



EDSD
COURAGEOUS LOVE

The Episcopal Diocese of San Diego

Employee Handbook

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General Employment Policies

Welcome Letter

Welcome! As an employee of The Episcopal Diocese of San Diego (the "Diocese", "EDSD") you are an important member of a team effort. We hope that you will find your position with the Diocese rewarding, challenging, and productive. Because our success depends upon the dedication of our employees, we are highly selective in choosing the members of our team. We look to you and the other employees to contribute to the success of the Diocese.

We believe in the establishment of clear expectations between and among employees and the Diocese. This Handbook was developed to describe some of the expectations we have for our employees, and to share what you may expect from the Diocese through some of its policies, programs, and benefits. Employees should familiarize themselves with the contents of the Employee Handbook as soon as possible, as it will answer many questions about employment with the Diocese. Compliance with the obligations described in this Handbook is a term and condition of employment. This Handbook covers all employees. If at any time you have questions about any policies, written or unwritten, you should bring those questions to your supervisor or to the Chief Financial Officer. Remember, common and good sense should drive your behaviors, whether or not you see a written policy on a particular subject. When in doubt, ask.

The Handbook does not constitute a contract guaranteeing employment of any specified length or guaranteeing any particular benefit or term. The Diocese reserves the right to revise, modify, delete, or add at its discretion to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document - except for the policy of at-will employment. Employment with the Diocese (both the term of your employment and the terms and conditions of your employment with the Diocese) is "at-will". This means that you may resign your employment at any time and for any reason, and also means that the Diocese may terminate your employment at any time or change the terms and conditions of your employment at any time and for any lawful reason, with or without notice. Any change to the at-will policy must be in writing and must be signed by the Bishop.

This Handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued policies or benefit statements or memoranda that are inconsistent with the policies described here. Where an employee has a Letter of Agreement executed by the Diocese that governs the employee's employment, the terms and conditions in that Letter of Agreement will control in the event of a conflict between terms and conditions described here or in that Letter of Agreement. Nothing in this handbook prohibits or restricts Employee from exercising Employee's rights under the National Labor Relations Act (NLRA), including rights under Section 7 of the NLRA, such as the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, or any other activities protected by the NLRA.

Welcome! We are so glad you are here!

The Right Reverend Dr. Susan Brown Snook
Bishop Diocesan

Harassment, Discrimination, and Retaliation Prevention

The Diocese is an equal opportunity employer. The Diocese is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on:

- Race;
- Color;
- Sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sexual stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned);
- National origin;
- Ancestry;
- Physical or mental disability;
- Medical condition;
- Genetic information/characteristics;
- Marital status/registered domestic partner status;
- Age (40 and over);
- Sexual orientation;
- Reproductive health decision-making;
- Military or veteran status; and
- Any other basis protected by federal, state or local law or ordinance or regulation.

The Diocese also prohibits discrimination, harassment, and disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. In addition, the Diocese prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations. All such conduct violates Diocese policy.

Harassment Prevention

The Diocese's policy prohibiting harassment applies to all persons involved in Diocese operations, and prohibits harassment and disrespectful or unprofessional conduct by any employee, including supervisors, managers and coworkers. The Diocese's anti-harassment policy also applies to vendors, parishioners, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment and disrespectful or unprofessional conduct includes, but is not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, and slurs, or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for

- sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by Diocese policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of their gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire. Prohibited harassment is not just sexual harassment; prohibited harassment is based on any protected category.

Non-Discrimination

This Diocese is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Diocese operations. The Diocese prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee, including supervisors and coworkers. Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, the Diocese is not obligated to disclose the wages of other employees.

Anti-Retaliation

The Diocese will not retaliate against you for filing a complaint or participating in any workplace investigation or complaint process, and will not tolerate or permit retaliation by management, employees or coworkers.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship, as required under the Americans with Disabilities Act (ADA). To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Diocese will make reasonable accommodations for known physical or mental disabilities of an otherwise qualified applicant or employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation to perform the essential functions of the job should contact the Chief Financial Officer and discuss the need for an accommodation. The Diocese will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job. The Diocese will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or coworkers.

Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, bring your complaint to your supervisor or to the

- The Chief Financial Officer
- The Canon to the Ordinary
- The Bishop Diocesan

as soon as possible after the incident. You can bring your complaint to any of these individuals. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but it is not mandatory. In

the event you feel uncomfortable reporting a complaint to the Chief Financial Officer, you may also report your complaint to a diocesan Intake Officer. Instructions on how to contact them can be found here <https://edsd.org/safe-church-safe-communities/>.

The Diocese encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved. Supervisors must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the Diocese's Chief Financial Officer so the Diocese can try to resolve the complaint. When the Diocese receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. The Diocese will reach reasonable conclusions based on the evidence collected.

The Diocese will maintain confidentiality to the extent possible, but we cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner;
- Kept confidential to the extent possible;
- Investigated impartially by qualified personnel in a timely manner;
- Documented and tracked for reasonable progress;
- Given appropriate options for remedial action and resolution; and
- Closed in a timely manner.

If the Diocese determines that harassment, discrimination, retaliation or other prohibited conduct has occurred; appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The Diocese will also take appropriate action to deter future misconduct. Any employee determined by the Diocese to have engaged in harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct. HR Managers, other human resource employees, and any adult employees with direct contact and supervision of minor employees in the workplace are mandated reporters who are trained in child abuse and neglect identification.

At-Will Employment Status

Employees at The Diocese are employed on an at-will basis. This means that the employment relationship may be terminated at any time with or without reason or advance notice by either the employee or the Diocese. Nothing in this handbook limits the right to terminate at-will employment. No employee or representative of the Diocese has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the Bishop of The Diocese has the authority to make any such agreement, which is binding only if it is in writing. Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or to work with others to alter the terms and conditions of their employment, such as communications regarding wages, scheduling or other terms of employment.

Right to Revise

This employee handbook contains the employment policies and practices of The Diocese in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded. The Diocese reserves the right to revise, modify, delete or add to any

and all policies, procedures, work rules or benefits stated in this handbook at any time, except for the policy of at-will employment.

Any written changes to this handbook will be distributed to all employees so that you will be aware of any new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook. This handbook contains the entire agreement between you and The Diocese as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee. Nothing in this statement is intended to interfere with your right to communicate or work with others to alter the terms and conditions of your employment, such as communications regarding wages, scheduling or other terms or conditions of employment.

Diversity, Equity and Inclusion

The Diocese is committed to fostering a diverse workforce, and maintaining a workplace that is equitable, inclusive and safe for all employees. From recruiting practices, to pay and benefits, promotions, and all other aspects of employment with us, an environment of equity is of the utmost importance.

We not only recognize that our employees comprise a wide range of backgrounds and characteristics, but we also believe those differences should be celebrated and valued. Whether it's race, gender, national origin, ancestry, color, language, age, marital status, sexual orientation, gender identity, gender expression, physical or mental disability, medical condition, genetic information / characteristics, veteran status, political affiliation or any other characteristic, these are parts of each of you that contribute to your experiences as humans, and ultimately to the knowledge and expertise that make you a valuable asset to our Diocese.

The Diocese is committed and determined to ensure access, opportunity and advancement for all individuals. We are always looking for ways we can cultivate an inclusive work environment, strengthen our cultural competency, and train our managers and employees to provide opportunities for growth and development. It is our intention that all our employees, regardless of any particular background or characteristic, are always treated with respect and dignity. Likewise, we expect that as our employees, you treat your coworkers, supervisors and other team members with the same dignity and respect at all times. Disrespectful, inappropriate behavior or conduct toward others will not be tolerated and may subject an employee to disciplinary action, up to and including termination. If you feel you have been mistreated, harassed, or discriminated or retaliated against in violation of the Diocese's Harassment, Discrimination and Retaliation Prevention Policy, please contact your supervisor or the Chief Financial Officer.

Hiring

Job Duties

During the introductory period, your supervisor will explain your job responsibilities and the performance standards expected of you. Please keep in mind that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or The Diocese. Your cooperation and assistance in performing such additional work is expected. The Diocese reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

Employee Classifications

For purposes of this handbook, all employees fall within one of the classifications below. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

- Full-Time - Employees who regularly work at least 30 hours per week who were not hired on a short-term basis.
- Part-Time - Employees who regularly work between 20-30 hours per week who were not hired on a short-term basis.
- Casual - Employees whose work with us is sporadic, or a very small number of hours per week are considered casual employees. Casual employees may also include those who are hired for a specific short-term project, or on a temporary basis. Casual employees generally are not eligible for benefits but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "exempt" or "non-exempt" for purposes of federal and state wage and hour laws.

- Exempt - Generally, exempt employees are those employees engaged in executive, administrative and professional positions involving the exercise of discretion and use of independent judgment. Employees classified as exempt do not receive overtime pay. They generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly.
- Non-Exempt - Employees classified as non-exempt are entitled to overtime pay and meal and rest periods.

The Diocese may change the employment classification of any employee at any time based on the nature of his or her job assignment, responsibilities, or compensation.

New Hires

The first 90 days of continuous employment at The Diocese is considered an introductory period. During this time, you will learn your responsibilities, get acquainted with co-workers and determine whether or not you are happy with your job. Your supervisor will closely monitor your performance. Completion of the introductory period does not entitle you to remain employed by The Diocese for any definite period of time. Your status as an at-will employee does not change. The employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the Diocese.

Certification And Licensing

All employees are required to complete Safe Church training within 90 days of employment. Access to the Safe Church training will be provided by the Canon to the Ordinary. Along with the requirement for Safe Church training, your supervisor will inform you if there are any licensing, certification or testing requirements for your position. If there are, compliance with these obligations will be a condition of your employment.

Time Off and Leaves of Absence

Bereavement Leave

The Diocese grants leave of absence to employees in the event of the death of a close family member, which includes the employee's spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law. An eligible employee with such a death in the family may take up to 5 days paid leave with the approval of the Diocese. California law allows employees to take this time off as protected leave time.

The days of bereavement leave do not need to be taken consecutively, however, you must complete your bereavement leave within six months of your family member's death, at which time any remaining unused bereavement leave will expire. You may be required to provide documentation to support the need for bereavement leave, which may include a death certificate; a published obituary; or a verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or government agency. The Diocese may, at its discretion, approve additional unpaid time off.

Reproductive Loss Leave

Employees with 30 days or more of service are eligible for reproductive loss leave. Eligible employees may take leave for up to five days of protected leave time if they suffer a reproductive loss event including:

- Failed adoption: The dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party.
- Failed surrogacy: The dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate.
- Miscarriage: of the employee, the person's current spouse or domestic partner.
- Stillbirth: a stillbirth resulting from a person's pregnancy, the pregnancy of a person's current spouse or domestic partner, or another individual that would have been a parent as a result of the pregnancy.
- Unsuccessful assisted reproduction: An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (i.e., artificial insemination or an embryo transfer, including gamete and embryo donation). Assisted reproduction does not include reproduction through sexual intercourse. This event applies to a person, the person's current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy.

The five days does not need to be consecutive. If an employee experiences more than one reproductive loss event within a 12-month period, the employee will be eligible for additional leave time (not to exceed 20 days within a 12-month period). Reproductive loss leave must be taken within three months of the reproductive loss event; however, if prior to or immediately following a reproductive loss event, an employee is on or chooses to go on leave under another leave entitlement (e.g., PDL, CFRA, etc.), then the employee may complete their reproductive loss leave within three months of the end of the other leave. Reproductive loss leave is unpaid, but employees can use existing vacation or available sick leave. The Diocese will maintain the confidentiality of any employee requesting reproductive loss leave and will not terminate, discriminate or retaliate against employees for exercising their rights under the law.

Crime or Abuse Victims' Leave and Accommodation

If you are the victim of crime or abuse, you are eligible for unpaid leave. While the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below. You are considered a victim of crime or abuse who is

eligible for unpaid leave if you are:

- A victim of stalking, domestic violence, or sexual assault;
- A victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury;
- A person whose immediate family member is deceased as a result of a crime. "Immediate family member" includes:
 - Regardless of age, your biological, adoptive, or foster child, stepchild, or legal ward, a child of a registered domestic partner, a child to whom you stand in loco parentis, or a person to whom you stood in loco parentis when the person was a minor;
 - Your biological, adoptive, or foster parent, stepparent, or legal guardian or that of your spouse or registered domestic partner, or a person who stood in loco parentis when you or your spouse or registered domestic partner was a minor child;
 - Your legal spouse or registered domestic partner;
 - Your biological, foster, or adoptive sibling, a stepsibling, or half-sibling; or
 - Any other individual whose close association with you is the equivalent of a family relationship described in any of the bullets above.

You may request leave if you are involved in a legal action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your or your child's health, safety, or welfare. Please provide reasonable advance notice of the need for leave, unless advance notice is not feasible. Contact your supervisor.

If you need reasonable accommodation for your safety at work, contact your supervisor. If you are requesting reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work. For reasonable accommodation requests, the Diocese will also require certification demonstrating that you are the victim of crime or abuse. The Diocese may request recertification every six months. Please notify the Diocese if an approved accommodation is no longer needed. The Diocese will engage in an interactive process with you to identify possible accommodations, if any, that are effective and will make reasonable accommodations unless an undue hardship will result. The Diocese will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

Extended Medical Leave

On occasion, an employee may need a medical leave of absence that extends beyond limits under any state or federal mandatory leave law. In addition, there may be circumstances when an employee needs a medical leave allowed under disability laws and in accordance with this policy. In these situations, an extended medical leave of absence may be granted for medical disabilities (other than pregnancy, childbirth, and related medical conditions) with a doctor's written certificate of disability. Extended disability leaves will also be considered on a case-by-case basis, consistent with the Diocese's obligations under federal and state disability laws.

Employees should request any leave in writing and as far in advance as possible. A medical leave begins on the first day your doctor certifies that you are unable to work, and ends when your doctor certifies that you are able to return to work. Your supervisor will provide you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. When returning from a medical disability leave, you must present a doctor's certificate declaring fitness to return to work. Upon return from medical leave, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your

return to work will depend on job openings existing at the time of your scheduled return. The Diocese makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings. The Diocese will comply with any reinstatement obligations under state or federal law. California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions. An employee that needs reasonable accommodations should contact your supervisor and discuss the need for an accommodation. Supervisors will confer with the Chief Financial Officer on appropriate procedures.

CFRA

California's California Family Rights Act (CFRA) provides up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- You have been employed with the Diocese for a total of at least 12 months prior to the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply); and
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave.

Leave may be taken for one or more of the following reasons:

- Your serious health condition that makes you unable to perform your job;
- To care for your family member who has a serious health condition. For purposes of CFRA leave, a "family member" includes your:
 - Spouse;
 - Parent;
 - Child of any age;
 - Registered domestic partner;
 - Grandparent;
 - Grandchild;
 - Sibling;
 - Parent-in-law;
 - "Designated person." This is someone else with a blood or family-like relationship with you. You may identify this individual at the time you request leave. You are limited to one designated person per 12-month period for purposes of CFRA leave.
- The birth of your child, or placement of a child with you for adoption or foster care;
- Because of a qualifying exigency related to covered active duty or a call to covered active duty of your spouse, registered domestic partner, child, or parent in the Armed Forces of the United States. (See Qualifying Exigencies Related to Active Duty below.)

Please note that incapacity due to pregnancy, prenatal medical care or childbirth is not an eligible reason for CFRA leave. (See the Pregnancy Disability Leave Policy for more information). For additional information about eligibility for CFRA leave, contact the Chief Financial Officer.

Qualifying Exigencies Related to Active Duty

- Eligible employees whose spouse, domestic partner, child or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement for certain

qualifying exigencies. Qualifying exigencies may include, but are not necessarily limited to, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of CFRA leave may be taken, The Diocese uses a rolling 12-month period measured backward from the date an employee uses any CFRA leave.

Pregnancy, Childbirth or Related Conditions and Baby Bonding

Leave because of a disability for pregnancy, childbirth or related medical condition is not counted as time used under CFRA leave. Employees who take time off for pregnancy disability will be placed on pregnancy disability leave (PDL). Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA, for purposes of baby bonding. Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Diocese will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. The Diocese may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Leave Procedures

The following procedures shall apply to CFRA leave:

- Please contact your supervisor as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for your serious health condition or that of a family member, you must notify the Diocese at least 30 days before leave is to begin. You must consult with your supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Diocese. Any such scheduling is subject to the approval of your health care provider or the health care provider of your family member.
- If you cannot provide 30 days' notice, the Diocese must be informed as soon as is practical.
- If the CFRA request is made because of your own serious health condition, the Diocese may require, at its expense, a second opinion from a health care provider that the Diocese chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Diocese.
- If the second opinion differs from the first opinion, the Diocese may require you, at the Diocese's expense, to obtain the opinion of a third health care provider designated or approved jointly by you and the employer. The opinion of the third health care provider shall be considered final and binding on you and the Diocese.

Certification

The Diocese requires you to provide certification. You will have 15 calendar days from the Diocese's request for certification to provide it to the Diocese, unless it is not practical to do so. The Diocese may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification. (For example, if you need two weeks of family and medical leave, but following the two weeks you need intermittent leave, a new medical certification will be requested and required.) If you do not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Diocese may delay approval of the

leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered CFRA leave.

If the leave is needed to care for a sick family member, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants your participation.

If your serious health condition is the reason for leave, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Your inability to work at all or to perform any one or more of the essential functions of your position because of the serious health condition.

If you are on leave because of your own serious health condition, the Diocese will also require a medical release to return to work form or certification from your health care provider that you are able to resume work. Failure to provide a release to return to work from your health care provider may result in denial of reinstatement until the certificate is obtained.

Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. Special certification requirements apply to leaves related to military service.

Health and Benefit Plans

If you are taking CFRA leave, you will be allowed to continue participating in any health and welfare benefit plans in which you were enrolled in before the first day of the leave (for a maximum of 12 workweeks) at the level and under the conditions of coverage as if you had continued in employment for the duration of such leave. The Diocese will continue to make the same premium contribution as if you had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the Diocese may recover premiums paid to maintain health coverage if you fail to return to work following CFRA leave. Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement. Payment is due when it would be made by payroll deduction.

Substitution of Paid Leave

CFRA leave is unpaid. The Diocese may require, or you may choose, to use accrued paid leave while taking CFRA leave. In order to use paid leave for CFRA leave, you must comply with the Diocese's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact the Chief Financial Officer.

Reinstatement

Under most circumstances, upon return from CFRA leave, you will be reinstated to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on CFRA leave would have been laid off had the employee not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of CFRA leave will not result in the loss of any employment benefit that the employee earned before using CFRA leave.

Time Accrual

Please contact the Chief Financial Officer with any questions regarding accrual of other provided paid leave benefits (such as vacation or sick leave) during unpaid CFRA leave.

Carryover

Leave granted under any of the reasons provided by CFRA will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

You may take CFRA leave intermittently (in blocks of time, or by reducing your normal weekly or daily work schedule) if the leave is for your serious health condition or that of a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour.

Jury Duty and Witness Leave

The Diocese encourages employees to serve on jury duty when called. Full and part time employees who have completed their introductory periods will receive full pay while serving up to 5 consecutive days of jury duty. Following the first 5 day period, Exempt employees will receive full salary unless they are absent for a full week and perform no work. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule. You may retain any mileage allowance or other fee paid by the court for jury services.

Military Leave

Employees who wish to serve in the military and take military leave should contact their supervisor for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Vacation

Vacation is provided for the purpose of rest, relaxation and a planned interruption from the workplace, to attend to personal affairs, for vacation or personal time. Vacation is accrued as listed in the schedule below.

- **New hire through 5 years of employment:** Full-time employees accrue up to 10 days (70 hours) of vacation per year (accrued hourly at the rate of 0.0384 hours of vacation per hour paid, including all paid hours earned such as bereavement, sick, holiday, vacation and other hours). Exempt employees are deemed to work thirty five (35) hours per workweek for purposes of this policy, unless the exempt employee's normal workweek is less than 35 hours,

in which case the employee will accrue vacation days based on the standard scheduled hours in the employee's workweek.

- **Beginning their sixth year to 10 years:** of employment and thereafter, full-time employees accrue up to fifteen days per year (105 hours, accrued hourly at the rate of 0.0625 hours of vacation per hour paid).
- **Beginning their tenth year of employment and thereafter:** full-time employees accrue up to twenty days (140 hours, accrued weekly at the rate of 0.0833 hours of vacation per hour paid) per year.
- **Part time employees:** accrue vacation at the same hourly rate as full time employees, with total annual vacation based on years of service and hours paid, including all paid hours earned such as bereavement, sick, holiday, vacation and other hours).
- **Casual employees:** are not eligible for vacation.

Full-time employees may carry over vacation up to a cap of 1.5 times annual accrual. For example, during the first five years of employment, this cap would be 15 days (105 hours) for full time employees, 157.5 hours in years six through ten, and 210 hours after year ten. Part time employees may carry over up to 80 hours per year in the first five years of employment, 120 hours in years six through ten, and 160 hours after year ten. When the vacation accrual cap is reached employees may not accrue any additional vacation until they take vacation and bring their vacation total below the cap. Vacation accrual will resume as of the date the employee's accrued vacation comes below the cap, and again up to the maximum.

Years of Service	Hours (if full time) / weeks per year	Accrued vacation per hour worked	Maximum vacation cap
0-5 years	70 hours / 2 weeks	.0384	105 hours
6-10 years	105 hours / 3 weeks	.0625	157.5
10 years+	140 hours / 4 weeks	.0833	210 hours

If you are going to take time off you must use your accrued vacation, except for pregnancy disability or workers compensation leaves of absence, in which case application of vacation is voluntary. You will not be allowed to have a negative vacation balance. Employees who are out of vacation time may be approved to take unpaid time off for up to 5 days per year, if schedules permit. Cashing out all or partial amounts of vacation during the year or at the end of the year is not allowed. You will not accrue vacation time while you are on any unpaid leave of absence. Vacation is scheduled at the discretion of the Bishop or his designee. All vacation awards are at the discretion of the Bishop of his designee and must be approved in advance.

You are required to provide your supervisor with reasonable advance notice and obtain approval prior to using vacation. This allows you and your immediate supervisor to prepare for your time off and assure that all staffing needs are met. In the event of an occasion where advance notice is not possible, you must inform your manager of your circumstances as soon as possible.

Leave without pay (LWOP)

Employees may request a personal leave with pay through their immediate supervisor. The approval of LWOP requests is a matter of administrative discretion on the part of the supervisor; employees are not entitled to be granted LWOP as a matter of right except in cases leaves required by law, such as the California Family Rights Act (CFRA) Family Medical Leave Act (FMLA). Employees may request up to five (5) days of LWOP per calendar year (unless a higher number is required by law).

Requests for LWOP should be examined closely by the supervisor to ensure that the value to the Employer and the needs of the Employee are sufficient to offset the financial and administrative costs

that may result from an employee being carried in LWOP status. There should be an expectation that the employee will return to work at the end of the approved LWOP period.

Sick Leave

California provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). This paid sick leave policy is intended to comply with the requirements of the Act as well as local sick pay ordinances. You cannot be discriminated or retaliated against for requesting or using accrued paid sick time. If you have any questions about paid sick leave, please contact your supervisor.

Eligible Employees

This policy applies to all employees. Employees are not eligible to take paid sick time until they have worked for the Diocese for 90-days from their date of hire.

Sick Pay Amount

- Full-time employees accrue up to 10 days of sick leave (70 hours per year accrued hourly at the rate of 0.0385 hours of sick time per hour worked). Exempt employees are deemed to work thirty five (35) hours per workweek for purposes of this policy, unless the exempt employee's normal workweek is less than 35 hours, in which case the employee will accrue sick days based on the standard scheduled hours in the employee's workweek. Full-time employees may carry over unused sick leave, up to a maximum of twenty-five days (175 hours). After you have reached this maximum amount, no additional paid sick time will be earned until some or all of your accrued paid sick time is used.
- Part Time employees will receive paid sick leave based upon actual hours worked, up to a maximum of 80 hours, at the rate of 0.0385 hours of sick leave per hour worked. Part-time employees may carry over unused sick leave, up to a maximum of eighty hours. After you have reached this maximum amount, no additional paid sick time will be earned until some or all of your accrued paid sick time is used.
- Casual employees will earn one hour of sick time for every 30 hours of work. Once the employee has 80 hours of sick leave they will stop accruing until their balance drops below 80 hours. The maximum sick time a casual employee can use in any calendar year is 40 hours.

If a non-exempt employee has exhausted sick leave, the employee may apply vacation to absences taken for illness, after which any time taken will be unpaid. If an exempt employee works any portion of the day and takes time off for a qualifying sick reason, no deduction from their sick bank will be made. If an exempt employee has exhausted sick days, any full day absences thereafter will be unpaid (unless the employee has sufficient vacation to cover the absence).

The Diocese does not pay employees for unused paid sick leave (including upon termination). Employees who are rehired with one year of separation from employment may be eligible for reinstatement of previously accrued and unused paid sick time.

Qualifying Reasons for taking sick time

Paid sick time can be used for the following reasons:

- Diagnosis, care or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member. Preventive care may include self-quarantine as a result of potential exposure to COVID-19 if quarantine is recommended by civil authorities, or other situations, such as where there has been exposure to COVID-19 or where an employee has traveled to a high risk area.
- For certain, specified purposes when the employee is a victim of crime or abuse.

For purposes of paid sick leave, a covered "family member" includes:

- A "child" defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if they are not your legal child.
 - A "parent," defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if they are not your legal parent.
 - A spouse.
 - A registered domestic partner.
 - A grandparent.
 - A grandchild.
 - A sibling.
 - A "designated person." A designated person any individual you identify at the time you request paid sick leave. You are limited to one designated person per 12-month period for purposes of paid sick leave.
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- Bereavement, as listed in our policy.
 - Reproductive Leave Loss, as listed in our policy.

Notice

If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee must provide notice of the need for the leave as soon as practicable.

Use of Paid Sick Leave

If the need for paid sick leave is foreseeable, you must provide advance oral or written notification to the supervisor. If the need for paid sick leave is not foreseeable, provide notice to the supervisor as soon as practical. Use of paid sick time may run concurrently with other leaves under local, state or federal law.

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused paid sick leave, you may use paid sick leave to receive pay for these absences. If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute paid time off for further absences from work, related to your illness or injury.

Pregnancy Disability Leave

If you are pregnant, have a related medical condition, or are recovering from childbirth, please review this policy. Any employee planning to take pregnancy disability leave (PDL) should advise your supervisor as early as possible. Please make an appointment with the Chief Financial Officer to

discuss the following conditions:

- The length of pregnancy disability leave will be determined by the advice of your physician, but employees disabled by pregnancy may take up to four months of leave per pregnancy (the working days you normally would work in one-third of a year or 17 1/3 weeks). Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by your pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care, doctor-ordered bed rest, as well as other reasons. Your healthcare provider determines how much time you need for your disability;
- The Diocese will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy;
- If you need to take PDL, you must inform the Diocese when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable (such as the expected birth of a child or a planned medical treatment for yourself), you must provide at least 30 days advance notice before the PDL or transfer is to begin. Consult with your supervisor regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Diocese. Any such scheduling is subject to the approval of your health care provider;
- For emergencies or events that are unforeseeable, we need you to notify the Diocese, at least verbally, as soon as practical after you learn of the need for the leave;
- Failure to comply with these notice requirements may result in delay of PDL, reasonable accommodation, or transfer;
- Pregnancy leave usually begins when ordered by your health care provider. You must provide the Diocese with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned no later than 15 calendar days after it is requested by the Diocese. Failure to do so may, in some circumstances, delay PDL, reasonable accommodation or transfer. Please see the Chief Financial Officer for a medical certification form to give to your health care provider;
- When released by your dr. contact the Diocese for next steps regarding return to work or moving to CFRA leave, if eligible.
- You are allowed to use accrued sick time (if otherwise eligible to take the time) during PDL. You are allowed to use accrued personal time off (if otherwise eligible to take the time) during PDL; and
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of 15 minutes.

If intermittent leave or leave on a reduced work schedule is medically advisable you may, in some instances, be required to transfer temporarily to an available alternative position that meets your needs. The alternative position does not need to have equivalent job duties but must have the equivalent rate of pay and benefits, and you must be qualified for the position. The position must better accommodate your leave requirements than your regular job. Transfer to an alternative position can include altering an existing job to better accommodate your need for intermittent leave or a reduced work schedule.

When your health care provider releases you to return to work, from PDL, you will be reinstated to your same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously

employed. If you are on PDL, you will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if you had continued in employment continuously for the duration of the leave. In some instances, the Diocese can recover premiums paid to maintain your health coverage if you fail to return from PDL. PDL may impact other benefits or a seniority date. Please contact the Chief Financial Officer for more information.

School Appearances Involving Suspension

If you are the parent or guardian of a child facing suspension from school and are summoned to the school to discuss the matter, you should alert your supervisor as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

Time Off for Voting

If you do not have sufficient time outside of working hours to vote in an official statewide election, you may take off enough working time to vote, including up to two hours off without loss of pay. This time should be taken at the beginning or the end of the regular working shift, whichever allows for more free time for voting and the least time off work. If you know or have reason to believe that time off will be necessary to be able to vote on election day, you must give your supervisor at least two working days' notice.

Criminal Judicial Proceedings and Victims' Rights Leave

If you are the victim, or the family member of a victim of certain serious crimes, you may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim. If you are the family member of a crime victim, you may be eligible to take this leave if you are the crime victim's spouse, parent, child or sibling. Other family members may also be covered, depending on the purpose of the leave. The absence from work must be in order to attend judicial proceedings or proceedings involving rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of your need for leave and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absences from work to attend judicial proceedings or proceedings involving victim rights are unpaid, unless you choose to use accrued and unused paid time off. For more information regarding this leave (including whether you are covered, when and what type of documentation is required and which type of paid time off can be used), please contact a Diocese representative with day-to-day personnel responsibilities.

Volunteer Civil Service Personnel

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may also take up to a total of fourteen days unpaid leave time per calendar year to engage in required fire, law enforcement or emergency rescue training. Please alert your supervisor that you may have to take time off for emergency duty or emergency duty training. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

Benefits

Benefits Overview

The Diocese is committed to providing the following benefits for eligible employees. Benefit eligibility may be dependent upon your employee classification (full-time versus part-time, for example) and on

length of continuous employment at the Diocese. Benefit eligibility requirements may also be imposed by the plans themselves.

Upon becoming eligible for certain employee benefit plans, you will receive Summary Plan Descriptions which describe the benefits in greater detail. For information regarding employee benefits and to answer any questions you may have contact the Chief Financial Officer.

The Diocese reserves the right to modify, amend or terminate benefits and to modify or amend benefit eligibility requirements at any time and for any reason, subject to any legal restrictions. The Diocese offers the following employee benefits through the Diocesan denominational health plan and The Episcopal Church Lay Pension Plan:

- Health Insurance / Dental Insurance
- Retirement
- Employee Assistance Plan (EAP)

Holidays

The Diocese observes paid holidays each year, as listed below. Part Time employees will receive paid holidays based upon scheduled work hours on a prorated basis. Casual employees are not eligible for holiday pay. Holidays do not constitute hours worked for purposes of calculating overtime. Additional days when the Office of the Bishop will be closed may be announced.

All non-exempt employees who work on diocese holiday need the prior approval of his/her immediate supervisor, and are eligible for both holiday pay and regular straight time pay for any hours worked. In the normal course of business some departments may need to adjust this holiday schedule to accommodate the immediate operational need of that department. In these instances, managers will notify employees of any holiday that is subject to adjustment. Employees and supervisor will work out comparable arrangements for holiday pay or substitute day off prior to making any adjustments.

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Good Friday 1/2 day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Indigenous Peoples' Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Day

Lactation Accommodation

The Diocese recognizes lactating employees' rights to request lactation accommodation and accommodates lactating employees by providing a reasonable amount of break time and a suitable lactation location to any employee who desires to express breast milk for their infant child, subject to any exemption allowed under applicable law. If possible, the break time should run concurrently with your normally scheduled break time. Any break time to express breast milk that does not run concurrently with your normally scheduled break time is unpaid.

The lactation location will be private (shielded from view and free from intrusion from co-workers and the public) and located close to your work area. The location will be safe, clean and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit; and have access to electricity or alternative devices (including, but not limited to extension cords or charging stations) needed to operate an electric or battery-powered breast pump. The Diocese will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to your workspace. If a refrigerator cannot be provided, the Diocese will provide another cooling device suitable for storing milk, such as an employer-provided cooler. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space. Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Employees who desire lactation accommodations should contact their supervisor to request accommodations. An employee's request may be provided orally, by email, or in writing, and need not be submitted on a specific form. We will engage in an interactive process with you to determine when and where lactation breaks will occur. If we cannot provide break time or a location that complies with this policy, we will provide a written response to your request. The Diocese will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk, or have been otherwise been denied your rights related to lactation accommodation, you have the right to file a complaint with the Labor Commissioner.

Paid Family Leave

Employees who participate in State Disability Deductions (SDI) may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department (EDD). PFL provides partial pay for up to eight weeks when you need to take leave from work to:

- To care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill;
- To bond with your newborn, foster child or newly adopted child: or
- For a qualifying exigency related to the covered active duty or call to covered active duty of your spouse, registered domestic partner, parent, or child in the Armed Forces of the United States.

The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

Workers' Compensation

The Diocese, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim for Workers' Compensation Benefits (DWC Form 1) and return it to the Chief Financial Officer; and
- Provide the Diocese with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to their same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave.

An employee's return depends on their qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of their job because of a physical or mental disability, the Diocese's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act or the California Fair Employment and Housing Act. The law requires the Diocese to notify the workers' compensation insurance Diocese of any concerns of false or fraudulent claims.

COVID-19

COVID-19 may be a work-related injury. If you test positive for COVID-19, please notify the Diocese immediately so we may notify our workers' compensation carrier as required by law.

Workers' Compensation and CFRA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and/or federal law California Family Rights Act (CFRA), will be placed on CFRA during the time they are disabled and not released to return to work. The leave under these laws will generally run concurrently.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused sick leave, you may choose to substitute paid sick leave for any time that would otherwise be unpaid. If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute paid time off for further absences from worked, related to your illness or injury.

Management

Employee Property

An employee's personal property, including but not limited to lockers, packages, briefcases, purses, messenger bags, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of dangerous weapons or firearms, or abuse of the Diocese's drug and alcohol policy.

Names and Addresses Policy

The Diocese is required by law to keep current all employees' names and addresses. You are responsible for notifying the Diocese in the event of a name or address change.

Open-Door Policy

Suggestions for improving the Diocese are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your complaints, questions, and suggestions are important to us. If you have a complaint, suggestion or question, speak with your immediate supervisors as soon as possible. If you are not comfortable speaking to your immediate supervisor, please bring the issue to the Chief Financial Officer.

Also, if you have raised the issue and if the problem persists, you may present it to the Chief Financial Officer, who will investigate and provide a solution or explanation. If the problem is not resolved, you may also present the problem to the leadership of the Diocese, who will attempt to reach a final resolution. While a written complaint will assist us in investigating your concerns, it is not required that you put your complaint in writing. If you need assistance with your complaint, or you prefer to make a complaint in person, contact the Chief Financial Officer. This procedure, which we believe is important for both you and the Diocese, cannot guarantee that every problem will be resolved to your satisfaction. However, the Diocese your observations and you should feel free to raise issues of concern without the fear of retaliation.

Performance Evaluations

Each employee will receive periodic performance reviews conducted by their supervisor. Performance evaluations will be conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of the Diocese and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

Personnel Records

You have a right to inspect or receive a copy of the personnel records that the Diocese maintains relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made. Any request to inspect or copy personnel records must be made in writing to the Chief Financial Officer. You can obtain a form for making such a written request from the Chief Financial Officer. You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. The Diocese may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date the Diocese receives your written request to inspect or copy your personnel records (unless you/your representative and the Diocese mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request). If you request a copy of the contents of your file, you will be charged the actual cost of copying. Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, the Diocese will cooperate with request from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Telecommuting

Working remotely, also referred to as "telecommuting," provides employees with an opportunity to work from an alternative work environment rather than the physical location of the Diocese. Working remotely must be pre-approved by your supervisor. The Diocese retains the right in its sole discretion to designate positions that are appropriate for remote work and approve employees for working remotely. Working remotely must be approved by your supervisor. Working remotely does not change the conditions of employment or required compliance with all Diocese policies and procedures. The Diocese reserves the right to change or terminate the agreement at any time, without cause or advance notice. Your ability to telecommute rests in the sole discretion of the Diocese. Working remotely is a privilege and may not be appropriate for all employees. If you wish to request to work remotely, please contact your supervisor and ask for a Telecommuting Request form.

Work Schedule

Unless otherwise agreed, your hours and days of work will not change. Employees must apply themselves during work hours and remain available for remote team meetings or conferences as needed. Nonexempt employees must not work outside of scheduled hours without advance approval; this includes such activities as checking and responding to emails. Any work outside of a scheduled shift must be reported to a supervisor. Generally speaking, working remotely is not intended as a substitute for childcare or to care for another adult. If you need to make special arrangements or changes to your work schedule due to the need to care for a child or another adult, please contact your supervisor.

Work Standards and Performance

As a telecommuting employee, you must remain accessible during your telecommuting schedule. It is critical that telecommuting employees comply with all Diocese rules, policies, practices and instructions that would apply if they were working at the Diocese's physical work location(s), including but not limited to, policies governing telecommuting/remote work, use of technology, confidentiality, harassment and discrimination, and workplace safety. Your telecommuting status will be evaluated on an ongoing basis to ensure that your work quality, efficiency and productivity are not compromised by the telecommuting arrangements.

Equipment and Information Security

As a telecommuting employee, you will be subject to the following requirements:

- Your equipment must not be used by anyone other than yourself, and only for business-related work.
- You are responsible for immediately reporting any problems with Diocese equipment.
- You must protect Diocese-owned equipment, records and materials from unauthorized or accidental access, use, modification, destruction, disclosure or theft. You must follow all policies, practices and instructions regarding the safety and security of any confidential and/or proprietary information.
- You must report to your supervisor any incidents of loss, damage or unauthorized access at your earliest reasonable opportunity.
- All equipment, records and materials provided by the Diocese will remain property of the Diocese.
- At the termination of any telecommuting period, or upon the Diocese's request, you agree to immediately return any and/or all Diocese equipment.

Telecommuting Safety

Telecommuting employees are solely responsible for ensuring the safety of their alternative work environment. Telecommuting employees should ensure their work space is safe and free from hazards and provides adequate protection and security of Diocese property. Telecommuting employees who need assistance in maintaining a safe work space should contact the Chief Financial Officer. Telecommuting employees are protected by the Diocese's workers' compensation insurance. As such, telecommuting employees are required to immediately report any injuries that occur while working. A telecommuting employee is liable for any injuries that occur to third parties at or around the telecommuting employee's alternative work environment. Telecommuting employees must maintain a safe, secure and ergonomic work environment; comply with all applicable workplace safety rules, policies and instructions; and report work-related injuries to the Diocese immediately. Please let the Chief Financial Officer know if you require specific equipment.

Expense Reimbursement

The Diocese will cover all necessary expenditures related to telecommuting, when required by law. Employees should submit any expense reimbursement requests in accordance with the Diocese's policy and practice.

Workplace Privacy - Audio/Video Recordings

Due to the Diocese's legal obligations and concerns regarding the potential for invasion of privacy, and sexual or other harassment, employees may not use any audio or video recording devices in areas where employees normally expect privacy such as restrooms, locker rooms and changing rooms. The protection of confidential, sensitive and proprietary information is essential to the Diocese and its employees. In order to protect against the capture and disclosure of such information, you may not use any audio or video recordings in work areas that the Diocese has identified as confidential, secure or private, unless you are engaged in protected activity related to improving the terms and conditions of your employment, such as documenting health and safety issues.

This applies to the following areas:

- Restrooms
- Locker rooms, changing rooms, and lactation accommodation rooms

- Any area where employees have a reasonable expectation of privacy

Employees also may not record private conversations without the consent of all parties. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Discuss with others the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

The Diocese uses or may use video surveillance in public areas (not in restrooms, or changing areas). The video surveillance will not include sound recording.

Diocese Property

Electronics and Social Media

The Diocese provides a wide variety of electronic devices and communications tools and resources to employees for the purposes of facilitating business operations and activities. The Diocese has substantial business interests related to the use of its electronic devices, including, for example, workplace productivity and performance; the privacy of employees, parishioners, and other third parties; and protecting the Diocese's confidential information.

Additionally, the Diocese has significant legal obligations with respect to the use of its electronic devices and communications, including data and record retention requirements, workplace safety, preventing workplace harassment, supporting defense of litigation and others. This policy governing the use of Diocese computer systems and electronic information is intended to ensure compliance with the Diocese's legal obligations under federal, state and local law, and to facilitate a safe, efficient and productive workplace.

For purposes of this policy, the following definitions apply: "computers" are defined as Diocese-owned desktop computers, laptops, handheld devices (including but not limited to iPhones, smart phones, iPads, and other electronic tablets and cell phones), computer software/hardware and servers, and provided by the Diocese.

The Diocese also uses various forms of "electronic communication." "Electronic communication" includes, but is not limited to, email; text messages; telephones; cell phones and other handheld devices (such as mobile phones, smart phones, tablets or iPads); fax machines; use of Internet- and cloud-based platforms, programs and services and use of social media platforms such as LinkedIn, Instagram, Facebook, X (Twitter), etc.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data and files. The following general policies apply:

- Computers and all data transmitted through the Diocese servers are subject to review, inspection and retention for the purpose of conducting Diocese business and complying with the Diocese's legal obligations under federal, state and local law.
- Diocese computers must be maintained according to the Diocese rules and regulations.

Computers must be kept clean, and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any Diocese property may be removed from the premises.

- All electronic communications are also subject to review, inspection and retention for Diocese business and compliance with federal, state and local law. For example, email messages created, sent and/or received through Diocese provided email accounts, computers or servers may be monitored and retained for both business purposes and to comply with legal obligations.
- Electronic information created by an employee using any computer or any means of electronic communication is also subject to review, inspection and retention by the Diocese for the purpose of conducting Diocese business and complying with legal obligations.
- Information stored in the Diocese computers and file servers, including without limitation is the property of the Diocese and may not be distributed outside the Diocese in any form whatsoever without the written permission of the Chief Financial Officer.
- Violation of any of this policy's provisions, whether intentional or not, will subject the Diocese employees to disciplinary action, up to and including termination.

Monitoring of Diocese Property

The Diocese reserves the right to inspect all Diocese property to ensure compliance with its legal obligations under federal, state and local laws, including complying with health and safety obligations, data and record retention requirements, preventing workplace harassment, supporting defense of litigation, and others, as well as ensuring compliance with the Diocese's own rules and regulations that facilitate its business operations. Inspection may occur without notice to the employee and at any time, not necessarily in the employee's presence. The Diocese computers and all electronic communications and electronic information are subject to monitoring, and no one should expect privacy regarding such use. The Diocese reserves the right to access, review and monitor electronic files, information, messages, text messages, email, Internet history, browser-based webmail systems and other digital archives. The Diocese also reserves the right to access, review and monitor the use of computers, software and electronic communications to ensure that no misuse or violation of Diocese policy or any law occurs. Email may be monitored by the Diocese, and there is no expectation of privacy. Assume that email may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private."

Employee passwords may be used for purposes of securing devices and data from unauthorized access by other employees or third parties, but the use of a password does not affect the Diocese's ownership of the electronic information or ability to access and monitor the information at any time. Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by the Diocese management.

Prohibited Use

All existing Diocese policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with misuse of Diocese assets or resources. It is a violation of the Diocese policy to use computers, electronic communications, electronic information or the Internet, in a manner that: is discriminatory harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against the Diocese policy. It is also a violation of policy to use computers, electronic communications, electronic information or the Internet to communicate confidential information such as trade secrets, other confidential information described in the Diocese's Confidential Information policy, or information restricted from disclosure by law.

The display of any kind of sexually explicit multimedia content, message, or document on any Diocese

computer is a violation of the Diocese's policy against sexual harassment. This description of prohibited usage is not exhaustive and it is within the discretion of the Diocese to determine if there has been a violation of this policy. Employees that engage in prohibited use will be subject to discipline and/or immediate termination.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Discuss with others the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

Computer and Internet Use

An efficient and productive workplace is critical to the future of the Diocese and its employees. The Diocese provides computers, electronic communications, electronic information and information technology resources, including the Internet, to its employees to help them do their job. Generally, these Diocese resources should be used for business-related purposes. However, the Diocese recognizes that occasional personal use of these Diocese resources and property may occur during working time. The Diocese allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, tie up printers or other shared resources, or violate any Diocese policy, including policies against harassment, discrimination, and disclosure of confidential or trade secret information.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to use Diocese email systems to:

- Communicate with other employees regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

All policies relating to monitoring usage of Diocese property apply. The Diocese reserves the right to adjust this policy on a case-by-case basis as it deems appropriate.

Social Media

The Diocese uses social media in limited circumstances for defined business purposes. Social media is a type of Internet platform that aids in the facilitation of interaction between people online, such as Facebook, LinkedIn, Instagram, X, TikTok, YouTube and other related platforms. If you have specific questions about which programs the Diocese deems to be social media, consult with the Communications Director.

Social media platforms may be used to further Diocese goals and objectives, including networking, branding, marketing, content distribution, responding to inquiries directed to the Diocese and others. However, only authorized individuals are allowed to speak/write in the name of or on behalf of the Diocese using the Diocese's social media tools.

The Communications Director will authorize you in writing if you can use these Diocese social media

tools to perform your job duties. Authorized individuals using the Diocese social media tools shall identify themselves honestly, accurately and completely and comply with all Diocese policies in using this media.

Your authorization is limited to business purposes; personal use of these Diocese social media tools or programs is prohibited and can result in discipline up to and including termination. All policies relating to monitoring usage of Diocese property apply.

Employees can use their own personal devices to engage in social media during non-working times, such as breaks and meal periods; however, all other Diocese policies against inappropriate usage apply, including the Diocese's no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential and trade secret information.

Nothing in the Diocese's social media policy is intended, nor should it be interpreted, to in any way interfere with, restrain or prevent employees from using social media to:

- Communicate with others regarding wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law

Employer Property

Furniture, desks, computers, cell phones, data processing equipment/software and vehicles are the Diocese property and must be maintained according to Diocese rules and regulations. They must be kept clean and are to be used only for work-related purposes. The Diocese reserves the right to inspect all Diocese property including computer or phone data or messages to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any Diocese property may be removed from the premises.

Diocese voice mail and/or electronic mail (e-mail) including texting, pagers and mobile email are to be used for business purposes. The Diocese reserves the right to monitor voice mail messages, and e-mail messages, and texts to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

The Diocese may periodically need to assign and/or change "passwords" and personal codes. These communication technologies and related storage media and databases are to be used only for Diocese business and they remain the property of the Diocese.

The Diocese reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on the Diocese voice-mail and email systems are subject to the same Diocese policies against discrimination and harassment as are any workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated.

For security reasons, employees should not leave personal belongings of value in the workplace. Terminated employees should remove any personal items at the time they leave the Diocese. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as lunch rooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly. Employees must also follow all COVID-19 safety and policies and procedures at all times.

Employee Conduct

Business Conduct and Ethics

Gifts of nominal value from Parishioners are acceptable as long as they don't exceed a value of \$25 and are reported to the Diocese. No employee may accept a gift, or gratuity that exceeds \$25 from any parishioner, vendor, supplier, or other person doing business with the Diocese because doing so may give the appearance of influencing business decisions, transactions, or service. Employees may not accept tips from parishioners. Please discuss expenses paid by such persons for business meals or trips with the Diocese in advance.

Conducting Personal Business

Employees are to conduct only Diocese business while at work. You may not conduct personal business or business for another employer during your scheduled working hours. For purposes of this policy, personal business does not include engaging in communications in response to an emergency or:

- Communicating with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engaging in protected concerted activity that employees have the right to engage in under federal, state or local law.

Confidential Information

Each employee is responsible for safeguarding the confidential information obtained during employment. In the course of your work, you may have access to trade secrets or similarly protected proprietary or confidential information regarding Diocese business, which includes information related to the Diocese's:

- Non-public financial data
- Parishioners lists and information

Confidential information does not include information about the terms and conditions of **your** employment, such as wages, benefits, workplace safety and other topics you have the right to discuss with other employees under the law. You have a responsibility to prevent revealing or divulging any confidential information unless it is necessary for you to do so in the performance of your duties or as required by law. Access to, or disclosure of, confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated, and the Diocese may take legal action.

This policy does not prohibit employees from confidentially disclosing trade secret, proprietary or confidential information to federal, state and local government officials, or to an attorney, when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed. Nothing in

this policy is intended to conflict with 18 U.S.C. sec. 1833(b) or create liability for disclosures of trade secrets that are expressly allowed by 18 U.S.C. sec. 1833(b).

Nothing in this policy prevents you from discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination or any other conduct that you have reason to believe is unlawful.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

Conflicts of Interest

All employees must avoid situations involving actual conflict of interest. Personal or romantic involvement with a competitor, supplier or subordinate employee of the Diocese, that impairs an employee's ability to exercise good judgment on the Diocese's behalf can create an actual conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to their immediate supervisor, or any other appropriate supervisor, for a determination about whether an actual conflict exists. If an actual conflict is determined, the Diocese may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

Parishioner Relations

Employees are expected to be polite, courteous, prompt, and attentive to every parishioner and vendor. When an employee encounters an uncomfortable situation that they do not feel capable of handling, the Canon to the Ordinary should be called for assistance. Parishioners are to be treated courteously and given proper attention at all times.

Dress Codes and Other Personal Standards

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Each employee is a highly visible representative of the professionalism for which the Diocese stands, and each employee is expected to present an appearance which creates confidence in the employee's abilities and in the Diocese. We recognize that matters of taste and style are individually interpreted. However, all Diocesan employees are expected to dress in a manner consistent with accepted business attire. It is important for every employee to use good judgment on

the matter of dress and appearance, exercising moderation and good taste. Employees who are unsure as to what is acceptable attire are encouraged to inquire with the Bishop. If the Diocese determines that an employee is not dressed appropriately, the employee will be sent home to change. In these circumstances, non-exempt employees will be paid only for hours actually worked. This dress code policy will not be enforced in a manner that discriminates against anyone based on a protected class, such as race, sex, gender identity or gender expression, national origin or any other class protected by federal, state or local law. For more information, see the Harassment, Discrimination and Retaliation Prevention policy. Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact a Diocese representative with day-to-day personnel responsibility and discuss the need for accommodation.

Business casual attire will be required Monday through Friday. Business casual is intended to allow employees to dress in relaxed yet still professional attire. Remember, your attire reflects on you and your professionalism. In general, Business Casual means the following:

- For Men: stylish dress shirts, with collars preferred; stylish, solid colored long pants; dark socks, closed-toe shoes.
- For Women: business skirts (appropriate length) or pants; business dresses; conservative blouses, shirts or sweaters, appropriate dress shoes.
- Tennis shoes, workout attire, tight or short skirts, t-shirts, tank tops, “spaghetti-strap blouses”, anything that could be deemed “beachwear” including sweatshirts/sweatpants is never considered business casual.
- Business casual does not apply to grooming standards. Your appearance should remain neat and respectable. This includes nicely pressed clothing, polished shoes, and conservative accessories. Strong fragrances must be avoided, and attention to hygiene is required.

Drug and Alcohol Abuse

The Diocese is concerned about the use of alcohol, marijuana, illegal drugs or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee’s work performance, efficiency, safety, and health, and seriously impair Diocese operations. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Diocese to the risks of property loss or damage, or injury to other persons.

The following rules and standards of conduct apply to all employees while on Diocese property, at work, or working on Diocese business. The following are strictly prohibited by Diocese policy:

- Being under the influence of, or impaired by, an illegal or controlled substance, alcohol or marijuana while on the job.
- Using or possessing illegal or controlled substances, alcohol or marijuana while on the job (including the illegal use of prescription drugs and possessing drug paraphernalia)
- Distributing, selling, or purchasing of an illegal or controlled substance, alcohol or marijuana while on the job.

Violation of these rules and standards of conduct will not be tolerated, and will include disciplinary action up to and including termination. The Diocese also may bring the matter to the attention of appropriate law enforcement authorities. In order to enforce this policy, the Diocese reserves the right to conduct searches of Diocese property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of Illegal sale or possession of any controlled substance while off Diocese property will not be tolerated because such conduct, even though off duty, reflects adversely on the Diocese. In addition, the Diocese must keep people who sell or possess controlled substances off Diocese premises in order to keep the controlled substances themselves off the premises.

The Diocese will encourage and reasonably accommodate employees with alcohol, marijuana or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request treatment or rehabilitation leave. The Diocese is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug, alcohol or marijuana use. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be reemployed or be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Dioces's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

News Media Contacts

Employees may be approached by the news media for interviews or comments. Only the Bishop, or their designee, may comment to news reporters on behalf of the Diocese regarding policy or events relevant to the Diocese.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

Other Employment

While employed by the Diocese, employees are expected to devote their energies to their jobs with the Diocese. Employment that directly conflicts with the Dioces's essential business interests and disrupts business operations is strictly prohibited.

If you wish to engage in additional employment that may create a real conflict of interest, you must submit a written request to the Diocese explaining the details of the additional employment. If additional employment is authorized, the Diocese assumes no responsibility for it. The Diocese shall not provide worker's compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Political Activity

Many employees participate in political activities on their own time. Diocese time, facilities, property or equipment (including all computers, networks, and electronic equipment) must not be used for your outside political activities. The Diocese will not reimburse any employee for political contributions, and you should not attempt to receive or facilitate such reimbursements.

Absent a formal statement by the Diocese announcing any political endorsements, you must not, through your own actions, speech, contributions, or written communication, mislead others to believe that the diocese endorses or opposes any candidates for political office that the Diocese itself has not

publicly announced. Diocese employees are entitled to their own personal position. The Diocese will not discriminate against employees based on their lawful political activity engaged in outside of work.

Prohibited Conduct

In order to provide a safe, cooperative, efficient and productive work environment for all of its employees, the Diocese requires order and discipline in the workplace. For this reason, certain types of conduct are impermissible and may lead to disciplinary action, up to and including possible termination. While it's not possible to provide employees with a complete list of every possible type of disciplinary offense, the following are some examples of the types of conduct that are considered impermissible:

- Falsifying employment records, employment information, or other Diocese records;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any Diocese property, or the property of any employee or parishioner;
- Removing or borrowing Diocese property without prior authorization;
- Unauthorized use or misuse of Diocese equipment, time, materials or facilities as specified in Diocese policies;
- Provoking a fight or fighting during working hours or on Diocese property;
- Participating in horseplay or practical jokes on Diocese time or on Diocese premises;
- Carrying firearms or any other dangerous weapons on Diocese premises at any time;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management;
- Using abusive or threatening language at any time on Diocese premises;
- Violating Diocese punctuality and attendance policies. (Neither absences protected by state or federal law nor protected paid sick time under California law count as violations of this policy);
- Failing to obtain permission to leave work for any reason during normal working hours, not including rest and meal periods;
- Failing to observe working schedules, including rest and meal periods;
- Sleeping or malingering on the job;
- Working overtime without authorization or refusing to work assigned overtime;
- Violating any safety, health, security or Diocese policy, rule or procedure;
- Violating the Diocese drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Violating the Diocese anti-harassment or equal employment opportunity policies; and
- Failing to promptly report work-related injury or illness.

This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and/or Diocese operations also may be prohibited and will result in disciplinary action up to and including termination. This statement of prohibited conduct does not alter the Diocese's policy of at-will employment. Either you or the Diocese remain free to terminate the employment relationship at any time, with or without reason or advance notice. The Diocese will not

discipline employees for conduct that relates to employees' ability to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in concerted activity protected under federal, state or local law.

Punctuality and Attendance

As an employee of the Diocese, you are expected to be punctual and regular in attendance. Tardiness or absences can cause problems for your co-workers and your supervisor. When you are absent, your assigned work must be performed by others.

You are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods, rest periods or when required to leave on authorized Diocese business. Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must provide reasonable advance notice to your supervisor before the time you are scheduled to begin working for that day. You must inform your supervisor of the expected duration of any absence. If you fail to provide reasonable advance notice before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. If the circumstances for your tardiness or absence were unforeseen, inform your supervisor as soon as practical of the reason for the tardiness or absence.

Excessive absenteeism or tardiness, providing false information or abuse of leave laws will not be tolerated. Generally, if you fail to report for work without any notification to your supervisor and your absence continues for a period of 3 days, The Diocese will consider that you have voluntarily abandoned or quit your employment. Absences protected by local, state and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under California law does not count as a violation of this policy.

Wages

Reporting-Time Pay

The Diocese will comply with all applicable regulations regarding reporting-time pay for nonexempt employees. The Diocese will pay a minimum of two hours of pay to employees who are required to report to work on a day other than their normally scheduled workday. Reporting time pay does not apply to employees on paid standby status, who are called to work at times other than their usual shift. The Diocese will not pay employees for reporting under the following circumstances:

- Interruption of work because of the failure of any or all public utilities;
- Operations can't begin due to threats to employees or the Diocese's property, or when recommended by civil authorities; or
- Interruption of work because of natural causes or other circumstances beyond the Diocese's power to control.

Deductions for Exempt Employees

Employees paid on a “salaried basis” regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, exempt employees will receive full salary for any workweek in which they perform any work, regardless of the number of days or hours worked. Exempt employees may not be paid for any workweek in which they perform no work, subject to the Diocese benefits programs and policies.

No deductions from salary may be made for time when work is not available, provided the exempt employee is ready, willing, and able to work. Deductions from pay are permissible when an exempt employee:

- Is absent from work for one or more full days for personal reasons other than sickness or disability;
- Is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing full compensation for salary lost due to illness and the employee has exhausted their leave under this policy;
- Is absent for jury duty or military duty for a full week and performs no work during the week; or
- Works less than a full week during the initial or final week of employment;

It is Diocese policy to comply with these salary basis requirements. Therefore, the Diocese prohibits all Diocese managers from making any improper deductions from the salaries of exempt employees. The Diocese wants employees to be aware of this policy and know that the Diocese does not allow deductions that violate federal or state law. If you believe that an improper deduction from your salary has been made, you should immediately report this information to the Chief Financial Officer. Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

If an exempt employee works only a portion of their regular workday due to taking time off for vacation, personal or illness reasons, the diocese will pay the exempt employee for the full day, with no deduction from their salary or leave bank.

Meal and Rest Periods

Rest Breaks

All nonexempt employees are entitled to uninterrupted rest break periods during their workday. If you are a nonexempt employee, you will be paid for all such break periods, and you will not clock out.

You will be authorized and permitted one (1) 10-minute net rest break for every four (4) hours you work (or major fraction thereof, which is defined as any amount of time over two [2] hours). A rest break need not be authorized for employees whose total daily work time is less than three and one half (3.5) hours. You will be relieved of all duty during your rest break periods. You are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any rest break. If you work a shift from three and one-half (3.5) to six (6) hours in length you will be entitled to one (1) ten-minute rest break. If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) ten-minute rest breaks. If you work more than 10 hours and up to 14 hours, you will be entitled to three (3) ten-minute rest breaks. You are authorized and permitted to take a rest break in the middle of each four-hour work period. Your rest break will be scheduled by your manager.

Meal Period

All nonexempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if you work more than five (5) hours in a workday. You must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

If your total work period for the day is more than five hours per day but no more than six hours, you may waive the meal period. This cannot be done without the mutual consent of you and your supervisor. The waiver must be in writing.

Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work).

If you work more than 10 hours in a day, you will be provided a second, unpaid meal period of at least 30 minutes. Again, you must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. There will be no control over your activities during your meal period. During your meal period, you are free to leave the premises and are free to come and go as you please. You are expected to return to work promptly at the end of any meal period.

Depending on the circumstances, you may be able to waive your second meal period if you took the first meal period and if your total hours worked for the day is no more than twelve hours. This cannot be done without the mutual consent of you and your supervisor and must be in writing. You must discuss any such waiver with your supervisor in advance. This second meal period will be provided no later than the end of your 1⁰th hour of work. Your second meal period will be scheduled by your manager.

You must clock out for any meal period and record the start and end of the meal period. Employees are not allowed to work "off the clock." All work time must be accurately reported on your time record. If for any reason you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify the Chief Financial Officer. Anytime you miss a meal period that was provided to you (or you work any portion of a provided meal period), you will be required to report to the Chief Financial Officer and document the reason for the missed meal period or time worked.

Overtime for Nonexempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. The Diocese will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. The Diocese provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 a.m.;
- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay;

- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Payment of Wages

Paychecks are normally available at the Diocese office. If you observe an error on your check, please report it immediately to your supervisor. All employees of the Diocese are paid biweekly on Fridays for work performed during the previous period. If a regular payday falls on a holiday, you will be paid on the weekday after the holiday.

The Diocese offers automatic payroll deposit. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from the payroll department) and return it to payroll at least 10 days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins.

To stop automatic payroll deposit, complete the form available from the payroll department and return it to payroll at least 10 days before the pay period for which you would like the service to end. You will receive a regular payroll check on the first pay period after the receipt of the form, provided it is received no later than 10 days before the end of the pay period.

Volunteering

From time to time there may be opportunities to participate in the Diocese as a volunteer. Employees may participate in these opportunities when they are doing something other than their regular paid responsibilities. Volunteer work cannot be of the same or similar nature of your regular position.

Safety and Health

Employees Who Are Required to Drive

Employees whose job duties require them to drive a Diocese vehicle or their own vehicles for Diocese business will be required to show proof of current valid driving licenses and proof of insurability under the Diocese's policy or current effective insurance coverage before the first day of employment. If an employee is required to drive as part of their job, the Diocese retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the Diocese's policy. Employees who drive their own vehicles on Diocese business will be reimbursed at the rate of IRS standard mileage rate per mile.

Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or to the human resources department. In compliance with California law, and to promote the concept of a safe workplace, the Diocese maintains an Injury and Illness Prevention Program.

Recreational Activities and Programs

The Diocese or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Security

The Diocese has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to security personnel. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

Workplace Violence

The Diocese has adopted the following workplace violence policy to ensure a safe working environment for all employees. The Diocese has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of non-work related weapons on Diocese premises and at Diocese-sponsored events shall constitute a threat of violence. It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, you are expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent. You may report an incident to any supervisor or manager. A threat includes, but is not limited to, any indication of intent to harm a person or damage Diocese property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally.

Smoking

Smoking is not allowed in any enclosed area of the office facility, within any fenced or enclosed outdoor balcony or patio areas attached to the office facility, or within 25 feet of any entrance to the office facility.

Termination

Employee References

All requests for employment references must be directed to the Chief Financial Officer. No other manager, supervisor, or employee is authorized to release references for current or former employees unless authorized by the Chief Financial Officer. By policy, The Diocese discloses only the dates of employment and the title of the last position held of former employees, except for clergy references from the Bishop or Transition Officer.

Involuntary Termination and Progressive Discipline

Violation of the Diocese policies and rules may warrant disciplinary action. The Diocese has a system of progressive discipline that may include coaching, verbal warnings, written warnings, and suspension. The system is not formal, and the Diocese may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment. The Diocese's policy of progressive discipline in no way limits or alters the at-will employment relationship.

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits their employment at the Diocese, or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, their supervisor (unless the absence is protected by law). All Diocese-owned property must be returned immediately upon termination of employment.

Confirmation of Harassment Discrimination and Retaliation Prevention Policy

I have received my copy of the Diocese's Harassment, Discrimination and Retaliation Prevention Policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that the Diocese is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature certifies that I understand I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature _____

Employee's Printed Name _____

Date _____

Handbook Confirmation of Receipt

I have received my copy of the Diocese's employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at the Diocese is employment at-will; employment may be terminated at the will of either the Diocese or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the Diocese and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with the Diocese.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the Diocese. The Diocese reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the Bishop of the Diocese, no manager, supervisor, or representative of the Diocese has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the president has the authority to make any such agreement and then only in writing, signed by the president.

Employee's Signature _____

Employee's Printed Name _____

Date _____