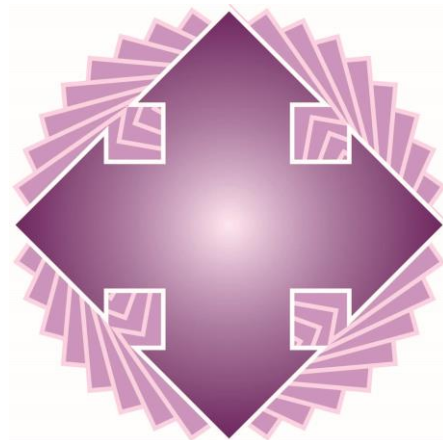


**Anglican Diocese of Pittsburgh
Diocesan Office
Lay Employee
Manual**



Approved by Standing Committee on September 20, 2004

**(Amended April 2006, August 2008, February 2009 April 2010
& February 2013)**

Welcome to the Diocesan Office of the Anglican Diocese of Pittsburgh

Dear Employee:

We're very happy to welcome you to the offices of the Anglican Diocese of Pittsburgh. Thank you for joining us! We want you to feel that your association with the diocese will be a mutually beneficial and pleasant one.

God's vision for us as a diocese is of "One Church of Miraculous Expectation and Missionary Grace." Our work builds this vision. Practically speaking, we do this through core staff values of "servanthood, teamwork and encouragement."

Your service to the diocesan office is very important for the efficient accomplishment of our diocesan mission: "Anglican Christians transforming our world with Jesus Christ." We hope you, too, will find satisfaction and take pride in your work here.

This Manual provides answers to most of the questions you may have about diocesan office's benefit programs, as well as the diocesan policies and procedures -- our responsibilities to you and your responsibilities to the diocesan office. If anything is unclear, please discuss the matter with the Chief of Staff. You are responsible for reading and understanding this Employee Manual, and your performance evaluations will reflect your adherence to policies. In addition to clarifying responsibilities, we hope this Employee Manual also gives you an indication of the diocesan office's commitment to the welfare of all who work here.

From time to time, the information included in our Employee Manual may change. Every effort will be made to keep you informed through suitable lines of communication, including staff meetings, employee evaluations and written notices sent directly to you.

Compensation, ministry and personal satisfactions gained from doing a job well are only some of the reasons most people work. Most likely, many other factors count among your reasons for working -- pleasant relationships and working conditions, career development, and health benefits are just a few. The diocesan office is committed to doing its part to assure you of a satisfying work experience.

I extend to you my personal best wishes for your success and happiness at the diocesan office.

All blessings,

In Christ,



Archbishop & Bishop

You're Part of Our Team...

As a member of diocesan team, you will be expected to contribute your talents and energies to improve the environment and quality of the diocese, as well as the diocese's services. In return, you will be given opportunities to grow and advance in your career.

The diocese is dedicated to two standards:

1. To provide our diocese with the best quality services and to support the vision and mission of the Anglican Church, the Bishop's vision and Christ's commission.
2. To provide you with wages and benefits comparable to others doing similar work within the region and within non-profit organizations.

At the diocesan office, we always put service to the church and its mission first. We believe it is our duty to provide you with an adequate workplace. We also have a substance abuse policy, because you have a right to know you can depend on your co-workers.

Our mission as members of the diocesan office is to support and represent the Bishop in his ministry as "Servant Leader" of the Diocese of Pittsburgh.

Our community is nourished by a common life of prayer and Eucharist. We seek to embody our spiritual community by approaching our mission as a team. Each member fulfills their individual responsibilities in a context of mutual accountability. Because we view ourselves as brothers and sisters in Christ, we support one another in times of growth and in times of need. Because we view our work as service to the Body of Christ, we offer our best efforts and seek to be good stewards of our many gifts and resources.

The Anglican Diocese of Pittsburgh will comply with all applicable federal, state, and local requirements established to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, sex, age, national origin, physical or mental handicap. Eligibility for positions may take into consideration questions of Christian commitment and knowledge of the Anglican Church.

The key items required for employment, compensation, and benefits are performance and a good team attitude; however, all employment at the diocesan office is "at will."

Benefits with the Diocesan Office

You may not have thought about it, but the value of your benefits amounts to a considerable sum each year in addition to the wages or salary you earn. These are just some of the benefits the diocesan office currently provides for eligible employees each year:

- Dental Insurance
- Disability Insurance - Long-Term and Short-Term
- Disability Leave of Absence
- Education Assistance
- Funeral (Bereavement) Leave
- Group Term Life Insurance
- Health Care/Hospitalization Insurance
- Maternity/Paternity Leave of Absence
- Paid Holidays
- Paid Vacations
- Personal Leave of Absence
- Retirement Plan
- Sick Leave
- Social Security
- Workers' Compensation Insurance

Purpose of This Manual

This Manual has been prepared to inform you about the diocesan office's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee and the conduct expected from you.

No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We ask that you read this manual carefully, and refer to it whenever questions arise. We also suggest that you take it home so your family can become familiar with the diocesan office and our policies.

Notice

No one other than the Bishop and Standing Committee may alter or modify any of the policies in this manual. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and employee. Employees may not accrue eligibility for monetary benefits that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No statement or promise by any other individual of the diocesan office may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Manual be found to be unenforceable or invalid, such finding will not invalidate the entire Employee Manual, but only the subject provision.

This manual supersedes all previous manuals and employment agreements for the diocesan office as of February 2013.

Receipt & Acknowledgment of the Diocesan Office Lay Employee Manual

Please read the following statements and sign below to indicate your receipt and understanding of your responsibilities related to these policies including the prevention, detection and reporting of suspected misconduct in the Employee Manual.

- I have received and read a copy of the Employee Manual. I understand that the policies, rules and benefits described in it are subject to change by the Bishop and Standing Committee at any time. I understand that this manual replaces all other previous manuals for the diocesan office as of April 2010.
- I further understand that my employment is terminable at will, either by myself or the diocesan office, regardless of the length of my employment or the granting of benefits of any kind, including benefits which provide for vesting based upon length of employment.
- I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the Bishop of the Anglican Diocese of Pittsburgh.
- I am aware that during the course of my employment confidential information may be made available to me; i.e., lists of people and addresses, policies, financial and other related information. I understand that this information is critical to the confidentiality of the diocesan office and must not be given out or used outside of the diocesan's premises or with non-diocesan employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or diocesan office.
- I understand that, should the content be changed in any way, the diocesan office may require an additional signature from me to indicate that I am aware of and understand any new policies.
- I understand that my signature below confirms that I have read and understand the above statements and have received a copy of the Diocesan Office Lay Employee Manual.

Employee's Printed Name

Position

Employee's Signature

Date

Chief of Staff's Signature

Date

The signed original copy of this agreement should be given to Chief of Staff -- it will be filed in your personnel file.

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AN OVERVIEW OF THE DIOCESAN OFFICE

About the Diocesan Office

The diocese is a godly missionary structure, led by a bishop and countless others, whose purpose is to challenge, encourage, strengthen and connect local congregations for the local, regional, national and worldwide work of Jesus Christ.

History of the Diocese of Pittsburgh

During the 20 years following the creation, in 1865, of the Diocese of Pittsburgh, there was no central office established for diocesan business. Bishop John Kerfoot, when not on the road between the southern and northern borders of western Pennsylvania, often conducted meetings in his home. It was not until the episcopacy of Bishop Cortlandt Whitehead that need for a central location was addressed. In 1882, the bishop made request to diocesan convention for a diocesan headquarters “where the bishop can have his office and be found during business hours by any of the clergy and laity who may wish to see him.” He envisioned a place where clergy could meet one another, the Board of Missions, various committees of the convention, and special assemblies of the clergy and laity could gather, a church reading room could be established and facilities afforded for converse or correspondence, the books so generously given might be kept for reference or use and the registrar’s collections of journals, pamphlets and records might always be at hand. He believed that the cost would be minimal in comparison to the advantages of the inauguration and continuance of such a center of church work and interest. “In the convenience and utility of the rooms all churchmen of the diocese visiting the See City would equally share...” In April 1886, the Church Rooms, located in the Jackson Building at Penn and Sixth, were opened.

The location was changed in April, 1895 to three rooms on the fifth floor of the Lewis Block building, at the corner of Smithfield and Sixth, where they remained until 1913. At that time, the staff consisted of Bishop Whitehead, Archdeacon Charles J. de Coux and their secretary Miss Jane Cuddy. In 1913, the Church Rooms were re-established at 1411 First National Bank Building, where Fr. de Coux edited *The Church News*. A move in May 1916 to the third floor of the Jenkins Arcade provided a large assembly room, individual offices for the Archdeacons, the Bishop, the secretary and librarian of the Prayer Book Society, and a lobby/reception room. It was not until May of 1923 that Bishop Alexander Mann, in office little more than a year, moved the diocesan offices to the third floor of Trinity Cathedral. The name was changed from “the Church Rooms” to Trinity House and the quarters occupied by the diocese become known as the diocesan offices. Invitation was made through the April issue of *The Church News* for all parishioners to attend the opening and blessing at 3:30 p.m. on Ascension Day (May 10), which was followed by a Tea served by the Diocesan Women’s Auxiliary.

In the summer of 2002, the diocesan offices moved to the 9th floor of the Oliver Building, “expanding the Cathedral campus” and meeting space needs no longer capable of being met in Trinity House.

In 2008 the Diocesan Convention resolved to realign from a wayward Episcopal Church into the Anglican Province of the Southern Cone (South America). The Episcopal Church had moved away from the historic, orthodox faith received from the Apostles. In June of 2009 the Anglican Church in North America was established and at our Diocesan Convention in November of 2009 we became a part of this emerging Anglican Province.

In December of 2009 the Anglican Diocese of Pittsburgh moved its offices to Allegheny Center on the North Shore of Pittsburgh. Budgetary considerations and a desire to better serve our “customers” were motivating reasons. The current diocesan offices consist of offices for the Archbishop/Bishop, Assistant Bishop, Canon to the Ordinary, Canon for Provincial and Global Mission, Director of Administration and Finance, Congregational Developer for Church Plants, Director of Communications, Receptionist, Bishop’s Executive Assistant, Assistant Bishop and Canon’s Administrative Assistant, Financial Secretary/Bookkeeper. Space has also been allocated for a chapel and conference room, reception area, a business machine room and an employee break room. For the first time, parking both for staff and visitors was a feature of services provided.

Vision

“One Church of Miraculous Expectation and Missionary Grace.”

Mission

“Anglican Christians Transforming Our World through Jesus Christ.”

Guiding Principles

1. Clergy and lay leaders are grounded in the Gospel of Jesus Christ, and deliberately share that message with others outside their local congregations.
2. Clergy and lay leaders are faithful to the Lord in daily time spent with the Lord, and in the sacramental life of the Church.
3. Clergy and lay leaders model faithful family relationships, including sexual purity.
4. Clergy and lay leaders are in functional accountability and intercessory relationships that safeguard themselves and their people.
5. The Bishop's team and the clergy are fundamentally bound to each other: The regular expression of this is meeting together monthly.
6. The district system exists for the good order (administration, representative election, communication, leaven, and cooperative mission) of the Diocese: Diocesan Council is its minimum expression.
7. The shared vision of the Diocese states that ***we are one Church of miraculous expectation and missionary grace***. Living into this vision means that:
 - a. We are all in this together.
 - b. We strive for openness and transparency as we make decisions.
 - c. We are committed to growth "in season and out of season."
8. Members of elected and appointed bodies of the Diocese (Standing Committee, Board of Trustees, Diocesan Council, Vestries, and so forth) commit to faithful attendance, mutual submission and to working for the common good.
9. The mission of the Diocese is **to strengthen congregations so that they are vibrant and multiplying**. The health, vibrancy, and well-being of the Diocese is measured by and reflected in the health, vibrancy, and well-being of the parishes.
10. Clergy and lay leaders understand that the tithe is the beginning of their giving.

(Rev., Epiphany, A.D. 2010)

The Diocesan Office Organization Chart

See Separate Chart on Web Page

Diocesan Office Expectations

What You Can Expect from the Diocesan Office

In addition to supporting the spiritual development of its employees, the diocesan offices established an employee relations policy to:

- Dedicate ourselves to providing quality services to the parishes we serve.
- Pay all employees according to their effort and contribution to the success of our office and in relationship to similar positions in the non-profit sector.
- Review wages, employee benefits and working conditions on a regular basis with the objective of providing appropriate benefits in these areas, consistent with sound practices.
- Develop competent employees who understand and meet our objectives, and who accept with open minds the ideas, suggestions and constructive criticism of supervisors and fellow employees.
- Provide an environment where employees are assured the opportunity to discuss any problem or question with their supervisor.
- Make prompt and fair adjustment of any complaints that may arise in the everyday activities of the diocesan office, to the extent that is practicable.
- Respect individual rights, and treat all employees with courtesy and consideration.
- Maintain mutual respect in our working relationships.
- Keep all employees informed of the activities of the diocesan office, as well as the diocese's overall aims and objectives.

What the Diocesan Office Expects From You

- Know your own duties and how to perform them promptly, correctly and pleasantly.
- Cooperate with supervisors and your fellow employees to maintain a good team attitude.
- Participate in the prayer life of the staff. You are encouraged to participate in the worship life of our office chapel during the work week and are expected to participate in Morning Prayer prior to weekly staff meeting.
- Grasp opportunities for personal and spiritual development that are offered to you.

EMPLOYMENT

Personnel Administration

The Chief of Staff is appointed by the Bishop. This may be the Bishop himself, his Canon to the Ordinary or the Director of Administration. The Chief of Staff is responsible for hiring decisions, morale, performance reviews, interpretation of policies and inter-staff relationships.

The task of handling insurance, personnel records, explaining handouts, legal compliance and ordinary administration at the diocesan office has been assigned to the Director of Administration or his/her designee. Questions may be directed to the Chief of Staff or Director of Administration as appropriate.

Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify the Director of Administration as soon as possible:

- Legal name
- Home address
- Home telephone number
- Person to call in case of emergency
- Number of dependents
- Marital status
- Change of beneficiary
- Driving record or status of driver's license if you operate any diocesan vehicles or use personal vehicle for expense reimbursement.
- Military or draft status
- Exemptions on your W-4 tax form

Coverage or benefits that you and your family may receive under the diocesan office's benefits package could be negatively affected if the information in your personnel file is incorrect. It is also to your benefit to be sure your personnel file includes information about completion of educational or training courses, outside civic activities, and areas of interest and skills that may not be part of your current position here.

You may see information which is kept in your own personnel file if you wish, and you may request and receive copies of all documents you have signed from the Chief of Staff.

Employment Classifications

At the time you are hired, you are classified as an Introductory Employee. After completing ninety (90) days of service, you will be eligible for classification as a Temporary, Part-Time or Full-Time Employee, as described below. All Employees are further classified as “exempt” or “non-exempt” because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of eight (8) hours per day or forty (40) hours per week with week beginning on Saturday and ending on Friday. Non-exempt employees are entitled to overtime pay; exempt employees are not. You will be notified of your classification at the time you are hired, transferred or promoted. Your job description also contains the classification information.

Introductory Employees

An employee who has completed less than ninety (90) days of service (the “Introductory Period”) is considered an Introductory Employee.

Temporary Employees

From time to time, the diocesan office may hire employees for specific periods of time or for specific projects. An employee hired under these conditions generally will be considered a Temporary Employee. The job assignment, work schedule and duration of employment will be determined on a case by case basis. Summer employees are Temporary Employees.

Part-Time Employees

An employee who is not a Temporary Employee, who has successfully completed the Introductory Period, and who works less than a regular forty (40) hour week is considered a Part-Time Employee.

Full-Time Employees

An employee who is not a Temporary Employee, who has successfully completed the Introductory Period, and who works at least forty (40) hours per week is considered a Full-Time Employee.

Employment Policies

Anniversary Date

The first day you report to work is your "official" anniversary date. Your anniversary date may be used to compute various conditions and benefits described in this Manual.

At Will Employment

All employment with the diocesan office is "at will" which means that your employment can be terminated with or without cause, and with or without notice, at any time, at the option of either the diocesan office or yourself, except as otherwise provided by law.

Bonding Requirement

Certain positions in the diocesan office may require bonding. Although the diocesan office will pay the cost of bonding it is your responsibility to assure that you are bondable. Should you fail to maintain these qualifications, you will be subject to transfer to another position, if available, or dismissal.

Business Hours

Our regular operating hours are 8 A.M. to 4:30 P.M. Monday through Friday. However, individual employee arrival and departure times will be agreed upon with the Chief of Staff. You are required to take a thirty (30) minute unpaid lunch period daily. You may not "work through lunch" in order to arrive late or to leave early or to work extra time. Individual lunch periods will be staggered to provide coverage for the diocesan office during all business hours.

Confidential Information

Our parishes, clergy and diocesan community entrust the diocesan office with important information relating to their businesses. The nature of this relationship requires maintenance of confidentiality. By safeguarding the information received, the diocesan office earns the respect and further trust of the people and organizations with whom we work. Your employment with the diocesan office assumes an obligation to maintain confidentiality, even after you leave our employ.

Any violation of confidentiality seriously injures the diocesan office's reputation and effectiveness. Therefore, please do not discuss diocesan business with anyone who does not work for us, and never discuss diocesan transactions with anyone who does not have a direct

association with the transaction. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality.

If you are questioned by someone outside the diocesan office and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer. Instead, refer the request to the Director of Administration, Canon to the Ordinary or the Bishop.

You are not permitted to remove or make copies of any diocesan records, reports or documents without approval from your supervisor. Because of its seriousness, disclosure or misuse of confidential information could lead to dismissal.

Background Check

In compliance with the *Policies and Procedures Regarding Allegations and Incidents of Sexual Misconduct and Child Abuse by Clergy, Employees and Volunteers in the Anglican Diocese of Pittsburgh* Manual the diocese conducts a complete background check on applicants who accept an offer of employment. Background checks include inquiries of former employers, a Pennsylvania Child Abuse History Clearance, driving record check, a Pennsylvania State Police Criminal Record Check and a credit record check. In addition, all diocesan employees are required to complete the diocesan approved training on adult misconduct, child abuse and anti-racism. These classes are provided by the diocesan office.

Customer Relations

The success of the diocesan office depends upon the quality of the relationships between the diocesan office, our employees, the parishes and clergy, our suppliers and the general public. All of these relationships represent our “customers.” Our customers’ impressions of the diocesan office and their interest and willingness to work with us is greatly formed by the people who serve them. In a sense, regardless of your position, you are the diocesan office’s ambassador. The more goodwill you promote, the more our customers will respect and appreciate you, and the diocesan office.

Driver’s License and Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver’s license and a driving record acceptable to our insurer. You may be asked to submit a copy of your driving record to the diocesan office. If your work requires operation of a motor vehicle, any changes in your driving record must be reported to the Chief of Staff immediately. Failure to do so may result in disciplinary action, including possible dismissal.

Equal Employment Opportunity

The diocesan office will provide equal employment opportunity without regard to race, color, sex, age, national origin, or physical or mental disability that does not prohibit performance of essential job functions. Eligibility for positions may take into consideration questions of Christian commitment and knowledge of the Anglican Church.

The policy applies to all areas of employment, including recruitment, hiring, training and development, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

It is the policy of the diocesan office to comply with all the applicable provisions of the Americans with Disabilities Act (ADA). The diocesan office will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. The diocesan office also will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

Management is primarily responsible for seeing that the diocesan office's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and applied uniformly to everyone.

Note: Throughout this Employee Manual, masculine pronouns such as he, his, or him shall be construed so as to include both sexes.

Harassment Policy

The diocesan office intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort - verbal, physical, visual - will not be tolerated. Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

All diocesan employees have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the Director of Administration, Canon to the Ordinary or the Bishop for appropriate investigation and disciplinary action if substantiated.

The Anglican Diocese of Pittsburgh has a specific published policy (*Policies and Procedures Regarding Allegations and Incidents of Sexual Misconduct and Child Abuse by Clergy*,

Employees and Volunteers in the Anglican Diocese of Pittsburgh) which defines in detail the response process to any notification of harassment or abuse and training requirements for diocesan lay employees.

Health Examinations

The diocesan office reserves the right to require an employee to participate in a health examination to determine the employee's fitness to perform his or her essential job functions. All such health exams shall be paid for by the diocesan office.

Introductory Period

Your first ninety (90) calendar days employment at the diocesan office are considered an Introductory Period, and during that period you will not accrue benefits described in this Manual unless otherwise required by law. During the Introductory Period, the diocesan office will evaluate your suitability for employment, and you can evaluate the diocesan office as well. At any time during this first ninety (90) days, you may resign without any detriment to your record. If, during this period, your work habits, attitude, attendance or performance do not measure up to our standards, we may release you. The Introductory Period may be extended to an additional ninety (90) days upon recommendation of the Director of Administration and approval of the Bishop. If you take approved time off in excess of five workdays during the Introductory Period, the Introductory Period may be extended by the period of your approved time off.

At the end of the Introductory Period, your supervisor will discuss your job performance with you. This review will be much the same as the normal job performance review that is held for regular full-time or part-time employees on an annual basis. Completion of the Introductory Period does **not guarantee** continued employment for any specified period of time. A former employee who has been rehired after a separation from the diocesan office of more than one (1) year is considered an Introductory Employee during their first thirty (30) days following rehire.

Knowledge of the Diocesan Office

After having learned to competently perform your own duties, your next step is to familiarize yourself with other diocesan office activities. This can prove valuable to you, our customers and the diocesan office as well. The diocesan office may provide additional “cross-training” to familiarize you with other office functions and to assist in providing coverage for all diocesan services when other employees are out of the office.

Ministry Descriptions

The Director of Administration maintains a ministry description for each position in the diocesan office. A periodic review of ministry descriptions is conducted to insure that any changes in the duties and responsibilities of each position is recognized and adequately compensated.

Proof of U.S. Citizenship and Right to Work

Federal regulations require that before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form, and all applicants who are hired need to present documents of identity and eligibility to work in the U. S.

Relatives

If you and members of your immediate family are employed by the diocesan office, one may not supervise the other nor may they work in the same department.

Standards of Conduct

Rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a responsibility to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary.

All staff are expected to participate in Morning Prayer prior to scheduled staff meetings. All staff are encouraged to participate in other prayer times in our office chapel. Attendance at designated worship services is counted as work time, not time off the job, for all employees. Lay persons are invited to participate as readers and intercessors.

Disciplinary Actions

Unacceptable behavior which does not lead to immediate dismissal will be dealt with first through oral warning(s), and then written warning(s) leading to possible dismissal.

Written warnings will include the reasons for the supervisor's dissatisfaction and any supporting evidence. You will have an opportunity to defend your actions and rebut the opinion of your supervisor at the time the warning is issued. Disciplinary actions may also include suspensions or other measures deemed appropriate to the circumstances.

All pertinent facts will be carefully reviewed, and the employee will be given a full opportunity to explain his or her conduct before any decision is reached. The Bishop or Chief of Staff will be consulted concerning the unacceptable behavior before dismissal is authorized.

COMPENSATION & PERFORMANCE

Wage & Salary Policies

It is the diocesan office's desire to pay wages and salaries that are competitive with other employers in a similar marketplace in a way that will be motivational, fair and equitable, variable with individual and diocesan performance and in compliance with all applicable statutory requirements. The diocesan office applies the same principles of fairness and external comparability to all employees, regardless of organizational level, race, color, sex, age, national origin, or physical or mental disability that does not prohibit performance of essential job functions.

Basis for Determining Pay

Your pay is influenced by three factors:

- The nature and scope of the job. The scope of your job includes the responsibility, impact and required skills necessary to perform your job duties.
- What other employers pay their employees for comparable jobs in comparable non-profit organizations. Periodically, the diocesan office will review pay data available to ensure that our pay scales are comparable to other small and non-profit organizations in the Western Pennsylvania area.
- Individual performance. Each year every employee will have a performance review with his or her supervisor and significant performance events that occurred during the year will be discussed and evaluated for pay adjustments. At this time performance goals for the next year will be set.

Computing Pay

Most diocesan employees are paid on a salary basis. Should it be necessary to calculate an hourly salary rate for an employee, the diocesan office will compute your time on the basis of a forty (40) hour work week or proportion thereof for a part-time employee.

Mandatory Payroll Deductions

The diocesan office is required by law to deduct federal, state and Pittsburgh local income taxes and your contribution to Social Security and Medicare from each payroll. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information furnished on your W-4 form. Any change in name, address, telephone number, marital status or number of exemptions must be reported to the Accountant immediately, to ensure proper credit for tax purposes. W-2 forms issued at year-end show

exactly how much of your earnings were deducted for these purposes. Pennsylvania, Allegheny County or the city of Pittsburgh may also require other payroll deductions

Any other wage assignments or garnishments to be made from your paycheck, such as court-ordered attachments, will be explained whenever the diocesan office is ordered to make such deductions. According to the Federal Wage Garnishment Act, three (3) or more garnishments may be cause for dismissal.

Optional Payroll Deductions

It may be possible for you to authorize the diocesan office to make additional deductions from your paycheck, such as for savings and retirement plans. The diocesan office mandates direct deposit. Contact the Accountant for additional details and necessary authorization forms for direct deposit or other optional payroll deductions.

Error In Pay

If you believe an error has been made on your payroll check, tell the Accountant or Director of Administration immediately. Necessary steps will be taken to research the problem and to assure that any necessary correction is made properly and promptly.

Overtime Pay

- **Scheduled Overtime:** Scheduled overtime work is announced in advance and generally involves several diocesan employees. This overtime becomes part of the required work week of the employees scheduled for additional hours. Scheduled overtime is not often required.
- **Incidental Overtime:** Incidental overtime is not scheduled; it becomes necessary in response to extenuating circumstances. It is extra time needed to complete work normally completed during regular hours. Incidental overtime is usually given to the employee who normally performs the task and must be approved by the employee's supervisor.

If you are a "non-exempt" employee and you perform overtime work, you will be paid one and one-half (1-1/2) times your regular hourly wage for any time over forty (40) hours per week that you work. For purposes of calculating overtime the work week begins on Saturday and ends on Friday. If, during that week, you were away from the job because of a paid holiday, jury duty, vacation, or sick time, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

Work Performed on Diocesan Office Holidays

Full-time "non-exempt" employees who work on a diocesan office holiday will be deemed to have worked overtime on that day and will be paid their overtime rate for hours worked regardless of the number of hours they work that work week.

Pay Period & Hours

The diocesan office pay period is semi-monthly (24 pay periods per year). Payday is on the 10th and the 25th of every month for services performed for the period ending on the 15th of the current calendar month and the end of the current calendar month, respectively. Any required adjustments to the hourly payroll will be made in a subsequent pay period. Changes will be made and announced in advance whenever the diocesan office holidays or closings interfere with the normal payday schedule.

Paycheck Distribution

Pay stubs are distributed by the Bookkeeper or mailed to your home address.

Inclement Weather

The diocesan office may be closed in cases of extreme weather at the discretion of the Bishop or other authorized supervisor. In such cases, the employees may be paid for this time at the sole discretion of the Bishop and Chief of Staff. If the office remains open, employees are expected to take appropriate measures to arrive at work promptly and safely.

Termination & Severance Pay

The diocesan office expects that you will give at least two (2) weeks notice in the event you intend to leave our employ. If you resign, any accrued but unused vacation time will be paid at the time of employment termination. No other severance benefits will be provided except at the bishop's discretion. Unemployment benefits are not available to terminated diocesan employees (See Section 3 – Unemployment Compensation for further information).

Severance pay is provided to give you a reasonable opportunity to secure another position without interruption of income. If the diocesan office releases you for any reason other than a policy violation and, if you have been employed by the diocesan office for more than one (1) year from your anniversary date, the following benefits shall be provided. Any accrued but unused vacation time will be paid at the time of employment termination. If your term of employment was at least one (1) year and less than five (5) years service, you will receive two (2) months salary. If your term of employment was at least five (5) years and less than fifteen (15) years service, you will receive three (3) months salary. If your term of employment was at

least fifteen (15) years and greater you will receive four (4) months salary. In the case of a termination for cause, severance benefits will not be provided except at the Bishop's discretion.

Time Records

By law, all non-exempt employees must prepare a time sheet bi-monthly to coincide with the payroll cycle. The time sheet should be submitted to your supervisor within 7 days of the end of the pay period. Failure to do so may result in disciplinary action.

Performance & Compensation Reviews

Performance Reviews

The diocesan office conducts a formal review annually for each employee. This review will be conducted by the Chief of Staff. New employees may be reviewed more frequently. A review may also be conducted in the event of a promotion or change in duties or responsibilities. A mid-year performance review may be conducted at the discretion of the Chief of Staff.

During formal performance reviews, the Chief of Staff will consider the following things: attendance, initiative and effort, attitude, the quality and quantity of your work, and your personal spiritual conduct. The primary reason for performance reviews is to identify your strengths and weaknesses in order to assist you in your job performance to make you a productive member of the diocesan team. This review also serves to make you aware of and to document how your job performance compares to the goals and ministry description of your job.

Staff Compensation Reviews

The Personnel Committee will make recommendations for staff wage and salary adjustments each budget year taking into consideration general economic conditions, the diocesan budget, cost of living and comparable compensation in other non-profit organizations. This information in conjunction with performance reviews for each employee will be utilized to determine individual pay increases or decreases (if any) for staff employees. The Bishop, Canon to the Ordinary, and Director of Administration will coordinate all wage and salary adjustments to provide equity.

Management Compensation Reviews

The Presidents of the Standing Committee, Diocesan Council, Board of Trustees and the Personnel Committee Chairperson will meet each year to determine an appropriate amount to be budgeted for salary increases for the Bishop, Canon to the Ordinary, and Director of Administration. They will meet with the Bishop a minimum of twice a year to discuss the state of the diocese and the needs of the Bishop. It is the responsibility of this group of individuals to make recommendations concerning the total compensation of the Bishop. They will also make salary compensation recommendations for the Canon to the Ordinary and the Director of Administration for inclusion in the annual diocesan budget.

Work Schedule

The normal diocesan work week consists of five (5) days, eight (8) hours long, Monday through Friday. You will be notified promptly whenever a change is necessary. Should you have any questions concerning your work schedule, please ask the Chief of Staff.

Absence or Lateness

If you are unable to report to work, or if you will arrive late, please contact your supervisor immediately. If you know in advance that you will need to be absent, you are required to request this time off directly from your supervisor. When you call in to inform the diocesan office of an unexpected absence or late arrival, call your supervisor directly. If your supervisor is not available and you are unable to report to work you must speak directly to the Chief of Staff. For late arrivals, please indicate when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf. Absence from work for three (3) consecutive days without notifying your supervisor or Chief of Staff will be considered a voluntary resignation.

Attendance

You are expected to be at your work station and ready to work at the beginning of your assigned daily work hours. If your work takes you away from the diocesan office, please advise your supervisor where you are going and how long you expect to be away from the office.

Breaks and Rest Periods

You are entitled to reasonable rest breaks each day. Coordinate with your co-workers to maintain adequate coverage at all times.

Closure After Starting Time

If severe weather conditions exist and the Bishop (or designated representative) decides to close the diocesan office for the remainder of the day, you will be notified as soon as possible. If you are sent home before the finish of the normal work day, you will be paid for your normally scheduled hours of work.

Closure Prior to Starting Time

Inclement weather will occur that prevents the diocesan office from operating a normal workday. Staff should call the diocesan voice system where a message will be placed advising that the diocesan office is closed if such is the case. On days which are not declared inclement weather

days, it is expected that all employees will make every reasonable effort to come to work. If anyone cannot do so, because of road conditions or public transportation difficulties, they should call the office and let the Chief of Staff know as soon as possible.

Lunch Period

The allotted lunch period time is 30 minutes. The time when lunch periods are scheduled varies. Employees are asked to schedule their lunch periods to permit coverage of office needs. Each employee should take off their full allotted time for lunch. You are encouraged to leave the premises during your lunch period.

Record of Absence or Lateness

If you are absent because of illness for three (3) or more successive days, the Chief of Staff may request that you submit written documentation from your doctor. If you are absent five (5) or more days because of illness, you may be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work.

BENEFITS

The Benefits Package

In addition to your salary and opportunities for professional development, the diocesan office provides other benefits for each employee. These additional benefits represent a very large investment by the diocesan office. This investment not only ensures the loyalty of long-time capable employees but also helps to attract talented newcomers to our office. The diocesan office periodically reviews the benefits program and makes appropriate modifications.

Eligibility for Benefits

If you are a Full-Time or Part-Time Employee, you will enjoy all of the benefits described in this manual in accordance with the eligibility requirements for each benefit set forth below. Introductory Employees and Temporary Employees are not eligible for benefits except as specifically provided for in this manual or as required by law.

Paid Leaves of Absence

Holidays

Recognized Holidays

The following holidays are presently recognized by the diocesan office as paid holidays:

New Year's Day	Thanksgiving Day
Martin Luther King Day	The Friday following Thanksgiving Day
President's Day	Christmas Eve (1/2 day)
Good Friday	Christmas Day
Memorial Day	Day after Christmas
Independence Day	New Year's Eve (1/2 day)
Labor Day	

In addition, there is one (1) floating holiday each year to be designated by the Bishop. All national holidays are designated by common business practice. If a holiday occurs during your scheduled vacation, an alternate day will be assigned. In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday or be on approved leave.

Holiday Pay

All employees are eligible for time off on days recognized by the diocesan office as holidays. Except as otherwise provided for in this manual, Full-Time Employees will receive a full day's pay for the holiday time off; Part-Time Employees will receive pay for the number of hours they are regularly scheduled to work on that day; Temporary and Introductory Employees will receive no pay for holiday time off. You will not be eligible to receive holiday pay when you are on a Leave of Absence. When a Part-Time employee is not scheduled to work on a holiday, another day with the hours normally worked by the employee will be substituted and paid in place of the missed holiday.

Vacation

Vacation is provided for all Full-Time and Part-Time Employees. Temporary and Introductory Employees are not eligible for vacation.

Amount of Vacation

Full-Time Employees are eligible for annual vacation as of January 1 each year based upon length of employment as follows:

Length of Employment	Total Vacation Hours
One (1) to five (5) years	80 (2 weeks)
Over (5) to ten (10) years	120 (3 weeks)
Over ten (10) years	160 (4 weeks)

Vacation will begin to accrue from the date of hire. An employee hired during the year between January 1 and March 31 will receive 80 hours of vacation the first year. Employees hired between April 1 and September 30 will receive 40 hours of vacation and employees hired between October 1 and December 31 will not receive vacation for the year in which they are hired.

Part-Time employees are eligible to accrue vacation in the same proportional amounts based on number of hours worked per week. For example, a Part-Time employee that worked 32 hours a week would be eligible after one year for 64 hours of vacation, after 5 years 96 hours of vacation.

Termination of employment voids accrued vacation eligibility.

Vacation Pay

Full-Time employees receive full pay for vacation days taken. Part-Time employees receive full pay for the number of accrued vacation hours they take.

Vacation Policies

Every effort will be made to grant you your vacation at the time you desire. Vacations should be scheduled with your supervisor at least one (1) month in advance. If conflicts arise in requests for vacation time, preference will be given to the employee with the most seniority. After approval by your supervisor, you are expected to log in the approved time in the diocesan master calendar.

If you are on an approved leave of absence your vacation eligibility will not be affected. If a diocesan office-paid holiday falls during your scheduled vacation period, you will receive an additional day of vacation.

Accumulation Rights

Vacation time may not be carried over and accumulated in subsequent calendar years unless approved by your supervisor.

Payment in Lieu of Vacation

No additional wages or salary will be paid to you in lieu of a vacation unless approved by your supervisor.

Sick Leave

Sick leave is available to eligible employees who must take time off as a result of a personal illness or the illness of a spouse, child, parent or sibling living in the employee's home. If another person is able to attend to the needs of an ill family member, you are expected to fulfill your duties as an employee of the diocesan office. In the case of an illness or injury covered by Workers' Compensation Insurance, state statutes will supersede this policy.

Full-Time non-exempt Employees are eligible for 40 hours annual sick leave as of January 1 each year. An employee hired during the year between January 1 and March 31 will receive 40 hours of sick leave the first year. Employees hired between April 1 and September 30 will receive 20 hours of sick leave and employees hired between October 1 and December 31 will not receive sick leave for the year in which they are hired.

Part-Time non-exempt Employees are eligible to accrue sick leave in the same proportional amounts based on number of hours worked per week. For example, a Part-Time Employee that works 32 hours a week would be eligible for 32 hours of sick leave per year.

Effective as of January 1, 2001, unused sick leave may be accumulated up to a maximum of 30 days. Please advise your supervisor as soon as possible when it is necessary for you to take Sick Leave. After 3 consecutive sick days, the diocesan office may request "proof-of-illness." If you are required to take a disability leave, accrued sick leave will be applied before disability leave begins.

Exempt and Temporary Employees are not eligible for paid sick leave.

Other Paid Leaves

Funeral Leave

Full-Time and Part-Time Employees working over one thousand (1,000) hours a year who have worked at least six months are eligible to take up to three (3) work days of paid funeral leave in the event of the death of an Immediate Family Member (as defined below), and one (1) work day

of paid funeral leave in the event of the death of any other relative. Temporary Employees and Introductory Employees are not eligible for paid funeral leave.

Funeral leave is intended to cover actual time lost from work as the result of a death. No payment will be made if a death occurs when work is not scheduled or when you are on vacation. You may not receive payment for funeral leave at the same time as you are receiving paid holiday or paid vacation. Funeral leave may not be retroactive or postponed.

For purposes of this Section, "Immediate Family Member" means a parent, spouse, spouse's parent, child, spouse's child by a former marriage, brother or sister.

Jury Duty

It is your civic duty as a citizen to report for jury duty whenever called and you will be permitted to take the necessary time off. If you have completed your Introductory Period, the diocesan office will continue your compensation for a maximum of ten (10) business days. Any jury duty assignment extending beyond ten business days must be discussed with your supervisor. You must notify your supervisor as soon as you receive the jury summons.

On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service and pay to the Chief of Staff. This document is issued by the court.

Personal Leave

Full-Time and Part-Time non-exempt Employees working over one thousand (1,000) hours a year are eligible for 16 hours annual paid personal leave as of January 1 each year.

Annual paid personal leave will begin to accrue from the date of hire. An employee hired during the year between January 1 and March 31 will receive 16 hours of personal leave the first year. Employees hired between April 1 and September 30 will receive 8 hours of personal leave and employees hired between October 1 and December 31 will not receive personal leave for the year in which they are hired.

Personal leave time is intended to be used to accomplish personal business that cannot be accomplished during time other than your normal working hours. You are required to request personal leave time from your supervisor in advance and obtain approval. If you are required to take a disability leave of absence, accrued personal leave will be applied before disability leave begins. Employees going on unpaid required military leave of absence may apply their personal leave at the time the leave commences if desired.

If you are on an approved leave of absence your personal leave eligibility will not be affected. Personal leave may not be carried over and accumulated from year to year. Personal leave not used during a calendar year will expire. Temporary and Introductory Employees are not eligible for personal leave.

Maternity and Paternity Leave of Absence

Full-Time and Part-Time Employees are eligible for one (1) week of paid maternity leave for each twelve (12) months of service, up to a maximum of six (6) weeks. Temporary and Introductory Employees are not eligible for maternity leave.

Full-Time and Part-Time Employees are eligible for one (1) week of paid paternity leave for each twelve (12) months of service, up to a maximum of two (2) weeks. Temporary and Introductory Employees are not eligible for paternity leave.

Educational Leave of Absence

Full-Time Employees are eligible for up to five (5) days per calendar year of paid educational leave, provided that the curriculum is of mutual benefit to the employee and the diocesan office as determined by your supervisor. All educational leave must be approved in advance. Educational leave does not carry over from year to year. Part-Time, Temporary and Introductory Employees are not eligible for educational leave.

Sabbatical Leave of Absence

Paid sabbaticals may be granted by the Bishop to Full-Time Employees after seven (7) years of service. A written plan must be submitted and approved prior to the sabbatical, and a written report must be submitted to the Bishop upon return from the sabbatical. Sabbatical leaves will not be granted as leaves in anticipation of the termination of employment.

Spiritual Direction or Semi-Annual Retreat

It is the Bishop's policy to encourage the spiritual growth of all employees. A semi-annual retreat of twenty-four to forty-eight hours' duration and regular appointments with a spiritual director, may be approved upon request to the Bishop, as authorized and paid leave during regular working periods. Scheduling must also be approved by the employee's immediate supervisor in cooperation with the Chief of Staff.

Unpaid Leaves of Absence

Occasionally, for medical, personal, or other reasons, you may need an extended leave from your duties, but you do not want to resign from your job. Under certain circumstances, you may be eligible for an unpaid leave of absence.

Family Medical Leave of Absence

Policy

It is the policy of the diocesan office to provide leaves of absence in accordance with the Family and Medical Leave Act (FMLA).

Eligibility

Full-Time and Part-Time Employees are eligible for an unpaid FMLA Leave of up to 12 weeks in any 12-month pay-year period. The 12-month period includes the 12 months preceding the first day of the FMLA leave being requested by the employee. The Director of Administration is responsible for tracking time counted as FMLA leave. FMLA Leaves may be granted for: (a) the birth of a child and to care for the newborn child; (b) the placement of a child for adoption or foster care; (c) the need to care for a child, spouse, or parent (not including in-laws) with a serious health condition; or (d) a serious health condition which prohibits the employee from performing the essential functions of his or her job.

A serious medical condition is defined as an illness, injury, impairment, or physical or mental condition that involves:

- inpatient care in a hospital, hospice or residential medical care facility, or any subsequent treatment in connection with such inpatient care; or
- a period of incapacity of more than three consecutive calendar days and any subsequent treatment or period of incapacity that also involves either two or more treatments by a health care provider or one treatment followed by a regimen of continuing treatment such as prescription drugs or therapy requiring special equipment; or
- any period of incapacity or treatment due to a chronic condition, even if that period is less than three consecutive days.

FMLA Leave will be granted before the birth of a child for prenatal care of it the employee's condition makes her unable to work, or before the actual placement or adoption of a child, if absence from work is required for the placement or adoption to proceed. In either case, FMLA Leave must conclude within 12 months of the date of the birth, placement or adoption.

FMLA Leave for health problems of the employee or specified relatives may be taken intermittently. Employees requesting such leave may be required to transfer to an equivalent position that will not be adversely impacted by this intermittent leave. Requests for intermittent leave are subject to approval by the Chief of Staff.

In any case in which a husband and wife are both employed by the diocesan office and are entitled to FMLA Leave, the aggregate number of weeks to which they may be entitled may be limited to 12 work weeks in the 12 month period, except in cases that pertain to caring for a sick child.

Upon return to work under the terms of this policy, employees shall be restored to the former position or an equivalent position in his or her department with his or her former wage rate, benefits, and other terms and conditions of employment. Employees who are among the highest paid 10 percent of the work force may be denied restoration of their former positions or equivalent positions if the leave creates a substantial and grievous injury to diocesan operations.

Employees utilizing leave are required to use accrued sick leave as appropriate, before any unpaid leave begins. As such, the period of leave may entail some level of compensation.

FMLA Leaves due to a work-related injury or illness may be compensated using workers' compensation benefits. Employees who are offered a modified work position may choose to take any unused FMLA Leave before accepting the modified work position. In this case, eligibility for workers' compensation benefits may be legally contested.

Employees must return to work on the first scheduled workday following the expiration of FMLA Leave. Employees who fail to do so are considered voluntarily terminated unless the Chief of Staff determines that there are compelling and unavoidable reasons to maintain the employee's regular status. When the reason for which the leave is granted no longer exists, regardless of the original expiration date, the leave of absence expires. Failure to report to work on the next workday is considered a voluntary termination. The date of termination is the last day worked.

Benefit Continuation

Existing benefits are continued for employees on FMLA Leaves. Payroll deductions for contributions for medical insurance will continue during periods of leave that are compensated using accrued paid time off. For periods of FMLA leave which are unpaid, the portion of the premiums paid by the staff member accumulate in arrears until the staff member returns to work, and is then deducted from the employee's first paycheck after returning.

If an employee fails to return from an FMLA Leave, the employee may be responsible for the employee contribution and the diocesan office portion of the premium that has been paid. Employees who do not return to work and do not repay premiums will have their health insurance retroactively canceled to the date for which payment was last received. In this case COBRA continued benefits are not available.

For unpaid periods of non-FMLA leaves, existing medical insurance coverage is extended through the last day of the second calendar month of absence. The diocesan office portion of the premiums are paid and any employee portion put into arrears until the employee returns to work, and is then deducted from the employee's first paycheck after returning.

If continuation of health coverage is desired, the employee is responsible for enrolling in "conversion" coverage directly with the insurance carrier, or may elect continued coverage under the provisions of COBRA. Employees are directly responsible for premiums for continued coverage.

Disability Leave of Absence

If an employee becomes disabled and unable to work for a prolonged period of time, salary continuation benefits may be available during the leave of absence under our Short Term or Long Term Disability Plan. See Disability Plan for further information.

Medical documentation, to the satisfaction of the diocesan office may be required for all periods of time during which short-term disability benefits are requested. The diocesan office reserves the right to require independent medical verification of an associate's inability to work, based on a medical exam by a physician chosen by and paid for by the diocesan office.

The diocesan office classifies pregnancy as any other medically disabling condition, and will provide reasonable leave for all Full-Time and Part-Time Employees for the period of disability as determined by the employee and her physician (See Maternity and Paternity Leave of Absence). When ready to return to work, the employee will be reinstated to her original job or a similar level position providing circumstances have not so changed as to make it impossible or unreasonable to do so. At all times our maternity leave policy will be in compliance with the state and federal laws.

Should an employee with an excellent work record desire more time after using all vacation time, personal leave and short term disability leave, allowances may be made at the discretion of the Bishop and on an individual basis. The deciding factor will be the ability of the diocesan office to cover, without interruption, the position as described in the employee's job description.

Accrued sick leave will be applied before disability leave begins. Any questions regarding pregnancy/disability leave, short-term disability benefits or Leave of Absence Request Forms (required prior to the commencement of the leave) should be directed to the Chief of Staff.

Election Day

We encourage you to exercise your voting privileges in local, state, and national elections. However, since the polls are open for long periods, you are encouraged to vote before or after regular working hours. If it should be necessary, you may take up to two hours leave from work to vote in a governmental election or referendum. You will be expected to notify your supervisor

in advance. You will not be paid for such time. Personal leave time, if available, should be used for this purpose.

Military Leave of Absence

If you are a Full-Time Employee who is inducted into the U.S. Armed Forces, you will be eligible for unpaid military active duty leave. You will be eligible for re-employment after completing military service, provided:

- You show your orders to your supervisor as soon as you receive them.
- You satisfactorily complete your active duty service.
- You enter the military service directly from your employment with the diocesan office.
- You apply for and are available for re-employment within ninety (90) days after discharge from active duty. If you are returning from up to six (6) months active duty for training, you must apply within a reasonable time (usually thirty (30) days) after discharge.

Military Reserves or National Guard Leave of Absence

If you are an employee who serves in a U.S. Military organization or state militia, you may take unpaid military reserve duty leave to fulfill your military obligation. You will retain all legal rights for continued employment. You are expected to notify your supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacements during your absence. You may elect to apply accrued paid personal leave or vacation instead of taking unpaid leave, but you are not required to do so.

Personal Leave of Absence

In very special circumstances, the diocesan office may grant a leave for a personal reason. You should request an unpaid personal leave of absence from your supervisor. A personal leave of absence must not interfere with the operations of your department or the diocesan office. The Chief of Staff will review your request for final approval.

A personal leave of absence may be granted for up to thirty (30) days. Failure to return from a leave at the time agreed will be deemed a voluntary resignation. Any request for a personal leave of absence for over 30 days must be directed to and approved by the Bishop.

Insurance Premium Payment During Leaves of Absence

The diocesan office will continue to pay its share of insurance premiums for employee coverage and dependent coverage for a maximum of six (6) months while you are on a disability leave of absence. While you are on any other type of unpaid leave of absence from the diocesan office, you will be responsible for paying the total premiums for your coverage and that of your dependents while on leave. Failure to do so may result in loss of coverage.

Insurance Coverage

Medical/Dental Insurance

The diocesan office makes available medical/dental insurance for all employees regularly working over one thousand (1,000) hours a year. We provide group insurance underwritten by a well known regional insurance carrier. You become eligible for coverage your first day of the first full month of your employment and you may choose to accept the insurance coverage, or not. If you choose not to accept the insurance coverage, you may be required to show proof that you have insurance coverage through another policy and sign a statement to that effect. Joining the plan at a later time may require proof of insurability and/or benefits may be reduced.

Employees who are otherwise covered by health insurance held by a spouse or another provider are encouraged to waive duplicate coverage by the diocesan office. Employees not enrolled in the diocesan medical/dental plan may be eligible for a “medical bonus” check at the end of the year if budgeted medical funds are available. The amount will be recommended by the Director of Administration and approved by the Bishop.

The diocese pays for the full cost of an employee’s coverage for the basic diocesan medical/dental plan. Dependent coverage may be obtained with half the additional cost paid by the employee.

If you choose medical/dental coverage, our insurance company provides information describing your benefits online. Refer to the website provided for details on your health/dental coverage or call the number on the back of your card.

If your employment with the diocesan office is terminated for any reason you will no longer be eligible for coverage under our group health insurance program. If continuation of medical/dental coverage is desired, you will be responsible for enrolling in “conversion” coverage directly with the insurance carrier or you may elect continued coverage under the provisions of COBRA. COBRA premiums must be paid by the former employee to the diocese in advance of the month of coverage.

Life Insurance

Employees working over one thousand (1,000) hours a year are covered by a diocesan Group Life Insurance policy. This insurance is payable in the event of your death while you are insured. You may change your beneficiary whenever you wish by submitting the appropriate documents to the Director of Administration. Coverage is provided for one times your basic annual salary rounded to the next highest \$1,000, if not already a multiple of \$1,000 subject to a minimum of \$10,000 and a maximum of \$80,000. Refer to the literature provided by the insurance company for additional details on your life insurance coverage. There is no cost to the employee for this coverage.

Disability Insurance

All Employees working over one thousand (1,000) hours a year are provided Long-Term Disability Insurance. Refer to the literature provided by our insurance company for additional details on your disability insurance coverage. There is no cost to the employee for this coverage.

Government Required Coverage

Workers' Compensation

The Pennsylvania Workers' Compensation Law is a no-fault insurance plan which is supervised by the state and one hundred percent (100%) paid for by the diocesan office. This law was designed to provide you with benefits for any injury which you may suffer in connection with your employment. Under the provisions of the law, if you are injured while at work, you are eligible to apply for Workers' Compensation.

Every diocesan office employee, with the exception of Temporary Employees, is protected by Workers' Compensation for any accidental injury is covered if it occurs as the result of the performance of your job. Coverage begins immediately upon employment by the diocesan office.

Pennsylvania law guarantees you three kinds of workers' compensation benefits:

- Medical care to take care of the injury, including not only doctor bills, but also medicines, hospital costs, fees for lab tests, x-rays, crutches and so forth -- There's no deductible and all costs are paid directly by our Workers' Compensation Insurance carrier. If you do receive a bill, be sure to submit it to the Director of Administration for payment through our insurance carrier.
- Rehabilitation services necessary to return to work -- Sometimes this is just an extension of medical treatment (for example, physical therapy to strengthen muscles). However, if the injury keeps you from returning to your usual job, you may qualify for vocational rehabilitation and retraining, too. Again, all costs are paid directly by the diocesan office through our Workers' Compensation Insurance carrier.
- Cash payments for lost wages -- The most common kind of payments, for "temporary disability," will be made for as long as the doctor says you're unable to work. Additional cash payments may be made after you're able to work if there's a permanent handicap—for example, the amputation of a finger or loss of sight. If the injury results in death, payments will be paid to surviving dependents.

Other Benefits

In the event of serious injury you may be eligible for additional benefits from Social Security. For information contact the nearest office of the Social Security Administration, or discuss your situation with the claims representative of the diocesan office's Workers' Compensation Insurance carrier.

Employees returning to work after being absent due to an injury must report to their supervisor prior to beginning work, and must bring a doctor's clearance for returning to work.

Unemployment Compensation

The diocesan office is exempt from paying a percentage of its payroll to the Pennsylvania Unemployment Compensation Fund. As a result, terminated employees are not eligible to draw unemployment benefits from employment at the Anglican Diocese of Pittsburgh.

Social Security

The United States Government operates a system of contributory insurance known as Social Security. All employees are required by law to contribute a set percentage of your compensation to the trust fund from which benefits are paid. As your employer, the diocesan office is required to deduct this amount from each paycheck you receive. In addition, the diocesan office matches your contribution dollar for dollar, thereby paying one-half of the cost of Social Security benefits for all lay employees.

Retirement

Retirement Plan

The diocesan office provides a defined contribution retirement plan through The Anglican Diocese of Pittsburgh Lay Retirement Plan administered by Morgan Stanley Smith Barney LLC and American Funds for all Full-Time and Part-Time Employees who work at least one thousand (1,000) hours per year. Participation in the plan begins after completion of one year of service with the diocesan office. The plan includes provisions for the diocese to make payments of 11% of an employee's salary to the defined contributions plan. In addition, the diocese will match contributions by the employee up to an additional 4% of the employee's salary. Employee contributions beyond that to the extent permitted will be allowed but with no additional diocesan contributions. All employee and employer contributions are immediately 100% vested.

The details regarding diocesan office and employee contributions, vesting, administration, investments, and other details are provided in booklets supplied by American Funds.

Other Benefits

Education Assistance

Limited funds may be available for diocesan lay employees for educational assistance. If you wish to continue your education in a field related to your position at the diocesan office, contact the Director of Administration.

Education/Training (Attending Seminars/Training Sessions)

You are encouraged to attend both formal and informal training programs to enhance your skills in the performance of your job. If you become aware of a particular seminar that you believe is appropriate for enhancing your skills (or those of other employees), please bring it to the attention of the Chief of Staff. Your expenses for the training may be paid by the diocesan office and you will receive a normal paycheck while attending these schools, workshops or training sessions.

Commuting Assistance

Each employee will receive an allotment to enabling the Diocese to purchase bus passes for them in an amount not to exceed \$1,000 annually. Any employee who has been allocated a parking pass is not eligible.

OTHER POLICIES

Miscellaneous

Bulletin Boards

Bulletins and bulletin board(s) are our "official" way of keeping everyone informed about new policies, changes in procedures and special events. Information of general interest is posted regularly on the bulletin board(s). Please form the habit of reading the bulletin board(s) regularly so that you will be familiar with the information posted on it.

Only authorized personnel are permitted to post, remove or alter any notice on the bulletin board(s). If you want to have notices posted on the diocesan office bulletin board(s), see the Director of Administration for instructions.

Communications

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all diocesan office methods of communication, including this Employee Manual, bulletin boards, discussions with the Bishop, Assistant Bishop, Canon to the Ordinary or Director of Administration, memoranda, staff meetings, newsletters, training sessions and e-mail.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family may know more about your job and your benefits.

Computer Equipment

All personal computer equipment is provided to assist you in performance of your job duties. Use of diocesan computer equipment for other than diocesan business is prohibited. All software on diocesan machines is to be approved and installed by the diocesan computer consultants. Installation or downloading of any other software is prohibited in order to make the best use of diocesan resources and to insure the integrity of the diocesan computer network.

Access to the World Wide Web is provided for all employees. Web use is for diocesan business purposes only and this privilege should not be abused. Misuse of diocesan computer equipment including inappropriate use of the web and playing computer games may result in disciplinary action up to and including dismissal.

Computer Software (Unauthorized Copying)

The diocesan office does not permit the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that... "It is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a Federal crime. Penalties include fines of as much as \$250,000, and jail terms of up to five years.

- The diocesan office licenses the use of computer software from a variety of outside companies. The diocesan office does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
- With regard to use on local area networks or on multiple machines, the diocesan office employees shall use the software only in accordance with the license agreement.
- The diocesan office employees learning of any misuse of software or related documentation within the diocesan office shall notify the Director of Administration or the diocesan office legal counsel.
- According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. The diocesan office employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include dismissal.

Dispute Resolution Procedure

Our goal is to maintain a comfortable working environment for all employees. Whenever you have a problem or complaint, we expect you to speak up and communicate directly with the Director of Administration or your supervisor. We are committed to listening and responding to your questions, concerns and comments.

The Director of Administration is familiar with you and your job and is, therefore, in the best position to assist you. Your Director of Administration will work closely with you and is interested in seeing that you are treated fairly and properly. If the grievance is with another employee, the involved employees may request that the Director of Administration assign a mutually acceptable mediator in an attempt to resolve the issue. If the Director of Administration cannot help you resolve the matter, communicate your concerns to the Assistant Bishop or Canon to the Ordinary who will give your problem or complaint prompt consideration. If the Assistant Bishop or Canon to the Ordinary feels that the situation warrants further review, the Bishop's assistance will be requested. If the employee is not satisfied, a written appeal to the Bishop may be made. The Bishop will make a written response which he will have reviewed by the Standing Committee.

Remember -- it is always best to resolve problems right away. Little problems tend to turn into big problems; facts become confused; resentment and anger builds up. It is always best to resolve issues before they get out of hand.

Dress Code/Personal Appearance

Diocesan employees are expected to dress and groom yourself in accordance with accepted social and business standards. Since the employees in the diocesan office are in an office environment that is accessible to the public, normal office attire is proper, with due regard for the sensitivities of a Christian community. You are expected to be suitably attired and groomed during working hours or when representing the diocesan office. The Director of Administration has the sole authorization to determine an appropriate dress code, and anyone who violates this standard will be subject to appropriate disciplinary action.

If the Director of Administration, Assistant Bishop, Canon to the Ordinary or Bishop determines your attire is not in compliance with the dress code you may be asked to leave your workplace until you are properly attired. You will not be paid for the time you are off the job for this purpose.

E-Mail Policy

The diocesan e-mail and internet services are designed to facilitate diocesan communication. Since no computer system is completely secure, e-mail is not intended to transmit confidential information. The system is intended for diocesan business only. Employees should not use the diocesan equipment for personal email. All data and electronic messages within the diocesan system are the property of the Diocese of Pittsburgh. As such, no communications of any type through the diocesan e-mail system can be considered private.

All users must be authorized to use the system. The retention period for e-mail should be no longer than 30 days. Electronic records, including e-mail records, are discoverable in litigation and should be treated like all other diocesan records.

There are two categories of e-mail records:

- Transitory records such as meeting notices, reminders, informal notes and messages. Records which fall into this category should be read, discarded and not saved.
- Significant records used in connection with the transaction of diocesan business. For this category of e-mail records, users must generate a paper copy to be filed appropriately and retained in accordance with approved record retention schedules.

Electronic mail works best when the following practices are followed:

- Check e-mail daily.
- Do not save transitory records.
- Make paper copies of significant records.
- Keep messages short and to the point.
- Be professional and careful regarding what you say about others.
- Include a signature footer at the bottom of the message with your name, your title, organization name and e-mail address.

Entry After-Hours

You are not allowed to enter the diocesan office property after normal working hours for any reason without the prior approval of the Director of Administration.

Exit Interviews

In instances where an employee voluntarily leaves our employ, the diocesan office would like to discuss your reasons for leaving and any other impressions that you may have about the diocesan office. If you decide to leave, you will be asked to grant us the privilege of an exit interview. During the exit interview, you can express yourself freely. It is hoped that this exit interview will provide insights into possible improvements at the diocesan office. All information will be kept strictly confidential and will in no way affect any reference information that the diocesan office provides another employer about you. At your exit interview you will be provided insurance conversion options and any other benefits continuation available.

Expense Reimbursement

You must have authorization (such as a requisition or purchase order, etc.) prior to incurring an expense on behalf of the diocesan office. To be reimbursed for any authorized expense, you must submit an expense report accompanied by receipts to be approved by the Director of Administration in compliance with the Accountable Reimbursement Policy adopted by the Diocesan Council. All employees are required to submit their expense statements to the Director of Administration in the month following the occurrence of the expense.

Employees who use their personal car to conduct employer's business are reimbursed at a rate established annually by Diocesan Council with consideration given to the IRS guidelines. All employees who use their personal car for business are required to verify both possession of a current, valid state driver's license, and current automobile liability insurance coverage. Employees should verify with their insurance carrier whether occasional or incidental business miles are covered without benefit of a rider to the existing policy.

Fire Drills

Fire drills are scheduled by the Allegheny Center Management. We schedule drills to promote employee safety. When the fire alarm sounds you are expected to exit the building promptly and in an orderly fashion. Failure to do so will result in disciplinary action. You are expected to familiarize yourself with the fire evacuation map and procedures posted in the break room.

First Aid

Federal law ("OSHA") requires that we keep records of all illnesses and accidents which occur during the workday. The Pennsylvania state Workers' Compensation Act also requires that you report any illness or injury on the job. If you hurt yourself or become ill, please contact the Director of Administration for assistance. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact the Director of Administration for more information.

Fraud and Dishonesty Policy

Like all organization, the diocese is faced with the risks that come from wrongdoing, dishonesty, and fraud. The impact of fraud and dishonesty not only includes financial loss but damage to the reputation of the diocese, negative publicity, litigation, and damaged relationships. The discovery, reporting and documentation of such acts provides a sound foundation for the protection of innocent parties, disciplinary action against offenders up to and including dismissal, the referral to law enforcement agencies, and the recovery of assets. For purposes of this policy, fraud and dishonesty includes but is not limited to:

- Theft or other misappropriation of assets of the diocese or our parishes
- Misstatements and other irregularities in diocesan records
- Wrongdoing
- Forgery or other alteration of documents

The diocese specifically prohibits these and any other illegal activities in the actions of its employees. It is **the responsibility of every employee to immediately report suspected** fraud or dishonesty to either their supervisor, the Director of Administration, Assistant Bishop, Canon to the Ordinary, or Bishop. Any reprisal against any employee or other reporting individual because that individual, in good faith, reported a violation is strictly forbidden. Employees not

reporting suspected fraud and dishonesty are subject to disciplinary action up to and including termination.

All investigations of alleged wrongdoing will be conducted in accordance with applicable laws and diocesan procedures. Investigative activity will be carried out without regard to the suspected individual's position or level, or relationship with the diocese.

Housekeeping

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times -- it is a required safety precaution. Please report anything that needs repair or replacement to the Director of Administration.

Inspection of Packages

The diocesan office reserves the right to inspect all packages or closed containers brought into or taken out of the work area.

Keys

Access to the One Allegheny Square Building after working hours is through the use of an electronic key issued to all full-time employees. The key is obtained from the Allegheny Center Building Management office upon the request of the diocese.

Life-Threatening Illnesses

The diocesan office recognizes that employees with a life-threatening illness, including, but not limited to, cancer, heart disease, and AIDS, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. These employees must be able to meet acceptable performance standards. Medical evidence must indicate that their condition is not a threat to other workers.

When dealing with situations involving employees with life-threatening illnesses supervisors should:

- Remember that an employee's health condition is personal and confidential, and reasonable precautions should be taken to protect information regarding an employee's health condition.
- Contact the Director of Administration if you believe that you or other employees need information about terminal illness, or a specific life-threatening illness, possible contagion, or if you need further guidance in managing a situation that involves an employee with a life-threatening illness.
- Contact the Director of Administration to determine if a statement should be obtained from the employee's attending physician that continued presence at work will pose no

- threat to the employee, co-workers, or customers. The diocesan office reserves the right to require an examination by a medical doctor appointed by the diocesan office.
- Make reasonable accommodation for employees with a life-threatening illness provided that any accommodations made do not require significant difficulty or expenses.
 - Be sensitive and responsive to co-workers' concerns.
 - Be sensitive to the fact that continued employment for an employee with a life-threatening illness may sometimes be therapeutically important in the remission or recovery process, or may help to prolong that employee's life.

Open Door Policy & Counseling

Normally, you will be expected to use the Dispute Resolution Procedure outlined earlier in this Manual to resolve a problem. However, if the problem or complaint is of a personal nature, or a very delicate matter, you may meet first with any supervisor, including the Bishop, to discuss it. He will decide if you should first discuss the problem with the Director of Administration, Assistant Bishop or Canon to the Ordinary. If so, you will be directed to use the Dispute Resolution Procedure. If the complaint, suggestion, or question is of such a nature that resolution would be hampered by the Grievance Procedure, the supervisor you contact will take the appropriate action.

Outside Employment

Although not encouraged, Full-Time Employees are not forbidden from outside employment so long as such employment in no way hampers their giving full and undivided attention to diocesan work during their hours of employment. Where special work conditions arise necessitating extra hours of work, an employee's supervisor will give due consideration to the employee's personal situation to arrive at a satisfactory resolution.

No employee shall engage in any business activity which could work to the detriment of the diocese (such as financial involvement in any organization which does business with the diocese), nor shall any employee disclose or use confidential employer information for his personal profit or advantage, or the profit or advantage of anyone else. It is the responsibility of the employee to identify potential conflicts of interest and to get them resolved with the Director of Administration.

Personal Phone Calls, Mail, and Copying

Personal phone calls should be kept to a minimum—they must not interfere with your work. You are permitted to make limited local area calls on diocesan office telephones for essential personal business during lunch or "break" periods. Please do not abuse this privilege. Emergency calls regarding illness or injury to family members, changed family plans, or calls for similar reasons may be made at any time. Incoming urgent calls will be directed to you by the receptionist. Collect calls are not allowed.

Do not use the diocesan office as a personal mailing address, and do not put personal mail in the stacks that are to be run through the postage meter. Although the amount may seem small, it is still considered theft. .

Limited personal copying may be done at a cost of five (5) cents per copy. Payment must be made to petty cash fund of the Bookkeeper.

Personal Property

The diocesan office does not assume any responsibility for loss or damage to personal property of any employee. Caution should be exercised when leaving your work area to safeguard your personal property. When leaving your office for an extended period of time use good judgment in locking your office door during your absence.

Personal Use of Diocesan Office Property

If you want to use diocesan office equipment during or after work hours for personal benefit, you must have the approval of the Director of Administration. You understand and agree that the diocesan office is not liable for personal injury incurred during the use of diocesan office property for personal use. As a diocesan office employee, you accept full responsibility for any and all liabilities for injuries or losses which occur, or for the malfunction of equipment. You are responsible for returning the equipment in good condition, and you agree that you are required to pay for any damages that occur while using the equipment or tools for personal use. Failure to return equipment will result in the value of the item being charged against your paycheck and you may be subject to disciplinary action for theft.

Property & Equipment Care

It is your responsibility to learn to operate properly the equipment you need to perform your job duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and the diocesan office. If you find that a machine is malfunctioning or in any way appears unsafe, please notify the Director of Administration immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate equipment you deem unsafe, nor should you adjust or modify the safeguards provided on the equipment.

References

The diocesan office does not respond to oral requests for references. All requests for references from the diocesan office must be in writing and on company letterhead. In the event you leave the employ of the diocesan office we may be able to provide references to potential employers, depending upon the circumstances. However, you must first sign a “reference release” waiver,

allowing us to release reference information beyond merely confirming that you worked at the diocesan office for a specific period of time and your position.

As an employee, do not under any circumstances respond to any requests for information regarding another employee. If you receive a request for a reference, you should forward the request to the Director of Administration.

Return of Diocesan Office Property

Any diocesan office property issued to you, such as computer equipment, must be returned to the diocesan office at the time of your resignation or dismissal, or whenever it is requested by the Director of Administration. You are responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from your final paycheck, and you may be required to sign a wage deduction authorization for this purpose.

Safety Rules

Safety is to be given primary importance in every aspect of planning and performing all diocesan office activities. We want to protect you against injury and illness, as well as minimize the potential loss to the diocesan office.

Below are some general safety rules. The Director of Administration, Assistant Bishop or Canon to the Ordinary may post other safety procedures in other areas of the office.

- Avoid overloading electrical outlets with too many appliances or machines.
- Use flammable items, such as cleaning fluids, with caution.
- Walk -- don't run.
- Report to your manager if you or a co-worker becomes ill or is injured.
- Ask for assistance when lifting heavy objects or moving heavy furniture.
- Keep cabinet doors and file and desk drawers closed when not in use.
- Start work on any machine only after safety procedures and requirements have been explained (and you understand them).
- Keep your work area clean and orderly, and the aisles clear.
- Stack materials only to safe heights.
- Watch out for the safety of fellow employees.
- Use the right equipment for the job, and use it correctly.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

Security

Maintaining the security of the diocesan office is every employee's responsibility. Develop habits that ensure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave the diocesan office's premises make sure that all entrances are properly locked and secured.

Seniority

Some of your benefits are determined by seniority. You must complete an Introductory Period when you are hired. During this period, you carry no seniority rights. If you are retained after the Introductory Period, you will be credited with seniority. Your seniority will reflect your length of employment beginning on the date on which you began work (anniversary date).

Smoking

Smoking is prohibited in all areas of Allegheny Center including the diocesan offices.

Solicitations & Distributions

Solicitation for any cause during working time and in working areas must be approved by the Director of Administration, Canon to the Ordinary, Assistant Bishop or the Bishop. Persons not employed by the diocesan office are prohibited from soliciting or distributing literature on diocesan office property.

Substance Abuse

The diocesan office is committed to providing its employees with a safe workplace. You are expected to be in suitable mental and physical condition while at work, allowing you to perform your job effectively and safely. Whenever use or abuse of any mood altering substance (such as alcohol or other drugs) interferes with a safe workplace, appropriate action will be taken. The possession, sale or use of mood altering substances at the workplace, or coming to work under the influence of such substances shall be a violation of safe work practices and will be subject to disciplinary action, including possible dismissal.

The diocesan office has established the following guidelines with regard to use, possession or sale of alcohol or drugs:

- The diocesan office will maintain pre-employment screening practices designed to prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs or alcohol indicates a potential for impaired or unsafe job performance.
- The manufacture, possession, use, distribution, sale, purchase, or transfer of, or being under the influence of, alcohol or illegal drugs is strictly prohibited while on the diocesan office premises or while performing diocesan office business.
- Employees will not be permitted to work while under the influence of drugs or alcohol. Individuals who appear to be unfit for duty may be subject to a medical evaluation which may include drug or alcohol screening. Refusal to comply with a fitness-for-duty evaluation may result in disciplinary action up to and including discharge.
- Employees undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their duties are required to report this treatment to the Director of Administration.

The diocesan office recognizes that alcoholism and drug abuse are forms of illness that are treatable. No employee shall have their job security threatened by seeking of assistance for a substance abuse problem. The same consideration for referral and treatment that is afforded to other employees having illnesses unrelated to substance abuse shall extend to them.

- Every effort shall be made to provide an early identification of a substance abuser, to work with and assist the employee in seeking and obtaining treatment without undue delay.
- Early identification of the substance abuser shall be based upon job performance and related criteria, as well as resulting impairment on his job. An employee who voluntarily seeks treatment for a substance abuse problem which requires a leave of absence for treatment shall be granted such leave of absence and further shall be eligible for benefits under the specifications of the existing insurance policy.

Nothing in this policy shall be construed to interfere with the diocese responsibility to maintain a safe and secure work environment for its employees or from invoking such disciplinary actions as may be deemed appropriate for actions of misconduct by virtue of their having arisen out of the use or abuse of alcohol or drugs or both.

Suggestions

We encourage all employees to bring forward their suggestions and good ideas about how our diocesan office can be made a better place to work and our service to the parishes, organizations and individuals we serve. When you see an opportunity for improvement, please talk it over with the Director of Administration or your immediate supervisor.

Theft

Internal theft is a serious problem for many organizations. Although taking small items of the diocesan office property may seem inconsequential, the cumulative effect can be material. Losses from theft affect our operations and credibility. Property theft of any type will not be tolerated by the diocesan office. We consider property theft to be the unauthorized use of diocesan office services or facilities or the taking of any diocesan office property for personal use.

Employees violating this policy will be subjected to discipline up to and including dismissal and prosecution.

Traffic Violations

If you are authorized to operate a diocesan office vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job duties, you will be considered solely responsible for any accidents, fines or traffic violations incurred.

Use of Diocesan Office Vehicle

If you are authorized to use a diocesan office vehicle for diocesan office business, you must adhere to the following rules:

- You must be a licensed driver.
- You must maintain accurate monthly mileage reports.
- You are responsible for following all the manufacturer's recommended maintenance schedules to maintain valid warranties, and for following the manufacturer's recommended oil change schedule.
- You are responsible for paying any moving violation tickets. Also, please park appropriately -- parking violations will not be paid by the diocesan office.

- You must keep the vehicle clean at all times, and washed and vacuumed as often as necessary. You will be reimbursed for your reasonable expense of keeping the vehicle clean. Please retain receipt for reimbursement.
- You must not allow unauthorized persons to operate or ride in a diocesan office vehicle.

Violations of Policies

You are expected to abide by the policies in this Manual. Failure to do so will lead to appropriate disciplinary action up to and including dismissal. A written record of all policy violations will be maintained in each individual's personnel file.