification form that contains a consent statement. All such documents are forwarded to either the Office of Human Resources or payroll for completion and return. These documents are usually completed and returned the same day and can be faxed if so requested by the lending institution.

Employee signed and dated consent statements are maintained by OHR for 90 calendar days. No copies of completed employment and/or salary verification requests are retained or kept on file by OHR.

Written requests from creditors about an employee or seeking our assistance in the collection of an account will be returned to the originator with the following statement: **It is Diocesan policy not to discuss credit problems with employees or to assist creditors in the collection of past due accounts.**

Employment calls seeking confirmation on an employee who worked in the Diocese will only be provided the dates and position the individual worked. Any further information will require a signed and dated consent. All inquiries should be directed to the HR office.

Bulletin Boards

All information of importance to employees is posted on the official bulletin boards. Employees are advised to check the bulletin board regularly for information about activities, announcements and job postings.

The bulletin board contains information about employment practices and employee rights such as: Fair Labor Standards Act (FLSA), Federal and State minimum wage, Family and Medical Leave Act (FMLA), and Federal and State EEO policies. There are also periodic postings such as: Holidays and Holy days for the calendar year, job postings, death notices, and any other important information that is of interest to all employees.

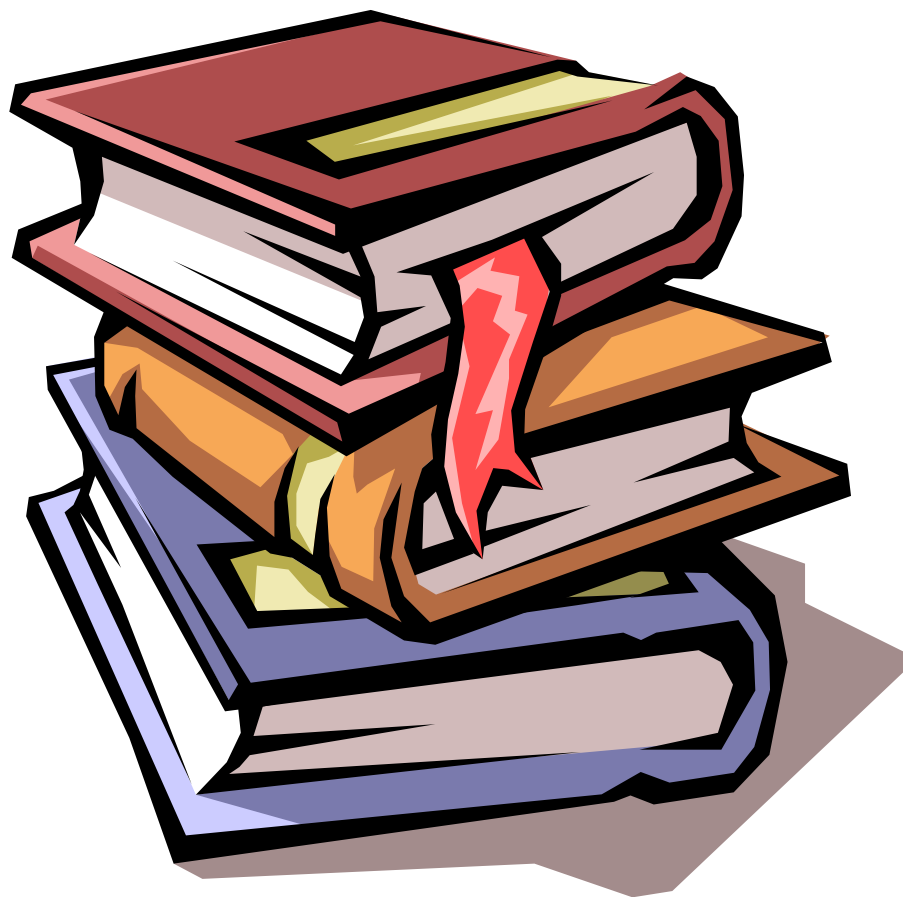
HR maintains the official bulletin board and no other staff members may either remove or post any information. Anyone wishing to post information on the bulletin board should contact HR.

A bulletin board is provided in the lunchrooms for employee personal notices such as social events, luncheons, trips etc.

Employees should contact HR for authorization before posting any announcements or documents on the employee bulletin boards. The Diocesan Office of HR reserves the right to remove any materials from the employee bulletin boards that are deemed to be offensive, discriminatory or otherwise inappropriate.

Notices are not to be posted in elevators, hallways, or doorways.

ADMINISTRATIVE Policies



Confidentiality & Public Relations

Employees of the Diocese may have access to confidential, and at times very personal, information about individuals who seek assistance or guidance. Any such records or files are confidential and are to be kept in the strictest privacy. Disclosure of any confidential information to other employees, any personnel or anyone outside of the Diocese would be very embarrassing to the individuals involved and cause difficulties for the Diocese.

Any inappropriate disclosure of confidential information by an employee will result in disciplinary action and may result in termination of employment.

Information about employees of the Diocese is also confidential and cannot be released without written consent. See the **Employment/Credit References** Section of this Handbook for how requests for employment verification and salary are handled and what information may be released without consent.

Public Relations

Employees may not make any statements to the press or other external parties regarding their work or Diocesan activities or policies. Employees are to refer all requests for information to the Director of Communications. This is to ensure that all responses to requests for information are uniform and released with official approval.

Employment Policy Clarification

With this newly revised Lay Employee Handbook there has been an attempt to address most issues of employment that are relevant to the Diocese. There will of course be occasions when the Handbook will not address or completely address an issue that arises with an employee. In these instances, Department Directors and Supervisors should contact HR for assistance in either resolving the issue or language to use in any oral or written response.

Any questions concerning Diocese Employment Practices that cannot be clarified by the Department Director or Supervisor should be referred to HR for resolution.

Employee Conduct

All employees, regardless of their position, are expected to follow certain basic rules of conduct consistent with a workplace which is part of the Catholic Church. Expectations regarding conduct are based on honesty, integrity and fair play, which are essential for maintaining harmonious working conditions. As a general rule, conduct which is dishonest, immoral, illegal, or contrary to the doctrines and teachings of the Catholic Church will result in disciplinary action and/or termination of employment.

The Diocese has the right to terminate employment with or without cause and with or without prior notice and can immediately terminate employment for a serious infraction.

Listed below are some examples of inappropriate conduct. Please note that these examples are not all-inclusive and may be extended to include any and all behavior that is determined to be unacceptable or inappropriate while acting in the course of employment on Diocesan or worksite premises:

1. Providing false or misleading information on an Application for Employment or resume.
2. Stealing or defacing Diocesan or another employee's property.
3. Falsifying time and attendance records.
4. Possession, sale and use of alcoholic beverages or illegal drugs on Diocesan premises.
5. Physical and/or verbal abuse of Diocesan employees or others.
6. Interfering with or disrupting another employee's work.
7. Failure to follow instructions and insubordination.
8. Abuse or excessive use of leave.
9. Habitual lateness.
10. Gambling on Diocesan property.
11. Misuse or theft of Diocesan property, supplies, materials, and equipment.
12. Conducting personal business during working hours.

13. Possession or use of a weapon.
14. Use of abusive or improper language.
15. Rude or improper treatment of Diocesan visitors.
16. Conduct endangering the welfare of other employees.
17. Leaving the premises without authorization during working hours.
18. Violations of the non-discrimination policy.
19. Harassment.
20. Conduct inconsistent with, or contrary to, the teachings of the Catholic Church or not in keeping with the spirit and religious character of the Diocese.
21. Breach of confidentiality.

* Please note that ministerial employees (see *Purpose of Handbook*) may be held to even higher standards of conduct.

Disciplinary Actions

It is the goal of the Diocese that all employees are treated fairly and with dignity and respect. When disciplinary or corrective action is necessary, the following is the procedure which will generally be followed.

Please note that the Diocese reserves the right to deviate from the steps set forth below, and to omit certain steps, when circumstances warrant. Serious infractions may result in immediate dismissal or immediate suspension without pay pending an investigation, at any stage of the disciplinary process.

Also note that the continued employment of ministerial employees is subject to the absolute discretion of the diocese and these disciplinary steps to not apply. (See *Purpose of Handbook*.)

STEP 1

The Department Director will meet with the employee in private to discuss either his/her conduct or performance. In issues of conduct, the Department Director and employee will agree on a plan or course of action to follow to correct and prevent any further incidents. In performance issues, the Department Director will provide verbal instructions and may prepare a written "Performance Improvement Plan" (PIP), which the employee is to follow in the daily accomplishment of his or her work assignments. A written plan will be placed in the employee's official personnel file.

STEP 2

Employees will receive a written warning stating what action(s) will be taken if either his/her conduct or performance does not improve after a reasonable period of time, **see Step 1**. The Department Director will issue the written warning stating the additional time period, the employee has to improve. A copy will be placed in the employee's official personnel file.

STEP 3

If after the additional time period designated by the Department Director the employee's conduct or performance has still not improved, a second (final) written warning is issued. This warning advises the employee that he/she must improve.

STEP 4

After the final written warning, failure on the part of the employee to correct his/her conduct or improve his/her performance within the allotted time period may result in termination.

Employee Grievance Procedure

The formal grievance procedure is available to employees if efforts to resolve any complaints or disagreements within a department have failed. This grievance procedure may be used if an employee believes he or she has been harmed by a violation of the rules and procedures of the Diocese or has been subjected to unlawful treatment.

The grievance procedure is not applicable to employment decisions involving ministerial employees. (See *Purpose of Handbook*.)

STEP 1

Employees should discuss the grievance with their immediate supervisor as soon as possible to determine whether it can be resolved immediately.

STEP 2

If the attempt to resolve the grievance at Step 1 is unsuccessful, employees may submit a written grievance to the Department Director within 5 working days of the meeting date with the Supervisor. The Department Director will schedule a meeting with all parties involved, i.e.; employee, supervisor and any one else named in the written grievance, within 5 working days of receipt of the written grievance.

STEP 3

If the attempt to resolve the grievance at Step 2 is unsuccessful, employees may present the written grievance to the Director, Office of Human Resources, within 5 working days after the meeting. The Director will schedule a meeting with all parties involved within 5 working days of the receipt of the Step 3 written grievance.

STEP 4

If the issue being grieved is not resolved at Step 3, employees may submit a written request to HR asking for a meeting with the Grievance Committee. This request is to be made within 5 working days of meeting with the Director of HR. The purpose of the meeting is for the employee to present his/her grievance for final resolution. Upon receipt of the written request, HR will schedule a meeting within 5 working days.

Resignation

Well-trained and dedicated employees are important to the smooth and efficient operation of any organization. The Diocese endeavors to make the working conditions for all employees as rewarding and pleasant as possible. We understand, however, that employees may wish to seek employment elsewhere in order to either improve their career opportunities or to accept a higher paying position.

Employees wishing to resign their position with the Diocese should give notice of their intention to terminate employment as early as possible. The more advance notice the Diocese receives the more likely we are to find and hire a replacement with a minimum of disruption.

Notice of intent to resign must be in writing and presented to the Department Director/Supervisor as soon as possible. Salaried employees are requested to give at least a one-month notice. Hourly employees are requested to give at least two weeks notice.

All employees terminating employment are asked to participate in an exit interview with their Department Director/Supervisor and HR. At the time of termination employees are required to return all keys, I.D Badges, parking permits and any other Diocesan property or equipment to the Diocese. Terminated employees will receive their final paycheck on the next pay date following termination. Any payment due for unused vacation time will be paid when the termination action is processed through payroll.

Appendix I

VACATION DAYS

Vacation days are accumulated on a calendar year (January through December).

As stated in the Vacation Days section of this handbook, employees must serve a 90-day introductory period before accrued vacation days may be used. The following is an explanation of how vacation days are accrued, when they may be used, how they are paid and carried over to the next year when an employee is hired during the last three (3) months of the calendar year or as banked vacation time. .

Vacation accrues at rates based on hire date and length of service. It may be reflected on an employee's pay statement after the 90-day introductory period together with accrued sick time. Personal time does not appear on the pay statement until an employee has completed 120 days of employment

All of the accrual rates and examples shown in this handbook and appendix are based on a 35-hour workweek and a biweekly pay period. Employees who work a 37-½ hour or 40 hour workweek or who have a weekly pay period will have appropriate leave time accruals. Part time employees i.e., those who work 20 hours a week or more, also have vacation, sick and personal time accruals.

EXAMPLE I

Start date January 2,

An Employee successfully completes the 90-day introductory period March 31, and has accrued 16.2 hours of vacation time. Vacation time may be used and paid beginning April 1.

The same employee takes a two-week vacation during the month of August. Since he/she has only accrued 47 hours vacation, the remaining 23 hours will be paid and charged against leave that will be accrued through December 31.

The employee terminates employment with the Diocese effective October 1. Since the employee was paid for 70 vacation hours but only accrued 52 hours the remaining 18 hours will be withheld from his/her final paycheck.

EXAMPLE II

Start date October 1 or later

Employees completing the 90-day introductory period December 31 or later will have any accrued vacation hours automatically carried over to the next year. In lieu of vacation, the employee has the option of receiving full payment for the accrued vacation days in the first paycheck issued after December 31. **This is the only instance where unused vacation time will be paid and not forfeited.**

Excess vacation time for employees on temporary disability at the end of the calendar year will be handled on a case-by-case basis and either shown as banked time or paid depending upon the duration of the disability and employment status.

Appendix II

DRUG AND ALCOHOL USE POLICY

It is the Diocese of Camden's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Diocesan premises and while conducting business-related activities off Diocesan premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. At times, however, the Diocese of Camden may sponsor social events where alcohol may be served and consumed both on and off premises. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through Diocese of Camden's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Diocesan policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the Diocese of Camden any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Office of Human Resources of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resources Department without fear of reprisal.

Appendix III

STATEMENT OF POLICY ON HARASSMENT

Any form of harassment is contrary to the Gospel Message and detracts from the respect due those “created in the image and likeness of God.” Such behavior undermines Catholic values and contravenes the religious principles that guide us. It is also against the laws of the United States and of the State of New Jersey. It is unacceptable and it will not be condoned nor tolerated.

The Diocese is committed to a work environment in which all individuals are treated with respect and dignity. Therefore, the Diocese expects that all relationships among people in the office will be business-like and free of prejudice and harassment.

The Diocese encourages reporting of all incidents of harassment based on race, color, national origin, religion, sex, sexual orientation, age, disability, or marital status, or any other characteristic protected by law. It is the policy of the Diocese to investigate all such reports. The Diocese prohibits retaliation against any individual who makes a good faith report or participates in an investigation of such a report.

This policy applies to all applicants, employees, and volunteers. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace.

Sexual Harassment

Sexual harassment means unwelcome sexual advances requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures, and other physical, verbal or visual conduct of a sexual nature.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships without a discriminatory employment effect. It refers to behavior which is not welcome and which is personally intimidating, hostile or offensive.

Harassment

This term means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, or citizenship of that of his/her relatives, friends, associates, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; or written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on the employer's premises or circulated in the workplace.

COMPLAINT PROCEDURES AND INVESTIGATIVE PROCESS

The Diocese encourages reporting of all perceived incidents of harassment or retaliation. The Diocese also encourages individuals who believe they are being subjected to such conduct promptly to advise the offender that his/her behavior is unwelcome and request that it stop. Often this action alone will resolve the problem. Instead of, or in addition to, this approach, the individual may prefer to pursue the matter through formal complaint procedures.

If you believe that you have been subject to or witnessed harassment, you should report the alleged activity immediately, in writing, to your supervisor. If that is not feasible, or if the response of the person in charge is not deemed satisfactory, then a written report shall be made to:

Reverend Robert E. Hughes
631 Market Street
Camden, New Jersey 08102

Any report should include the (1) date of the occurrence, (2) the name(s) of the person(s) involved, (3) the location of the incident, (4) a description of the specific act of harassment and (5) the names of any witness.

The person investigating the complaint shall interview the complainant and shall conduct a confidential investigation of the allegation. This person shall have the authority to interview the accused and any person who may have relevant information concerning the

matter. Additionally, the person investigating the complaint may enlist the assistance of members of the staff.

CONFIDENTIALITY

To the fullest extent possible consistent with adequate investigation and appropriate corrective action, strict confidentiality shall be maintained in regard to any report of harassment. The purpose of this is to protect the privacy of the person who brings any complaint, to encourage the full and free reporting of such incidents, and to protect the reputation of anyone who may have been wrongfully charged with harassment.

Misconduct constituting harassment or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling, and/or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as the Diocese believes appropriate under the circumstances.

Appendix IV

NON-DISCRIMINATION POLICY OF THE DIOCESE OF CAMDEN

This guide provides persons within the Diocese of Camden with principles, philosophies, and instructions to utilize their individual skills, positions, and Christian morals to witness the teachings of the Church and bring the Gospel into focus.

Definition of Social Justice

“The Church has received from Christ the message of preaching which contains a call to all persons to turn away from sin to the love of the father, universal personhood and a consequent demand for justice on the social, national and international level, and to denounce instances of injustices, when fundamental rights of the persons and their very salvation demand it. The Church, indeed, is not alone responsible for justice in the world; however, she has a proper and specific responsibility that is identified with her mission of giving witness to be carried out in church institutions themselves and in the lives of Christians.”

Justice in the World Synod of Bishops (1971)

Introduction

Certainly, one of the most complex and tragic problems, which confront our nation today, is the absence of true equal opportunity for all people without regard to race, color, sex, age, national origin, or handicap.

While there have been civil rights laws enacted during the past decades to assure equality, many individuals and institutions have been negligent in meeting the requirements of these laws to the extent that equal opportunity for all people, in fact, is not a reality.

Recognizing that discrimination violates the basic teachings of the Roman Catholic Church and that it has been long standing tradition of the Diocese of Camden to promote and practice equal opportunity as a social justice mandate, affirm that we must strive aggressively to insure the entry and growth of all persons, especially minorities, women and the disabled, in our work force, activities and functions, until it is emphatically clear that equality of opportunity is a fact as well as an ideal. To achieve ultimate effectiveness in this matter, efforts toward equal opportunity for all people in our employment and other church related activities must extend above and beyond the letter of the law- that is total commitment to this goal on the part of everyone.

The denial of equal access to opportunities for development and growth has permitted discrimination to continue in a variety of forms. Recognize and accept responsibility to

design and implement programs, which strike at the total problem rather than simply overt manifestations.

Cooperation and support are essential in assuring equal opportunities in all functions, in keeping with the discipline of the Church.

Discrimination

The Diocese is guided by a Christian commitment, statement of the Bishops, the United States Conference of Catholic Bishops, Vatican II, and the teachings of the Gospel, as well as individual policies, which call for equal treatment in employment, services, and participation. These policies prohibit discrimination on the basis of race, color, age, national origin, sex, or handicap.

Discrimination means differentiation or distinguishing between people on the basis of group membership rather than individual characteristics. Discrimination is not always intentional. Neutral policies, which either have an adverse effect on one group more than another, or which serve to perpetuate discrimination, must be avoided.

Non-Discrimination Policy

- I. The Diocese of Camden will not cause any person to suffer disadvantages because of race, color, sex, age, national origin, or handicap. Equal opportunity to all persons for employment, services, and participation is based on individual merit, competence, need, and the teachings of the Church.
- II. The Diocese of Camden will provide equal opportunity in employment and affirmative action in all of its actions; to embrace compliance of the same with all vendors, banks, private and public lending institutions, contractors, unions, parishes, schools, boards of education, and other associated agencies and institutions; and to prohibit discrimination because of race, color, sex, age, national origin, or handicap.
- III. The Diocese of Camden will require all contractors, sub-contractors, vendors, suppliers, and associates to conform to all applicable provisions of laws dealing with equal opportunity. The Diocese of Camden will require the filing of proof of compliance of equal opportunity in employment of contractors, sub-contractors, vendors, suppliers, and associates.
- IV. The Diocese of Camden will challenge, by means of institutional change, community organizations activities, reform legislation and/or legal redress, all social or ecclesiastical structures and procedures that restrict or hinder equal opportunity.

Goals

To create a greater awareness among the people in the Diocese of Camden of the individual responsibilities in the area of Non-Discrimination.

To continually emphasize and promote the practice of equal opportunity in hiring, promotion, services and participation.

Objectives

The Diocese will conduct activities to reach these stated objectives:

- I. To assure that recruitment, selection, and screening of personnel will be without regard to race, color, sex, age, national origin, or handicap, and that basis for employment and promotion is considered solely on skill, ability, experience, training and character.
- II. To assure that selection for participation on boards, in services, and all other Church activities will be made without regard to race, color, sex, age, national origin, or handicap (except where a bona fide qualification in exception to the above is a proven requirement).
- III. To do business with investment institutions, businesses, and service providers that practices equal opportunity.
- IV. Develop and monitor activities to assure that discrimination practices are not perpetuated through any action of the Diocesan staff, organizations or policies

Appendix V

DIOCESE OF CAMDEN POLICY REGARDING PAY DEDUCTIONS UNDER THE FAIR LABOR STANDARDS ACT

Under the Fair Labor Standards Act, employees are classified as exempt or non-exempt. Federal minimum wage and overtime rules do not apply to exempt employees.

EXEMPT EMPLOYEES: Generally, there are three requirements for classifying an employee as exempt. All three requirements must be met:

1. The employee is paid at least \$455 per week.
2. The employee is paid on a salary basis, not an hourly basis.
3. The employee must perform certain types of duties, which vary depending on the category of exemption. The exempt categories are: executive, administrative, professional, computer employee, and outside sales.

There is also an exemption for certain highly compensated employees (earning over \$100,000 per year).

More specific information regarding exemptions is available from the Office of Human Resources. Exempt employees are not usually required to report hours worked, but must report accrued time used for personal, vacation or sick leave, jury duty and bereavement leave. Exempt employees are only charged for full day absences and pay may not be reduced for a partial day absence. Exempt employees are not entitled to overtime pay.

NON-EXEMPT EMPLOYEES: Employees who are not exempt are usually paid on an hourly basis. **Time records must be kept for all non-exempt employees, even if they keep regular hours and are paid the same amount each week.** Non-exempt employees are entitled to receive at least the minimum wage. They are entitled to receive overtime pay, at a rate of 1½ times their usual hourly rate, for any time worked in excess of 40 hours per week. Ordinarily, the 40 hours worked means hours actually worked and it does not include sick, vacation, holiday or personal time. Non-exempt employees may be charged for absences of 15 minutes or longer unless the absence is specifically covered by another policy (*e.g.*, Jury Duty, Bereavement, or Military Leave). Examples of non-exempt employees are:

Secretaries
Bookkeepers
Receptionists
Mailroom Clerks
Maintenance Personnel

Teachers' Aids
Housekeepers
Cooks
Help Desk Specialists
Accounting/Payroll Clerks

PAY DEDUCTIONS:

Exempt employees generally must be paid on a salary basis, a set amount per week regardless of the number of hours worked. There are no deductions from pay for the following:

1. Partial day absences. (There is an exception for leave under the Family and Medical Leave Act, which is discussed below.)
2. Absences occasioned by the employer or by operating requirements of the business.
3. Days missed for jury duty, court attendance as a witness, or temporary military leave. (Salary may be offset by amounts the employee receives as juror fees, witness fees or military pay.)

Deductions may be made from an exempt employee's salary under the following conditions:

1. Exempt employees may be docked for one or more full days missed due to personal reasons other than sickness or disability.
2. Exempt employees may be docked for one or more full days missed due to sickness or disability, if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for loss of salary occasioned by such sickness or disability.
3. Penalties imposed in good faith for infractions of safety rules of major significance may be deducted from the pay of exempt employees.
4. Deductions from pay of exempt employees may be made for unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules, if such suspensions are imposed pursuant to a written policy applicable to all employees.
5. For the first and last week of employment, the full salary need not be paid. An exempt employee will be paid a proportionate part of the employee's full salary for the time actually worked in the first and last week of employment.
6. Full salary need not be paid to an exempt employee in weeks in which the employee takes unpaid leave under the Family and Medical Leave Act.

COMPLAINT PROCEDURE:

It is the policy of the Diocese of Camden to classify all employees properly and, in the case of exempt employees, to make only those pay deductions permitted by law. If you believe you have been classified incorrectly as an exempt employee or if you are an exempt employee and believe an improper deduction was made from your pay, report the situation immediately. Complaints involving minimum wage or overtime pay may also be made under this procedure. The complaint procedure is as follows:

1. Report your complaint, in writing, to the person in charge or your location;
2. If for any reason you cannot report to the person in charge or if that person does not address your concern to your satisfaction, contact the Office of Human Resources and report your complaint, in writing, to that office:

Mr. John Raftery
Office of Human Resources
631 Market Street
Camden, New Jersey 08102
856-756-7900

3. Your complaint should be made in writing. This written notice should explain fully the basis for your complaint and what action you are seeking to correct the problem (*e.g.*, re-classification, reimbursement of money withheld, or payment of money due).
4. Your complaint will be investigated promptly. You may be contacted for additional information, if necessary.
5. You will be notified, in writing, of the outcome of the investigation.
6. If you are entitled to reimbursement or additional pay, such payment will be made promptly.

Appendix VI

ETO POLICY - Extraordinary Time Off

(Formerly Excess Vacation Time Policy)

Introduction

Vacation, sick and personal time is reflected on the employee pay statement as current hours taken, if any, and the remaining balance. For record keeping purposes, Human Resources receives a report each payroll, both weekly and biweekly that shows vacation, sick and personal time accrued year to date, any time that was taken during the pay period, the ending balance and how much time has been taken year to date. Except for vacation time which accrues each pay period based on position and hire date, sick and personal time, reflected in hours, are given to all eligible employees at the beginning of each new calendar year. **Eligible employees** include all full and permanent part time employees who work 20 hours a week or more. Vacation, sick and personal times are prorated based on hours worked per pay period.

As of January 1, 2006, employees no longer forfeit vacation time that was not used by the end of the calendar year. Effective January 1, 2010 a maximum of 5 days of vacation time that was not used during the previous calendar year will be added into the VAC Balance for the next calendar year. All additional time in excess of 5 days will be carried over in a new category identified on the pay statement as “**ETO**”.

Accrual and Usage of ETO

This ETO may be carried over from year to year until a maximum amount of hours equal to 90 workdays accrue. It may be used for very specific reasons as outlined below. ETO used will be deducted from the accrued balance and shown in a separate category on the employee pay statement as “**ETO Taken**”.

How ETO May Be Used

ETO may be used for any or all of the following:

1. To extend coverage under the Diocesan Health Plan beyond the normal 26-week Temporary Disability Benefits period. **Note: ETO may be taken during disability in order to receive full pay.**
2. It cannot be used to add to the 26 week temporary disability benefits.
3. To extend the normal Bereavement time when the time allowed needs to be prolonged for travel or other administrative reasons.

4. To cover any catastrophic situation including personal or family illness or other extraordinary situations that requires an employee to be absent for an extended period of time.

ETO Paid at Termination/Retirement

Thirty three (33%) percent of ETO will be paid at termination or retirement up to a maximum of 30 days. (1/3 of maximum accrued amount of 90 days). No specific years of service or other criteria will be required in order to be paid for this time. As an example if an employee terminates or retires with 420 hours (60 days) of ETO, he/she will be paid for 140 hours (20 days).

Donating Excess ETO

As part of the ETO policy, employees may donate time to another employee for catastrophic events when he/she has exhausted all their time (vacation, sick and personal). The request to transfer ETO is made through Human Resources. That office will make the necessary adjustments to subtract the ETO from the donating employee and apply the time to the ETO balance of the receiving employee. As with vacation sick and personal time, this information will be reflected in the Special Information section of the employee pay statement.

Limitation of Donations

Employees donating ETO may not donate more than one week, (5 work days) of time to another specific employee. Requests for and donations of ETO may be made in one or more hours up to the maximum or 5 workdays. **There is no limitation on how often an employee may either request or donate ETO.**

ETO may not be donated to an employee eligible to receive short or long term disability benefits, workers compensation or severance pay. ETO is paid at the rate of the employee receiving the time not that of the donor. An employee must have ETO in order to make a donation.

To Request ETO

An individual requesting ETO must complete an "ETO Request Form" found under Public Forms. The form must be completed and signed by the requester and the sent to the HR office. The HR office will validate that the individual has the time and the requested reason is valid (refer to How ETO May Be Used). The HR office will send all requests back to the supervisor of the individual. All HR approved forms must then be signed by the supervisor. The supervisor must approve the dates being requested due to work needs. The supervisor will review and approve the request if it does not interfere with work needs. The approved form (HR and supervisor signed

approved) is to be attached to the time sheet sent to payroll. If the approved ETO request form is not attached, the individual will not be approved for using ETO.

All non approved ETO forms will be returned to the individual's supervisor with the reason for the denial. Examples of reasons for being declined include: a routine doctor's appointment; take a day off; a sick day even though the individual has sick time available; to extend a holiday weekend, etc.

November 18, 2014

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about the Diocese of Camden and I understand that I should consult the **Human Resources Department** regarding any questions not answered in the handbook. I have entered into my employment relationship with the Diocese of Camden voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or the Diocese of Camden can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.**

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, **except to policy of employment-at-will**. All such changes will be communicated through the Diocesan Human Resources Office, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____