Mission Statement
Archdiocese Of Los Angeles

We, the People of God of the Archdiocese of Los Angeles, humbly accept our mission to continue the redemptive work of Jesus Christ. Baptized into the Body of Christ, confirmed in the Holy Spirit, and nourished by the Word and Eucharist, we share Christ's mission of priest, prophet, and servant. We affirm our oneness with the Catholic Church throughout the world, in communion with our Holy Father. With the pastoral leadership of our Archbishop, we collaborate in varied ways to live and proclaim the Gospel. Christ announced the reign of God. As Church, we are the instrument of this reign in the world. We commit ourselves to build a community of faith and love. With Christ, we bring good news to the poor. We commit ourselves to eliminate the many faces of poverty in our midst—physical, spiritual and moral. With Christ, we uphold the dignity of human life. We commit ourselves to cherish each person and to be faithful stewards of all God's creation. With Christ, we affirm the bonds that unite us. We commit ourselves to remove the barriers that divide people in the large, complex and multicultural society of Southern California. We dedicate our parish communities, and our schools, institutions, ministries, and organizations to fulfill this mission under the loving patronage of Mary, Queen of the Angels.
Statement Of Commitment To Core Values

Dedicated to our mission and recognizing the special pastoral administrative roles we fulfill in the service of the people of God, we, the lay employees, priests and religious of St. Raphael Church commit ourselves to live and reflect core values that emanate from and further that mission. These values are:

- Service to others
- Christian dignity and respect
- Commitment to community
- Collaboration in ministry

The essence of our work is service to each other and to our parishioners. That service is rooted in the gospel model of servant leadership.

Christian dignity and mutual respect are the values that characterize our personal relationships and working environment. Our professional relationships must reflect our belief that we are called to love one another.

*I give you a new commandment: Love one another.*

*As I have loved you, so you also should love one another.*

Jn. 13:35.

Our ministry is blessed and strengthened by a community and personal prayer life as well as social activities that promote unity and morale among us. A dedication to continuous development of Christian community requires that the overall good of the community takes precedence over the personal goals and ambitions of individuals.

We serve in an environment that requires and promotes good interpersonal relations and collaboration with other employees within St. Raphael Church as well as parishes and organizations throughout the Archdiocese. Such a cooperative environment breaks down the barriers that divide individuals and departments and encourages a unity of purpose throughout the organization.
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Introduction

Welcome to St. Raphael Church.

We are pleased to have you join us in service to the Church. In accord with our respect for the dignity and worth of each individual, we recognize that our co-workers, whether priests, religious or laity, work in a collaborative way to carry out the mission of the Church. Those who work within the Church are called, in a special way, to develop that family spirit which motivates a person to render loyal, generous and efficient service for the honor and glory of God.

Aware that all persons have been endowed with God-given gifts which contribute to the mission of the Church, we try to affirm each person’s dignity through personal recognition and through appropriate compensation for services performed. We strive to treat everyone according to Christian principles of justice and charity. To this end, we encourage personal and professional growth, open communication, team work, and a respectful and supportive attitude toward all.

In turn, we expect all priests, sisters, brothers, and lay persons who serve in the parish offices to strive for excellence in performance and to adhere to professional standards. We wish you to join us in fostering a spirit of teamwork and a feeling of participation to balance the goals of meeting parish objectives and enhancing individual potential.

This handbook is a general guide, providing brief explanations of various policies and procedures that apply to you. The parish reserves the right to interpret and change all policies in this handbook. Further information is available through your supervisor/Pastor/Parish Life Director.

We hope that you will enjoy serving others in the Christian spirit of love and generosity. We will be able to achieve our mission and goals only through your cooperation and quality of service.
Employment Policy

Employment
St. Raphael Church treats all parish employees equally based on merit, competence, and qualifications, without being influenced by race, color, sex, age, marital status, medical condition, national origin, handicap or veteran status. This applies to hiring, promotion, transfer and termination. The parish reserves the right to be the sole judge of merit, competence and qualifications and can favor Catholic applicants and co-workers in all employment decisions.

The parish utilizes job-related criteria in making employment selection decisions. Selection criteria are based on the specific applicant's job skills relative to the minimum qualifications and responsibilities of the job vacancy for which the applicant has applied. Drug screening may be used.

The parish makes every effort to hire new employees into positions that will use their abilities most effectively and meet the needs of the parish.

Our employer-employee relationship is known as "employment at will" where either the employee or the parish can terminate the employment relationship at any time for any reason. That is, this relationship implies no guaranteed or contractual obligation unless specified otherwise in a written employment contract.

Job Posting
Openings for regular full-time or part-time positions are posted in the Parish Office.

Employment Of Relatives
If an immediate family member (spouse, parent, spouse's parent, son, daughter, brother, sister, grandparent, spouse's grandparent) is also employed by the parish, employment is not restricted unless there would be a conflict of interest. This could happen when one supervises the other or when one monitors and/or audits the work of the other.

Bonding
Bonding is required for certain individuals hired into positions with financial responsibility. Job offers to these individuals are subject to satisfactory acceptance by the bonding company.

Immigration Reform And Control Act Of 1986
In compliance with federal immigration laws, the parish only hires workers who are and continue to be eligible to work in the United States. All employees hired after November 6, 1986 are required, as a condition of employment, to document this eligibility by completing the Employment Eligibility Verification form (I-9).

Staff Categories
The staff of the parish includes all men and women religious, priests and lay employees serving the parish through performance of specific job duties. Only the lay staff are categorized as employees. The following categories are used when determining eligibility for certain benefits:
Introductory Employees
All new regular full-time and part-time employees and/or those transferred or promoted to a new position have an introductory period of 90 calendar days. An extension of one to three months may be granted if the supervisor/Pastor/Parish Life Director needs more time to evaluate the employee's performance. Some positions may require a longer introductory period due to the nature of the responsibilities involved.

The purpose of the introductory period is to assess performance and ability to carry out position requirements. It also enables both the employee and supervisor/Pastor/Parish Life Director to determine whether continued employment is desired.

Regular Full-Time Employees
Regular full-time employees are scheduled to work at least 35 hours per week, have satisfactorily completed the introductory period, and are eligible for all applicable employee benefits.

Regular Part-Time Employees
Regular part-time employees are scheduled to work at least 20 hours, but fewer than 35 hours per week, and have satisfactorily completed the introductory period. Regular part-time employees are entitled to applicable benefits according to plan provisions, but must work at least 30 hours per week to be eligible for medical, dental and vision insurance.

Other Part-Time Employees
Other part-time employees work fewer than 20 hours per week or do not work on a regular, ongoing basis. They are eligible only for those benefits required by law, such as Workers' Compensation and Social Security.

Temporary Employees
A temporary employee is normally hired to work for a specific period to fill in for an absent employee, to perform a specific short-term task or project, or to assist in heavy workload situations.

Temporary employees are not eligible for benefits except as required by law. If a temporary employee is contracted through a temporary agency, the agency bears full responsibility for all benefits, including those required by law.

The hire date of temporary employees subsequently hired on a regular basis will be the date they actually begin continuous work as a regular employee.

Rehired Employees
Employees who were employed as regular full-time employees and are rehired within 1 year (12 months) after termination will be eligible for reinstatement of the vacation accrual level they had upon their termination. However, rehired employees will be given a new hire date.

Priests and Religious
Diocesan priests and religious are not considered employees of the parish. Religious compensation and benefits are governed by the archdiocesan contract for Religious; compensation and benefits for diocesan priests are determined according to the Priests’ Personel Policy. For this reason, policies about employee compensation, salary administration, and benefits do not apply to diocesan priests and religious.
Exemption Status

Wages, hours and working conditions are governed by state and federal laws. Laws governing overtime pay establish two types of exemption status: nonexempt and exempt. Nonexempt employees are not exempt from overtime provisions of the law. Exempt employees are exempt from overtime provisions.

Nonexempt Employees

Nonexempt employees include all regular employees who are entitled to premium pay for working more than 40 hours in a work week or eight hours in a work day. These employees include clerical, secretarial, maintenance, janitorial and other workers. For more information, please see "Overtime" in Salary Administration section.

Exempt Employees

Exempt employees include those employees in professional, managerial, and administrative positions not entitled to overtime premium pay. The exemption status is based on the employee's duties and responsibilities in accordance with federal and state laws. Exempt employees are not subject to the wage and hour provisions of the Federal Fair Labor Standards Act or any applicable state laws.

Exempt employees are paid their salary for any week in which they perform work, regardless of number of hours or days worked. It is understood that the nature of their jobs will sometimes require exempt employees to work more than 35 hours a week.

Orientation/Training

Orientation and training programs are conducted to acquaint staff members with the Archdiocese and the parish, help learn assigned jobs, and develop skills required for effective job performance.

Personnel Records

The parish maintains personnel records including each employee’s application, resume, pre-employment forms, and all major documents on employment, salary, absences, insurance and performance.

Employee Review of Personnel File

In accordance with state law, an employee may review his or her personnel file. However, employees should make a written request first. Personnel files may not be removed from the Parish Office.

References/Verification of Employment

The parish respects employees’ privacy and strives to ensure that confidential information is not improperly released either within the parish or to external sources. All requests for reference or credit checks, employment and salary histories, home addresses and telephone numbers, location of employees not at work, or any other confidential matters must be referred to the Pastor, Pastoral Associate, or Business Manager. Only dates of employment and job title will be provided, unless the employee gives written authorization to release additional information or a subpoena for records has been issued.
Change of Employee Information
Employees are responsible for informing their supervisors/Pastor/Parish Life Director of any changes in name, address, telephone number, social security number, or marital status.

Working Conditions

Regular Work Week And Hours
The regular parish work week extends Monday through Friday. General office hours are from 8:00 a.m. to 5:00 p.m. Most non-exempt employees are scheduled to work 40 hours each week, with a normal work day of eight hours and an unpaid lunch period of 60 minutes. It is understood that the nature of their jobs may require exempt employees to work more than 40 hours a week to get the job done.

Lunch And Rest Periods
Lunch and rest periods are intended to give staff a break from job responsibilities. For this reason, it is best to enjoy them away from the work area. Nonexempt employees are not permitted to work during the lunch period. Nonexempt employees are actually required by law to take a minimum lunch break of 30 minutes and are entitled to two rest periods of at least 10 minutes each.

Employees working less than six hours per day do not have to take a lunch break, if the supervisor/Pastor/Parish Life Director and employee agree.

Two 15 minute rest periods and a 60 minute lunch are provided each day for nonexempt employees. Supervisors/Pastor/Parish Life Director are responsible for scheduling these rest periods in mid-morning and mid-afternoon. Rest periods cannot be used to take an extended lunch or to leave early.

Personal Appearance
Parish employees represent the Church and should therefore dress and groom accordingly. It is expected that employees will be neat and clean in appearance. Professional and conservative business attire is appropriate in office areas. Employees should check with their supervisor/Pastor/Parish Life Director for clarification about what is appropriate appearance in the work area.

Personal Advantage/Conflict Of Interest
Employment by the parish carries with it a responsibility to act in an ethical manner. Employees are expected to refrain from any transaction where their own interests may conflict with those of the parish. More specifically, employees cannot accept, offer or endorse any payment or gift, unless it is in the normal course of business following open, legal and authorized procedures. These rules do not, of course, include birthday or Christmas remembrances, business luncheons, and other gifts of nominal value.

Other Employment
Parish employees are not prohibited from other employment outside regular working hours as long as they do not use their positions or relationships within the parish to obtain that employment. This employment must not adversely affect employees’ work for the parish or present a conflict of interest.
**Solicitation And Distribution Policy**

The Archdiocese prohibits outside persons as well as employees from making solicitations and/or distributing materials without authorization by the Pastor/Parish Life Director.

**Electronic Communications Policy**

St. Raphael Church electronic communications systems include, but are not limited to, electronic mail, voice mail, facsimiles, computers, the Intranet, the Internet, and the World Wide Web. All users of parish communications systems must comply with this policy.

All parish systems, all information stored on them, and all work performed on them, are parish property.

Parish systems are to be used solely to conduct parish business, not personal business.

Communications on parish systems are not private, and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide employees with personal privacy. In each department, all passwords should be on record with the department head.

The parish reserves the right to monitor, access, retrieve, read, and disclose all messages created, sent, received, or stored on parish systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.

Staff members should use care in creating e-mail messages. The contents of e-mail cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a back-up system, be restored, be printed out, or may have been forwarded to someone else without its creator’s knowledge.

As with paper records, proper care should be taken in creating and retaining electronic records, which can affect the reputation of the parish which the parish may some day have to produce in connection with a lawsuit.

All postings to “All Employees,” the Intranet, or the World Wide Web must be approved by the Pastor/Parish Life Director or their designee.

Any files downloaded from the Internet and any computed disks received from non-parish sources must be scanned with virus detection software. Immediately report any viruses, tampering or other system breaches to the Pastor/Parish Life Director.

Users of electronic communication systems may not:

Post or distribute communications which may contain content that a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, or derogatory, including, but not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, political beliefs or disability;

Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which staff member does not have access rights;

Damage, alter, disrupt, or gain unauthorized access to computers or other systems;
Enable unauthorized persons to access or use parish systems, provide access to confidential information, or otherwise jeopardize the security of parish electronic communications systems (e.g., by unauthorized use or disclosure of passwords).

Transmit confidential, proprietary, or sensitive information.

Introduce a virus, attempt to breach system security or tamper with a parish system.

Violations of this policy including breaches of confidentiality or security, may result in suspension of electronic communication privileges and disciplinary action up to and including termination.

**Personal Telephone Calls**

The telephones are available during work hours to communicate with the public and parish associates. Personal calls, when necessary, should be kept to a minimum and limited primarily to emergencies.

**Safety And Health**

The safety and health of all employees is a vital concern to the parish. Accordingly, employees are not required to work at jobs known to be unsafe, unhealthy, or possibly hazardous. Employees who believe their work environment is hazardous or unhealthy should report it immediately to their supervisors/Pastor/Parish Life Director. All employees are expected to comply with safety rules and regulations.

**Injury On The Job**

Each employee is responsible for individual safety. Each employee is obligated to report promptly to the supervisor/Pastor/Parish Life Director any accident or injury even if the injury does not appear to be serious. If the injured employee requires medical attention, the supervisor should arrange to send the employee to the nearest medical panel facility designated by the Archdiocese. Pacific Oaks Medical Center is the medical panel facility designated for the parish.

In the event of an injury on the job, the supervisor/Pastor/Parish Life Director must file the Employer's Report of Industrial Injury form within 5 days, whether or not the injury causes time lost from work or requires medical treatment.

**Employee Activities**

The parish and employee groups occasionally sponsor employee activities or social events. Attendance is usually voluntary. Employees will be notified when attendance is required.

**Harassment**

St. Raphael Church strives to create a work environment where all persons treat each other with dignity, charity, and respect in accord with Christian principles and the social teachings of the Church. Therefore, St. Raphael Church is committed to provide a work environment that is free from harassment in any form. Harassment of any person working for the parish by any lay employee, religious or priest ("Person") is prohibited. Allegations of harassment will be treated seriously and will be reviewed and investigated in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including discharge.
Persons found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including discharge.

**Verbal Harassment**
Derogatory comments and jokes; threatening words spoken to another Person;

**Physical Harassment**
Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement;

**Visual Harassment**
Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures;

**Sexual Harassment**
Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Specific examples of sexual harassment include, but are not limited to:

- Making unsolicited sexual advances and propositions;
- Using sexually degrading words to describe an individual or an individual's body;
- Displaying sexually suggestive objects or pictures;
- Telling inappropriate or sexually related jokes;
- Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances; and
- Offering favors of employment benefits, such as promotions, favorable performance evaluations, favorably assigned duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

It is the responsibility of the Pastor/Parish Life Director to:

- Implement this policy through regular meetings with all supervisory personnel ensuring that they understand the policy and its importance;
- Make all employees, religious and priests aware of this policy and the commitment of the parish toward its strict enforcement;
- Remain watchful for conditions that create or may lead to a hostile or offensive work environment;
• Establish practices designed to create a work environment free from discrimination, intimidation, or harassment.

It is the responsibility of each Person to:

• Conduct himself or herself in a manner which contributes to a positive work environment;
• Avoid any activity that may be considered discriminatory, intimidating, or harassing;
• Immediately inform anyone harassing him or her that the behavior is offensive and unwelcome;
• Report all incidents of discrimination or harassment to his/her supervisor, or, if not the supervisor, to the next higher level of management or the Pastor/Parish Life Director;
• If informed he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

Complaint Filing and Investigation Procedures
The following procedures must be followed for filing and investigating a harassment claim:

• The employee, religious, or priest ("Person") should first tell the individual causing the harassment that the conduct is offensive and must stop.
• If the objectionable behavior does not cease immediately, the Person must report the harassment to his or her immediate supervisor.
• If the Person is not comfortable or able to approach the alleged harasser, he or she should report the harassment to his or her immediate supervisor.
• If the complaint is against the Person's immediate supervisor, the Person must report the harassment to the next higher supervisor or Pastor/Parish Life Director.
• Directors or supervisors who either believe or who have been told that harassment is occurring between Persons in their departments are required to report any such harassment promptly to the Pastor/Parish Life Director.

The Person alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.

The investigation by the Pastor/Parish Life Director will include a meeting with the Person alleged to have harassed, sharing with that Person the nature of the allegations as well as the name of the Person bringing the allegations. If appropriate, the alleged harasser will be placed on paid administrative leave during the course of the investigation.

Once the facts of the case have been gathered, the Pastor/Parish Life Director will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.

If the complaint is against a non-employee such as a parent, parishioner, volunteer or vendor, the Pastor/Parish Life Director will take steps within his power, to investigate and eliminate the problem.
Personal Visitors
The parish is a place of business. Therefore, staff members should refrain from having personal visitors during work hours.

The parish respects parent employees and their love for their children. However, it is difficult for employees to complete their responsibilities and duties when they also need to keep a watchful eye on minor children under their care. Parents are expected to make other arrangements for the care of children during work hours and should not have their children with them at the work place.

Volunteers
Under the California Labor Code volunteers are not covered under workers' compensation insurance while performing services for non-profit organizations as they are not considered employees. Discretion should be used in determining tasks assigned to volunteers. Many volunteers may not be experienced in the jobs they are asked to perform, which increases the risk of accidents.

Volunteers should avoid strenuous labor, lifting, hoisting and tree trimming activities. Volunteers should not be utilized in working above ground level, including ladders, scaffolding, platforms or lifts. They should use water based paint only and should not use "airless" spray guns. Only experts should be involved in electrical repairs and use of hand and power tools.

Reassignment
The parish, at its discretion, may reassign an employee to another position for which the employee is qualified.

Computer Software Policy
It is the policy of the parish to comply with computer software publishers' license agreements. Specifically, when software is purchased, one copy may be made for backup purposes only, but no additional copies may be made without the copyright owner's expressed permission.

Non-Smoking Policy
Smoking is prohibited at all times within the parish offices.

Substance Abuse
The parish recognizes a responsibility to help provide a safe and productive work environment for all employees. The parish has a particular concern about substance abuse since it can jeopardize the health and safety of our employee, co-workers, and the public; impair the reputation of the parish and its employees; and affect an employee's productivity and efficiency.

Alcohol
The possession, consumption, purchase or sale of alcohol on parish premises is prohibited. Furthermore, no employee shall be under the influence of alcohol while on parish premises or while performing parish business off parish premises. Any exception to this policy for special situations (e.g. special celebrations, social occasions, etc.) must be approved in advance by the Pastor/Parish Life Director.
Legal Drugs
Legal drugs are those prescribed or over-the-counter drugs which are legally obtained by the employee and used for the purpose for which they were prescribed and sold. Caution should be taken because even such legal drugs may affect the safety of the employee, co-workers, or members of the public.

Illegal Drugs
The use, purchase, sale, transfer, possession, or being under the influence of an illegal drug by any employee is prohibited and cause for immediate termination. "Illegal drugs" are drugs or controlled substances which are (1) not legally obtainable or (2) legally obtainable, but not obtained in a lawful manner. Examples include marijuana, cocaine, and prescription drugs which were not lawfully obtained.

Violation of Policy
Any violation of this policy will be grounds for disciplinary action, up to and including termination.

Employee Communications
Because the parish complies with federal and state posting requirements, a bulletin board in a central, conspicuous place in the Parish Office displays these documents. Notices from management as well as employee activity information are also posted. Other special announcements related to personnel issues are distributed as appropriate.
Salary Administration And Compensation

The parish seeks to provide just salaries within its available financial resources.

Salary Structure

The parish salary structure consists of salary grades which refer to specific corresponding salary ranges.

The salary structure is reviewed annually and adjusted as necessary within the financial resources available to the parish.

The salary ranges have been established for employees with differing levels of performance and experience. Each range has a designated minimum, midpoint and maximum.

Hiring Rates

At the time of hire, an employee’s salary is normally placed between the minimum and mid-point of the salary range depending on education and prior experience. The Pastor/Parish Life Director is responsible for establishing the salary with a prospective employee.

Performance Appraisals

The parish expects all persons to strive for excellence in performance and to adhere to professional workplace standards. Therefore, the parish uses a performance appraisal process designed to help employees and supervisors/Pastor/Parish Life Director document performance and achievements.

Job performance is normally evaluated by an employee’s supervisor/Pastor/Parish Life Director at the conclusion of the ninety-day introductory period. In certain instances the introductory period may be extended to six months. After that, the employee will be evaluated at regular intervals.

This formal performance appraisal process serves to:

- Document performance in relation to reasonable job expectations and standards;
- Determine how the employee might improve work performance;
- Evaluate career opportunity and development;
- Achieve a closer working relationship between the employee and supervisor/department head;
- Set goals and timetables for projects supporting the mission statement values.

Special performance appraisals may be conducted at any time, as circumstances warrant.

Salary Increases

To stimulate and reward good performance, every employee’s salary is reviewed annually. However, this does not mean salary adjustments are automatic. The Pastor/Parish Life Director, based on budgetary requirements, determines if any salary increases can be given. The Pastor/Parish Life Director establishes guidelines for salary increases. The guidelines vary from year to year depending on budget requirements and the economy. An employee is eligible for an increase only if the overall rating on their performance appraisal is "Meets Expectations" or better.
Approved salary increases, determined by the parish, are effective at the beginning of the first pay period of each fiscal year (July).

When an increase is not granted, the supervisor/Pastor/Parish Life Director informs the employee of the reason and indicates whether an increase will be considered later.

**Promotions**

The Parish wishes to make the fullest possible use of our employees' skills and provides opportunities for promotion. For this reason, present employees will be considered in filling vacancies, based upon their qualifications, ability, past performance ratings, and current performance level.

A promotion is defined as moving from one position to another position in a higher salary grade.

An employee must have attained regular status and worked in his/her position for six months to be eligible for a promotion.

Employees with unsatisfactory service during this introductory period are offered the first available position in their former job classification at the former pay level. If no suitable position is available, the employee will be terminated.

Employees promoted to positions with higher responsibility are eligible for a salary increase. The increase amount is determined by the individual's qualifications for the new position, but will bring the salary to at least the new range minimum and comply with the employment procedures distributed by the Pastor/Parish Life Director.

**Transfers**

A transfer is defined as moving from one position to another in the same salary range. Ordinarily, an employee should be in a position for at least six months before applying for a transfer.

Transferred employees are considered introductory employees, and their performance is normally evaluated at the end of the introductory period to determine regular status in the new job.

Employees who transfer to a position in the same salary grade are not considered for salary increase.

All transfers require the approval of the Pastor/Parish Life Director.

**Job Evaluation**

Employees who believe that their positions are not placed in the appropriate grade may ask their supervisors to investigate and report back concerning how their positions fit into the overall system of grades. Supervisors are authorized to request job evaluation for any position which appears to be incorrectly classified.

Employees in positions which are reclassified to a higher grade will not normally receive a pay increase unless their current rate is below the one-third point in the new pay range.

Job descriptions developed for each position in the organization are the basis of job evaluation. Job descriptions summarize the basic purpose, organizational reporting relationships, essential duties and responsibilities, minimum qualifications, and other information about each position. Job descriptions are not designed to cover every task or responsibility assigned, and hence they do not limit the supervisor's right to assign additional duties as needed.
Job descriptions should be reviewed for accuracy when positions are being filled, whenever significant changes in duties occur and when employee performance appraisals are conducted. Employees are encouraged to review and suggest changes to their job descriptions. The Pastor/Parish Life Director determines what duties are assigned each specific position. The Pastor/Parish Life Director reserves the right to transfer duties from one position to another, as well as to transfer positions to preserve the effectiveness of the organization.

**Time Records**

The Parish maintains time records for all non-exempt employees in accordance with federal and state wage and hour laws. For payroll purposes, all lay employees (exempt and non-exempt) are required to submit time sheets to record time worked as well as paid absences.

Supervisors/Pastors/Parish Life Directors review time sheets to assure accuracy and make any necessary changes. If a change is made, the employee will be informed.

Non-exempt employees may not start work early or work past scheduled hours without prior written approval of the supervisor/Pastor/Parish Life Director.

**Overtime**

The following policies are designed to control and compensate overtime work hours for non-exempt employees. Exempt employees are not entitled to overtime pay.

Normally, overtime will be approved in writing in advance by the supervisor/Pastor/Parish Life Director.

After working more than eight hours, up to and including 12 hours in one work day, or after working more than 40 hours in a week, the employee will receive premium wages of time and one-half their regular hourly rate. For all time worked over 12 hours in one work day, the employee will receive premium wages of double the regular hourly rate.

Paid or unpaid absence from work (e.g. holiday, vacation, sick leave) does not count for the computation of overtime hours in the work week.

**Payday**

All parish lay employees are paid bi-weekly.

Each employee is required to complete a time sheet and submit it to the supervisor/Pastor/Parish Life Director according to the pay period schedule distributed at the beginning of each calendar year and included in the orientation packet.

It is each employee’s responsibility to report any suspected error in his/her paycheck to their supervisor/Pastor/Parish Life Director immediately.

**Salary Advances**

The parish does not grant salary advances unless the pay day falls during an employee’s vacation period.

**Paycheck Deductions**

Certain deductions are made from each employee’s paycheck each period and are itemized on the paycheck stub. The two standard deductions are federal and state income taxes. Federal and state
deductions vary with the number of exemptions claimed. Another required federal tax deduction is Social Security (FICA). The Federal Insurance Contributions Act requires that a specified percent up to an annual limit be deducted from an employee's gross salary for social security benefits. This is sent to the federal government with a matching amount paid by the Archdiocese on the employee’s behalf.

Employees may authorize voluntary deductions from their paychecks, such as medical/dental insurance, disability insurance, and so forth.

Garnishments
All employees should meet financial obligations promptly so creditors will not have to ask the parish to assist in collecting payments. However, if garnishments or similar proceedings are ordered by the IRS or other similar government agencies, the parish will deduct the amount required by those legal documents.

Miscellaneous Business Expense Reimbursement
Staff will be reimbursed for meals, lodging, hotel and air fare expenses incurred while on parish business. Authorization must be obtained in writing before any expenses are incurred for which reimbursement is expected.

The parish will pay for job-related classes or workshops and conferences approved in advance by the Pastor/Parish Life Director.

Finally, the parish will pay for personal and/or professional memberships required by the parish. All other personal and/or professional fees are paid by the employee.
Leave Of Absence

Family And Medical Leave
Family and Medical Leave is a leave of absence, taken without salary or wages, for the birth of a child; care of a mentally or physically impaired child over 18; the placement of a child with the employee for adoption or foster care; to care for a parent, child or spouse who has a serious health condition; or for a serious health condition that makes the employee unable to perform his or her job. A serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital or continuing treatment by a health care provider.

Eligibility
Regular full-time and regular part-time employees who have been employed by the parish at least 12 months are eligible for family and medical leave. However, employees are eligible for maternity leave at any time after date of hire.

Eligibility for family leave for the birth of a child, adoption or placement of a foster child expires 12 months from the birth, adoption or placement date.

Maximum Length of Leave
The maximum length of family and medical care leave is four months of leave within any 12 month period.

Family care leave shall be no more than three months when taken in conjunction with four months pregnancy disability leave. After she completes her pregnancy disability leave, a woman may request family and medical leave to stay home and care for the child. The law allows her to take a maximum of three months family and medical leave in addition to the four months pregnancy disability leave already taken. Pregnancy disability leave must be certified by a physician's note.

Spouses who are both employed by the parish are limited to a total of four months family leave for the birth, adoption or foster care of a child, or to care for a seriously ill parent.

Intermittent or reduced leave is permitted if medically necessary for serious health condition of parent, child, spouse or self as certified by a physician. Only the amount of time the employee takes off can be counted as family leave. An employee on a reduced leave may be transferred temporarily to a different job, with equivalent pay and benefits, that would better accommodate recurring periods of leave.

The length of the leave is determined and certified in writing by a physician and is not to exceed four months. The employee is required to inform his or her supervisor of the status of the leave and any changes in the expected date of return. The supervisor should notify the Pastor/Parish Life Director of any changes in the employee's return date. Employees not returning to work on the date in the physician's release may be considered to have voluntarily resigned unless other arrangements have previously been made.

Procedure to Request Leave
Complete Leave of Absence Request form and submit to your supervisor/Pastor/Parish Life Director for approval at least 30 days in advance of foreseeable leave (i.e., birth of child, adoption) or with as much advance notice as is practicable. Send copies to your supervisor/Pastor/Parish Life Director.
For leave to care for an ill parent, spouse, child or self, provide a written statement from the physician certifying:

- The date on which the serious health condition commenced;
- The duration of condition;
- Appropriate medical facts;
- That the employee is needed to care for the seriously ill individual; or that the employee is unable to perform the functions of the position;

An estimate of amount of time employee is needed to care for the family member.

**Benefits**

While on family and medical leave, an employee's group insurance coverage will continue at the employee’s regular premium cost for a period of four months. The employee is responsible for making these payments to the parish.

According to the Consolidated Omnibus Reconciliation Act (COBRA) if the employee is still disabled or does not return to work after four months, he or she may continue their medical insurance for 18 months, but is responsible for the cost of the entire premium plus an administrative fee. Premium payments must be mailed directly to the health insurance administrators.

Although family and medical leave is unpaid, employees may apply any accrued vacation or sick time, where applicable, during a family care leave.

**Reemployment**

Employees on family or medical leave of four months are assured of reinstatement to their former positions or to jobs of like status and pay upon return to work. Employees absent more than four months cannot be assured of return to their positions or similar jobs and may be terminated.

The maximum time normally granted for a medical or family leave is four months. Under exceptional circumstances, the Pastor/Parish Life Director may approve written requests for medical leave extension. The feasibility of continuing employment is based on parish needs and budget constraints.

**Personal Leave**

A Personal Leave is an unpaid leave for personal reasons and requires written approval of the Pastor/Parish Life Director.

Since personal leave is limited, the employee is assured of reinstatement to the former or similar position only if he or she returns to work within 60 calendar days.

**Maximum Length of Leave**

The maximum length of a personal leave is four months. The parish may consider granting a maximum of 12 months for educational purposes.

**Payment of Insurance Premiums**

The employee may continue insurance coverage while on approved personal leave of less than four months but is responsible for the entire cost of the premium.
Military Service
The parish provides leaves of absence without pay for all regular full-time or part-time employees who enter military service for active duty.

If you are fulfilling a six-year Reserve obligation, the parish pays the difference between military base pay and your own base pay for two weeks a year. For duty over the paid two weeks, you will be placed on unpaid leave without loss of employment or service time.

Bereavement
If a death occurs in an employee's immediate family (spouse, parent, spouse's parent, son, daughter, brother, sister, grandparent, spouse's grandparent), the employee may take up to three days' absence with pay. If more than three days are required, the employee may request an unpaid personal leave of absence or take earned vacation time.

WORKERS' COMPENSATION LEAVE
Employees of the parish are covered under a self-insured plan approved by the state, which guarantees that work-related injuries or illnesses which cause employees to be unable to work are covered under Workers' Compensation pursuant to the laws of the State of California.

If an employee is injured on the job and a physician certifies that he or she is unable to perform the essential functions of the job, the employee is eligible for a leave of absence equivalent in length and conditions to Family and Medical Leave.

The parish will investigate potential accommodations to determine whether a qualified injured worker can perform the essential functions of the job without creating an undue hardship for the parish or creating a significant risk to the health and safety of the individual or others.
Employee Benefits

The St. Raphael Church provides paid holidays, paid vacations, paid sick leave, and various types of paid and unpaid leaves of absence. A group medical/dental/vision care insurance program, retirement plan, voluntary life insurance program, tax-deferred annuity plan, and parking facilities are also offered to regular full-time and part-time employees. Some benefits available to part-time employees are on a pro-rated basis as outlined in this handbook or determined by individual insurance plan provisions.

Holidays

The parish designates certain national holidays and Good Friday as paid holidays. These paid holidays are determined each year and communicated to all employees at the beginning of each calendar year. A list of these holidays is also posted in the Parish Office.

All regular full-time employees are eligible for paid holiday time. To qualify, employees are required to work the last regularly scheduled work day preceding the holiday and the next regularly scheduled work day immediately following the holiday, unless they are on paid vacation or approved, paid sick time.

Regular, part-time employees scheduled to work at least 20, but fewer than 40, hours per week are paid holiday time based on the hours regularly worked each week.

Employees scheduled to work less than 20 hours per week are not eligible for paid holiday time. Part-time employees scheduled to work on a holiday, who will not receive full salary for that day, may request a change in schedule to ensure no loss of pay.

If a paid holiday falls within an employee’s vacation period, that day is counted as a holiday and not as vacation time.

For working on a designated holiday, non-exempt employees are paid overtime (double time) instead of receiving the time off, while exempt employees receive a day off to be scheduled within 60 days of the holiday at a time acceptable to both the employee and the supervisor or Pastor/Parish Life Director.

If a designated national holiday falls on a Sunday, the parish will normally close the following Monday; if the holiday falls on a Saturday, the parish will normally close the preceding Friday.

Vacation

The parish provides paid vacations for all regular full-time and regular part-time employees for rest and relaxation. Regular full-time employees accrue vacation as follows:

Regular Full-Time employees (40 hours/week) employed for less than five years are eligible for two weeks vacation (80 hours or ten days) and may accrue up to a maximum of 160 hours or 20 days.

Regular Full-Time employees (40 hours/week) employed between five and 15 years are eligible for three weeks vacation (120 hours or 15 days) and may accrue up to a maximum of 240 hours or 30 days.

Regular Full-Time employees (40 hours/week) employed 20 or more years are eligible for four weeks vacation (160 hours or 20 days) and may accrue up to a maximum of 320 hours or 40 days.
**Vacation Accrual Formula**

Total hours allotted for vacation = Accrual per pay period

Total number of pay periods

Example: A regular full-time employee (40 hours/week) who receives three weeks vacation (120 hours) per year and is paid in 26 pay periods accrues 4.615 hours vacation per pay period.

120 hours allotted = 4.615 hours vacation accrued/pay period

26 pay periods

**Vacation Accrual Schedule for 40 Hour/Week Employee**

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Hours Accrued Per Pay Period</th>
<th>Total Hours Accrued/Year</th>
<th>Total Days Accrued/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5</td>
<td>3.077</td>
<td>80</td>
<td>10</td>
</tr>
<tr>
<td>5-15</td>
<td>4.615</td>
<td>120</td>
<td>15</td>
</tr>
<tr>
<td>20</td>
<td>6.154</td>
<td>160</td>
<td>20</td>
</tr>
</tbody>
</table>

Regular part-time employees who work at least 20 hours, but fewer than 40 hours per week, are entitled to paid vacation based upon the number of hours they regularly work each week.

Employees accrue vacation only for hours worked and/or hours for which they are paid. If an employee is on leave of absence and does not receive sick or vacation pay, he or she will not accrue vacation hours.

New regular full-time and part-time employees begin to accrue vacation time upon date of hire and may take vacation after completion of the introductory period.

New employees who transfer directly from another Archdiocesan location to the parish accumulate vacation based on the date of hire at the previous Archdiocesan location. For example, an employee who was employed for five years at another Archdiocesan location before transferring to the parish will be eligible for three weeks vacation, accruing 4.615 hours per pay period.

Vacations may be scheduled any time during the year depending on parish requirements and must be approved by the supervisor/Pastor/Parish Life Director to ensure that the parish is adequately staffed at all times. Written requests must be submitted to the supervisor/Pastor/Parish Life Director at least two weeks before scheduled vacation time.

The maximum amount of vacation an employee may accrue is twice the amount of his/her annual vacation. After reaching the maximum vacation balance, an employee will not accrue any more vacation time until this balance is reduced. It is therefore in the employee’s best interest to take vacation time before reaching this maximum.

If a pay day falls during an employee’s scheduled vacation, the employee may request pay in advance by completing a time sheet for the pay period he or she will be on vacation. The supervisor/Pastor/Parish Life Director must sign the time sheet. The employee should submit the time sheet to Payroll at least one pay period before the vacation. The check will be issued on the payday immediately preceding the employee’s vacation.

Vacation cannot be taken before it has been accrued. An employee cannot be paid instead of taking vacation.

At termination, any accrued, but unused, vacation time is paid at the regular rate.
**Paid Sick Leave**

The parish provides paid sick leave to continue the salary of an employee who is absent from work because of illness. An employee who is unable to report to work because of illness or other related reasons is expected to notify their supervisor/Pastor/Parish Life Director immediately. If an employee cannot personally reach the supervisor/Pastor/Parish Life Director, he or she should contact other designated person(s).

If an employee is absent from work three consecutive working days or longer due to illness or injury, the supervisor/Pastor/Parish Life Director may request written certification of illness or injury from a physician before the employee may return to work.

Regular full-time employees accrue ten days sick leave per year or 5.83 hours per month. Sick leave balance is carried over from the previous year and accrues to a maximum of 30 days. Regular part-time employees who work at least 20, but fewer than 35, hours per week accrue sick leave benefits based upon the number of hours they are regularly scheduled to work each week.

Accrual of sick leave benefits begins from the date of hire. Employees accrue sick leave only for hours worked and/or hours for which they are paid. If an employee is on leave of absence and does not receive sick or vacation pay, he or she will not accrue sick time.

Paid sick leave may also be used for medical appointments that cannot be scheduled outside of work hours or if an immediate family member (dependent child, spouse, dependent parent, and other dependent family member living in the employee’s home) is ill.

**Group Medical, Dental And Vision Insurance**

The Archdiocese offers all eligible parish employees and their families the opportunity to participate in the group medical, dental and vision insurance programs.

Regular employees who work 30 or more hours per week are eligible to participate. A waiver must be signed by an employee who chooses not to participate in this program.

Full details on health insurance benefits can be obtained through the Department of Human Resources/Insurance at the Archdiocesan Catholic Center.

**Cobra: Right To Continuation Of Coverage For Employees On Leave Or After Termination**

**Family and Medical Leave**

While an employee is on family and medical leave, the group insurance coverage will continue at the employee’s regular premium cost for a period up to four months, provided the employee submits a physician’s notification of disability. Group insurance coverage will continue at the employee’s regular premium cost for a maximum of three months family care leave when taken in conjunction with four months pregnancy disability leave. The employee must pay the employee portion of the required insurance premiums while on Family and Medical Leave.

If still disabled after completing the maximum leave period, under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), the employee may continue the insurance for 18 months but is responsible for the cost of the entire premium.
**Personal Leave**
An employee may continue group insurance coverage while on approved personal leave of absence of less than 120 days but is responsible for the cost of the entire premium.

**Termination**
Except in the case of termination for gross misconduct, under COBRA employees are eligible to continue group insurance coverage up to 18 months after termination. During this period, the terminated employee is responsible for the full cost of the premiums plus a small administrative fee.

Further information about continuation of group insurance coverage may be obtained from the Department of Human Resources/Insurance at the Archdiocesan Catholic Center.

**Archdiocesan Behavioral Health Care Program**
Employees enrolled in the medical plans are eligible for the Archdiocesan Behavioral Health Care Program. The program provides confidential assessment and referral for appropriate assistance to employees and family members who are having personal difficulties, such as alcohol or drug abuse, emotional or family problems, etc. Call 1-800-888-2998 for information.

**Short Term And Long Term Disability**
The Archdiocese offers voluntary short term and long term disability insurance plans which cover disabilities due to non-work related illnesses or injuries. All Archdiocesan employees who work 20 or more hours per week are eligible. Employees who elect this coverage pay their premiums through payroll deduction. Full details can be obtained through the Department of Human Resources/Insurance at the Archdiocesan Catholic Center.

**Voluntary Life/Accidental Death And Dismemberment Insurance**
The Archdiocese offers all employees who work 20 hours or more per week the opportunity to join the Voluntary Life/Accidental Death and Dismemberment insurance plan. Full details on the insurance plan can be obtained in the Department of Human Resources/Insurance at the Archdiocesan Catholic Center.

**Voting**
Polls are open from 7:00 a.m. until 8:00 p.m. on election day. An employee who finds it difficult to get to the normal voting place during these hours may write to the Registrar of Voters seven days or more before the election day and request an absentee ballot. Or, if necessary, the employee may take up to two hours paid time off to vote at the beginning or end of the work day if there is no other way to vote because of an extended work schedule. The employee must notify the supervisor three days before election day if it is necessary to take this time off to vote.

**Witness Duty**
If required by law to be a witness in court, an employee may take vacation time or unpaid time off. The employee must notify the supervisor/Pastor/Parish Life Director immediately upon receiving notification to serve as a witness. The time off will be paid if the employee is called to testify by the Archdiocese or on behalf of the Church.
Jury Duty

The parish considers participation in the judicial system a civic responsibility and encourages employees to perform jury duty when called. Employees are not eligible to be paid while on jury duty until after they have completed the introductory period. However, after completion of the introductory period, employees will receive full pay for up to a maximum of five consecutive work days over any one year period, when performing jury duty. Employees who wish to serve more frequently may request unpaid, personal leave for jury duty service.

An employee may ask the court to be excused from jury duty or postpone jury duty if, in the employee’s opinion, their absence would create serious operational difficulties. However, it is the prerogative of the court, not the employer, to review and respond to such requests.

Teachers and other ten (10) month employees may request to defer jury duty service to non-contract periods.

Employees must reimburse the parish for any jury duty fees received and submit the Certification of Jury Duty form to their supervisors/Pastor/Parish Life Director.

While performing jury duty, employees have certain responsibilities to the parish, including:

- Notifying the supervisor/Pastor/Parish Life Director of work availability when not actually serving on a jury and reporting to work whenever work time would exceed two hours;
- Being available for consultation during or after regular working hours if not serving as a juror during these hours;
- Reporting jury duty absences on time sheets;
- Reimbursing the parish for daily jury duty fees received.

Staff Development And Educational Benefits

Development and training opportunities are an integral part of employment at the parish. An orientation program is provided to help each employee become familiar with his or her specific job and its relationship to the parish and the Archdiocese as a whole.

To encourage employees to continue their development, the parish may provide time off and reimburse costs for programs that enhance job-related skills. Courses must be successfully completed in order to qualify for reimbursement. Time off and reimbursement are subject to the prior approval of the Pastor/Parish Life Director and budgetary resources.

Lay Employee Pension Plan

Employees who regularly and customarily work at least 20 hours a week are eligible for participation in The Archdiocese of Los Angeles Pension Plan. In order to be covered under the plan, an employee must complete one year of service and be age 25 or older. Employees are vested in their pension accounts after five years of service. Full details on the pension plan are available through the Pension Department at the Archdiocesan Catholic Center.

Flexible Benefits Program

Under Section 125 of the I.R.S. Code, employees do not have to pay federal, state and Social Security taxes on their contributions for medical, dental, and life insurance. Full details on this program can be obtained from the Pension Department at the Archdiocesan Catholic Center.
Tax Deferred Annuity
The Archdiocese offers all employees who work 20 hours or more per week the opportunity to participate in the voluntary Tax Deferred Annuity program.

Beginning at hire date, all employees are eligible for this program which allows them to set aside a part of their wages in a savings or investment account and not have to pay federal or state income tax on the amounts set aside, or the earnings therefrom, until withdrawn from the account.

Full details on the Tax Deferred Annuity program can be obtained from the Pension Department at the Archdiocesan Catholic Center.

Social Security
All parish employees are covered by the federal Social Security law (FICA).

The wage deduction for Social Security taxes is matched by the parish. The total contribution by the employee and the parish is credited to Social Security benefits which may be available when the employee is eligible to retire. Disability and survivor's benefits are also financed through Social Security deductions.

State Unemployment/State Disability Program
The Archdiocese of Los Angeles is exempt from State Unemployment and State Disability programs but offers voluntary disability insurance. (See Short-Term and Long-Term Disability for details.)

Parking
The parish provides parking facilities for all staff. Staff members are required to comply with such parking lot rules and procedures as may be published from time to time. Cars should always be locked when left in the parking lot.

Special Parking Permits
Individuals who require access to a special parking place because of a temporary or permanent disability must apply for a Department of Motor Vehicles permit for persons with disabilities. Only vehicles displaying this permit may park in the spaces designated for disabled persons.

Personal Property
The parish assumes no responsibility for personal property (including automobiles) that may become damaged or stolen.
Employee Counseling And Disciplinary Action

It is expected that all parish staff strive for excellence in the performance of their duties. However, there will be times when a supervisor/Pastor/Parish Life Director must counsel or even discipline employees. Problems requiring such action include, but are not limited to, unsatisfactory work performance, poor attendance or frequent tardiness, or any other activity that interferes with the department's work or the mission of the Church. The following section outlines the usual procedures in such cases.

Disciplinary Action

This list is not intended to be all-inclusive. However, examples of acts that may lead to disciplinary action including suspension or termination are:

- Insubordination
- Vandalism
- Dishonesty
- Theft
- Falsification of records or information
- Falsification of job applications or references
- Working under the influence of intoxicants or illegal drugs
- Harassment
- Threatening or causing bodily harm to others, or other
- coercive and/or intimidating actions
- Unsatisfactory job performance
- Unprofessional conduct
- Inability to work cooperatively with supervisors, peers or subordinates
- Violation of parish rules
- Habitual or excessive tardiness or absence from work or from the work area
- Disclosure of confidential information
- Felonious behavior
- Behavior counter to the moral teachings and standards of the Church.

Supervisors must discuss with the Pastor/Parish Life Director any disciplinary action that may result in probation, suspension, or termination.
Informal Counseling (Verbal)
When an employee's conduct adversely affects his or her performance or the performance of other employees, the supervisor/Pastor/Parish Life Director meets with the employee to discuss the problem, the consequences if it continues, and a plan to correct the situation.

Formal Counseling (Written)
If a problem continues after informal counseling or if the nature of a problem is severe, the supervisor/Pastor/Parish Life Director prepares a formal counseling memorandum written on the Employee Counseling Notice form or parish letterhead stationery. The employee or a witness signs the Employee Counseling Notice or the memorandum to acknowledge that the employee has been formally counseled.

Copies of the Employee Counseling Notice or the memorandum are kept by the employee and the supervisor/Pastor/Parish Life Director. The original is placed in the employee's personnel file.

Disciplinary Suspension
Consultation with the Pastor/Parish Life Director occurs before placing an employee on disciplinary suspension and/or probation. The reason for the disciplinary suspension or probation should be clearly stated on the Employee Counseling Notice or memorandum.

Investigative Suspension
When an employee incident requires immediate action which could lead to dismissal, the supervisor may suspend the employee while an investigation is conducted and a final decision is being made.

Termination
An employee may choose to terminate employment with the parish for any reason. The parish may terminate a person's employment with or without cause.

The following policies are intended to assure fairness and consistency in handling every termination situation. In each case, the Pastor/Parish Life Director must review and approve all terminations before final action is taken.

Reduction In Workforce
The programs, apostolates, and ministries of the Roman Catholic Church are designed to meet the overall mission of the Church and respond to current local pastoral needs. Because of this, not all programs, apostolates, and ministries are long lasting. Some serve an immediate purpose up to a year or two, while others may serve five, ten years or longer.

In addition, much of the work of the Church is directly dependent upon the voluntary contributions of the Catholic community. The availability of financial resources, or the lack thereof, often dictates the feasibility of continuing specific programs, apostolates, and ministries.

It is important for employees of the parish to be aware of the changing nature of our pastoral work and that it is not possible to guarantee long-term employment in various offices and ministries of the parish. Shifts and changes in priorities may contribute to changes in personnel and staffing patterns, thus resulting in less stability and predictability than one might find in the business and commercial world.
Consequently, there are times when it may be necessary to reduce the number of positions due to loss of financial resources, change in organizational structure, or change or reduction in parish programs. Should this happen, every effort will be made to give at least two weeks' notice to employees affected by such a reduction in the work force.

If the parish is forced to reduce its work force, it may be necessary to reassign employees to fulfill the work load needs in other areas and functions.

**Voluntary Resignations**

The parish would appreciate the usual courtesy of at least two weeks written notice before an employee's voluntary resignation. The resignation letter should include the reasons for leaving and the effective date of the termination.

**Failure To Report To Work**

Employees who do not report to work for three consecutive working days without notifying their supervisor/Pastor/Parish Life Director are considered to have voluntarily terminated. During the three days' absence, the supervisor/Pastor/Parish Life Director will try to contact the employee. If the employee cannot be reached, the supervisor/Pastor/Parish Life Director, will issue a letter of termination.

**Involuntary Termination**

Termination is the end of the employment relationship. The decision to terminate employment requires the approval of the Pastor/Parish Life Director.

**Exit Interview**

Because the parish wants to understand why employees leave, the parish conducts an exit interview with each terminating employee. This information may then be used constructively to improve working conditions and reduce turnover.

At the time of the exit interview, terminating employees are to return keys, parking cards, and any other parish property not previously turned in to their supervisor/Pastor/Parish Life Director.

**Pay Upon Termination**

Final paychecks of terminating employees who have given notice of at least three working days are available on the last day of work.

All employees are entitled to payment of earned but unused vacation time at termination. No payment is made for unused sick leave.

When employees terminate without notice or notice of less than three working days, final paychecks are available within three working days of the termination notice.

Immediate supervisors are responsible for collecting any parish property employees may have and for notifying the Pastor/Parish Life Director of its disposition.
Fair Treatment Process

Concern for the dignity and rights of each person is intrinsic to the Church's mission as a true witness to the spirit of the Gospel. The St. Raphael Church continually strives to ensure that employees are treated fairly and impartially in all employment matters. Employees are, likewise, expected to demonstrate respect for the dignity of co-workers, supervisors and administrators in all employment matters. Situations may arise that will put the parish and employees in conflict. We encourage all parties to use every available means to bring about reconciliation. We recognize the need for a fair treatment process for occasions when an employee believes that he or she has received unfair, inequitable, or arbitrary treatment in the interpretation or application of parish policies or procedures.

Purpose

The purpose of the Fair Treatment Procedures is to review the facts of the case objectively and provide all parties a timely, orderly process to bring resolution and reconciliation. This is done in an atmosphere of mutual understanding with respect for the dignity and worth of all parties.

Any employee filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

Personal Conduct

All those participating in the fair treatment process at any level or at any stage of the process must:

- objectively obtain and present facts,
- strive towards reconciliation,
- maintain professional conduct,
- maintain total confidentiality, and
- deal in good faith.

Process

The parish encourages an open communication process. An employee who has a complaint or disagreement is encouraged to try to resolve the complaint by discussing it frankly with the persons directly involved. If no resolution is achieved, the employee may bring the matter to the supervisor in writing.

The supervisor reviews the facts presented and facilitates a thorough discussion of the problem between the employee and all persons directly involved. The goal is to achieve a just resolution of the problem and reconciliation between all persons concerned.

If no solution is achieved at this level, the employee may present the matter to the next higher level supervisor, e.g., the Pastor/Parish Life Director to seek assistance in resolving the problem.

If agreement still cannot be reached or the employee is still dissatisfied with the proposed resolution, the employee may contact the Human Resources/Insurance Department at the Archdiocesan Catholic Center to review the matter.
Postscript

This staff handbook is designed to summarize many of the parish personnel policies and to acquaint you with many of the rules concerning your employment with the parish. From time to time, the parish may modify, rescind, delete or add to the provisions of this handbook. The parish will attempt to provide you with notification of such changes in a timely manner when they occur.

This Handbook is not an employment contract. We do, however, ask you to sign an acknowledgment form and return it to your supervisor/Pastor/Parish Life Director so we will know that you are aware, as a member of the parish staff of both what you can expect of us and what we can expect of you.

Thank you for taking the time to read your staff handbook. We trust you will enjoy your time with the parish.

Remember, if you have any questions, ask your supervisor/or the Pastor/Parish Life Director.

God bless you and your work in service to the Church.
Acknowledgment

St. Raphael Church
STAFF HANDBOOK

I have read and agree to comply with the policies and regulations included in the St. Raphael Church Staff Handbook.

_________________________________________________
Signature

_________________________________________________
Name (Print)

_________________________________________________
Date