

# Personnel Policy Manual for Non Contracted Staff Members



**Archbishop Bergan Catholic School**

**Phone: (402)721-9683**

**Fax: (402)727-8167**

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## Section 1 Employment Policies

### Employment Statement

These rules shall apply to all employees of Archbishop Bergan Catholic School, excluding contracted employees. It is the intention on Archbishop Bergan Catholic School to follow State and Federal laws where applicable. This handbook is not intended to be a contract of employment. Archbishop Bergan Catholic School reserves the right to change or modify this handbook without notice.

Except where ordination or the Catholic religion is a bona fide occupational qualification, Archbishop Bergan Catholic School is an equal opportunity employer. Discrimination against any person in recruitment, compensation, selection, appointment, duty assignment, work schedule, working condition or any other aspect of personnel management on the basis of race, color, national origin, sex, religion (unless a bona fide requirement of a job) or disability is prohibited. All employees are employees at will, unless specifically contracted. The Directors of Adult Formation, Youth Formation, Liturgy and Stewardship & Development will be hired as practicing Catholics. The pastor has the final approval in regards to hiring and termination of employees.

### Standard of Conduct

As members of a professional pastoral staff at Archbishop Bergan Catholic School, employees shall commit themselves:

- To remain abreast of new developments in areas of competence through educational activities and experience.
- To seek out and engage in collegial relationships, recognizing that isolation can lead to a loss of perspective and judgment.
- To manage personal lives in a healthful fashion and to seek appropriate assistance for personal problems or conflicts.
- To provide care for those problems or issues within the reasonable boundaries of competence.
- To establish and maintain appropriate professional relationship boundaries.

### Professional Practices

Employees shall:

- Use knowledge and professional associations for the benefit of the people served and not to secure unfair personal advantage.
- Conduct parish/school fiscal affairs with due regard for recognized business and accounting procedures.
- Not malign colleagues or other professionals.
- Clearly distinguish between statements and actions made as individuals, as representatives of this community of faith, and as pastoral professionals.
- Fully inform those whom the parish/school serves as to the purpose and nature of ministerial activities as well as level of training and competence, making appropriate referrals when that is in the best interest of the person being served.

- Not accept or offer gifts which involve expectations that would extend, curtail, or alter the service offered.
- Respect the work of colleagues and use appropriate channels to express differences when deemed necessary.
- Report inappropriate conduct by a colleague in ministry to appropriate church/civil authorities in order to protect others from harm.
- Be aware of the sacred calling as servants of God and are faithful in matters of doctrine while remaining true to own conscience and the people being served.

## Relationships

It is the responsibility of the parish/school staff to maintain relationship with parishioners/students & families on a professional basis. Employees shall:

- Not abandon or neglect parishioners/student and families. If unable, or unwilling for appropriate reasons, to provide professional help or continue a professional relationship, every reasonable effort is made to arrange for continuation of care with another professional.
- Make only realistic statements regarding the pastoral counseling process and its outcome.
- Show sensitive regard for the moral, social, and religious standards of parishioners/students & families and invite them into a deeper understanding of the Catholic faith.
- Continue pastoral relationships only so long as it is reasonably clear that the parishioners, students & families are benefiting from the relationship.
- Recognize the trust placed in and unique power of the pastoral relationship. While acknowledging the complexity of some pastoral relationships, employees shall avoid exploiting the trust and dependency of parishioners, students & families and avoid those dual relationships with parishioners, students & families (e.g., business or close personal relationships) which could impair professional judgment, compromise the integrity of the care, and /or use the relationship for personal gain.
- Not engage in harassment, abusive words or actions, or exploitative coercion of parishioners, students or families.
- Recognize that that all forms of sexual behavior or harassment with parishioners, students or families are unethical, even when a client invites or consents to such behavior or involvement. Sexual behavior is defined as, but not limited to, all forms of overt and covert seductive speech, gestures, and behavior as well as physical contact of sexual nature; harassment is defined as but not limited to, repeated comments, gestures or physical contacts of a sexual nature.

## Section 1.10 – Types of Employment

Full-Time year round: are those employees working an average of 30 or more hours per week, during a pay period for twelve months of the year. These employees are eligible for the monthly stipend (additional allowance granted), vacation leave, sick days, holidays and bereavement leave.

Full-Time nine month: are those employees working an average of 30 or more hours per week during a pay period for nine months of the year. These employees are eligible for the monthly stipend (additional allowance granted), for nine months, holidays observed within the nine months, sick days and bereavement leave. These employees are not eligible for vacation time.

Part-Time: are those employees working less than 30 hours per week. These employees are not eligible for benefits.

## **Section 1.20 – Insurance & Retirement**

Insurance Full-time employees are eligible for Group Health Insurance Coverage 30 days from date of hire. For purposes of Group Health Insurance Coverage, full-time is defined per the Archdiocese as those employees working a minimum of 30 hours per week for 12 months of the year.

Retirement/403b Participation in the plan is open to all employees who have been employed for 12 consecutive months and have completed 1000 hours of service within the previous 12 months. Effective date of participation will be the first day of the payroll period commencing after satisfying service requirements.\* St. Patrick's will match \$.50 per dollar (\$1.00) deferred up to a maximum contribution of 3% of pay. Employees are immediately 100% vested in all contributions. Upon termination of employment, you will need to close your account and/or roll it over. \*(Refer to the 403(b) Plan Highlights booklet for specific limits.)

## **Section 1.30 – Employee Evaluations**

The work performance of each employee shall be objectively evaluated on a periodic basis. After six months of employment, an employee's supervisor may conduct an employee's first evaluation. Thereafter, evaluations shall be conducted on a yearly basis. Evaluations will include criteria to be met by employee and can be used as a measuring tool for pay increases. Performance evaluations can be used to recognize and reinforce positive performance and to correct inadequate or undesirable performance.

## **Section 1.40 – Overtime**

For non-exempt staff, overtime will be paid, upon supervisor consent, at 1-1/2 times the regular rate of pay for all hours worked over 40 hours within a work week (Monday – Sunday). Vacation, sick, holidays and bereavement leave shall not be counted as hours worked in determining overtime.

## **Section 1.50 – Employee Pay Period**

Employees will be paid on a bi-monthly basis. Payment will be on the 15<sup>th</sup> and last day of the month. If the day falls on a weekend or holiday it will be paid the day before the weekend or holiday.

## **Section 1.60 – Dress Code**

All employees of Archbishop Bergan Catholic School reflect a certain image of the parish/school. Employees are expected to maintain an appropriate professional appearance that is businesslike, neat and clean as determined by the area in which the employee works. The supervisor of each area will inform the employee of the appropriate dress code.

No tee shirts or sweatshirts with advertising or printing with references to alcohol or profanity are allowed; nor are any visible/exposed tattoos allowed. For office staff, traditional blue jeans are limited to casual and pre-approved days.

For Women: skirt, dress and shorts (where applicable) hems should be reasonable and discreet. No clothing with spaghetti straps, clothing that reveals bare backs, midriffs, or provocative clothing is permitted.

### **Section 1.70 – Keys**

Employees of Archbishop Bergan Catholic School will be issued keys to their respective buildings, offices, churches, etc. Duplication of keys is not permitted by employees, nor can keys be loaned to others.

### **Section 1.80 – Authorized use of Telephone and Technology**

Telephone service made available to employees of Archbishop Bergan Catholic School should be used for business purposes. It is recognized that some personal telephone calls are necessary, but should be kept as brief as possible and kept to a minimum. Each employee may be held responsible for any personal long distance calls and asked to reimburse Archbishop Bergan for those calls.

Access to the internet/social media must be related to the user's work responsibilities, for the purpose of religion, education, ministry, or research and be consistent with the educational and religious objectives of the parish/school. The use of the Internet is a privilege, not a right, and inappropriate or excessive use may result in a cancellation of those privileges, disciplinary action (up to and including suspension or expulsion), and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the Pastor/President and the decision is final.

Your account and password are confidential and must remain so. Do not use another individual's account or confidential password.

#### **Unacceptable Uses:**

- Using the network for any illegal activity, including violation of copyright or other contacts, or transmitting any material in violation of and U.S. and/or state law;
- Unauthorized downloading of software, regardless of whether it is copyrighted;
- Invading the privacy of individuals;
- Using another user's password or account;
- Using pseudonyms or anonymous sign-on;
- Accessing, submitting, posting, publishing, or displaying defamatory, inaccurate, abusive, obscene, or sexual-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the Catholic Church
- Engaging in abuse of the Internet by accessing internet sites, including social media sites, for personal gain or degradation of others. This includes, but is not limited to; communications

which threaten others, violates work rules, or disrupts the workplace through the use of personal computers, laptops, tablets or mobile devices. Abusive Internet communication includes, for example; posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote or encourage:

1. Use of illegal or controlled substances, including alcoholic beverages;
2. Violence or threats of violence, intimidation, or injury to the property or person of another; or
3. Lewd, offensive, sexually suggestive, or other inappropriate behavior on the web pages, web sites, blogs, bulletin board systems in e-mail communication or attachments, in discussion groups, user groups, chat rooms or any other function of the Internet or world wide web electronic media; or
  - Use of language to describe or refer to parishioners/students & families, fellow employee, or superior.
  - Using parish/school equipment to create a website or to transmit the likeness, image, photograph or video of any employee, is prohibited, except with the express permission of the pastor.
  - Employees are prohibited from permitting any other individual or entity from creating a website for the parish/school, or from photographing, video graphing, or otherwise creating the likeness of any employee, for commercial purposes, advertising purposes or for Internet transmission or posting, except with express permission of the pastor.
  - Employees are not permitted to allow a non-employee to use a parish/school computer or other equipment unless the non-employee is an authorized volunteer.
  - The parish reserves the right to monitor employee use of parish/school computers, including an employee's Internet use and email use and content. Thus, employees have no expectation of privacy in their use of parish computers, personal electronics equipment, the Internet or email.

### **Section 1.90 – Confidentiality**

Staff members of Archbishop Bergan Catholic School must maintain the integrity and welfare of all persons. All employees have an obligation to safeguard information about volunteers/parishioners/students & families that has been obtained in the course of the pastoral process. Should the necessity arise for statements to be made to the media, the Pastor, Principal or delegate thereof, will be the designated spokesperson to the media.

- All records kept on parishioners, students & families are stored or disposed of in a manner that assures security and confidentiality.
- Employees must treat all communications from parishioners/students & families with professional confidence.
- Staff members have a duty to hold in strict confidence all information acquired in the course of the professional relationship concerning the business and personal affairs of the parishioners/students & families, and the staff member should not divulge any information unless he(he) is expressly authorized by the parishioner(s)/student(s) & families or as required by law, to do so.

- Staff members owe the duty of confidentiality to every parishioner, student & family without exception, regardless of whether he/she is continuing in the professional relationship or did so only one time. The duty survives the professional relationship and continues indefinitely after the staff member has ceased to act for the parish/school whether or not differences may have arisen between them.
- Except in those situations where the identity of the parishioners, students & families is necessary to the understanding of the case, first names shall be used of parishioners/students & families when engaged in supervision or consultation. It is the employee's responsibility to convey the importance of confidentiality to the supervisor/consultant; this is particularly important when the supervision is shared by other professionals, as in a supervisory group.
- Parishioners, students & families confidences shall not be disclosed to anyone, except: as mandated by law; to prevent a clear and immediate danger to someone; in the course of a civil, criminal or disciplinary action arising from the counseling where the pastoral counselor/school is a defendant; for purposes of supervision or consultation; or by previously obtained written permission. In cases involving more than one person written permission must be obtained from all legally accountable persons who have been present during the counseling before any disclosure can be made.
- These standards of confidentiality shall not be used to avoid intervention when it is necessary, e.g., when there is evidence of abuse of minors, the elderly, the disabled, and the physically or mentally incompetent.
- When current or former parishioners/students & families are referred to in a publication, while teaching or in a public presentation, their identity must be thoroughly disguised.

### **Section 1.91 – Wage Confidentiality**

Wage information is not to be shared among employees. At time of hire, annual review, or any other time where employee wages are adjusted, employees shall keep the information confidential and only discuss with their immediate supervisor. Any employee discussing confidential information other than in the normal course of business may be subject to disciplinary action, up to and including the discharge of employment.

## **Section 2 Employee Benefits and Leave Policies**

### **Section 2.10 – Vacation**



Because the opportunity for relaxation, recreation, personal activities, etc. is important; Archbishop Bergan Catholic School allows the following accrual of vacation time for its full-time employees. Full-time employees shall earn vacation leave proportionate to the number of hours worked per week.

| <u>Years of Service</u> | <u>Weeks per Year</u> |
|-------------------------|-----------------------|
| Start Date to One Year  | One Week (5 days)     |
| 1 to 4 Years            | Two Weeks (10 days)   |
| 5 to 9 Years            | Three Weeks (15 days) |
| 10 to 15 Years          | Four Weeks (20 days)  |
| 16 Years plus           | Five Weeks (25 days)  |

Vacation leave shall be subject to the following:

1. Vacation leave for an employee shall begin accruing on the day the employee begins with Archbishop Bergan Catholic School. Any vacation earned for a fraction of a year shall be calculated on a prorated basis.
2. Newly hired employees may begin to take vacation after completing six months of employment
3. An employee may carry over a maximum of 40 hours of vacation from the previous year
4. Employees are required to take their earned vacation. No payments will be made in lieu of taking vacation, except for allowed accrued and unused vacation at the time of termination.
5. Holidays occurring during periods of vacation leave will not be charged against vacation leave.
6. The minimum period of vacation will be one hour.
7. After submitting an Absence Request form\*, the employee's supervisor shall grant approval of vacation leave requests in advance. \*See Absence Request Form for notification regulations.

## **Section 2.20 – Sick Leave**

All full-time, non-contracted staff shall be granted five sick leave days per year (generally based on anniversary date of employment). All full-time, nine-month, non-contracted staff shall be granted three sick leave days per year.

1. Sick leave will have a maximum accrual of thirty days.
2. Excessive requests for sick leave without advance approval may not be granted. Excessive unscheduled sick leave requests are defined as more than six in a twelve month period.
3. Notification of utilization of sick leave shall be made to his/her supervisor on a timely basis as is possible; approval in advance shall be obtained for non-emergency health care appointments
4. Holidays observed by Archbishop Bergan Catholic School occurring during periods of sick leave shall not be charged against sick leave.
5. Any earned sick leave will not be paid out at termination.
6. The supervisor may request and obtain medical certificates or otherwise to verify the circumstances surrounding the utilization of sick leave, the abuse of which shall be grounds for disciplinary action, up to and including the discharge of employment.
7. Sick leave may be used for immediate family. Immediate family includes spouse, all children and parents.
8. Sick leave includes employee illness or incapacity arising from pregnancy. A pregnant employee shall make her own decision, in consultation with her physician, as to when to begin maternity leave.
9. Sick leave may also be used for paternity leave.

### **Section 2.30 – Inclement Weather**

In the event of inclement weather, which causes the school system to have a late start, no school or an early dismissal, Archbishop Bergan Catholic School Office will follow the school closings. All Archbishop Bergan Catholic School employees should use discretion in deciding whether they should come to work or not or leave early if necessary. This will simply be considered non-paid time for hourly employees if they arrive late, leave early or cannot come to work at all. It will not be counted as a vacation day, sick day, etc. However, an hourly employee may choose to use a paid vacation day or paid personal day if he/she has them available. The Pastor or Principal of Archbishop Bergan Catholic School Office could also make the decision to close the office in the event of severe weather. In these instances it will be announced on KHUB 1110, Omaha TV stations and school beacon program.

### **Section 2.40 – Worker’s Compensation**

An employee shall notify his/her supervisor of any work-related injury or illness immediately, but no later than twenty-four (24) hours following the incident. The supervisor shall complete the necessary paperwork regarding the injury or illness and provide to the business office to be forwarded to the insurance carrier.

### **Section 2.50 – Extended Sick Leave Policy**

If an individual’s sick leave has been used, he/she may apply for up to an additional (30) days of paid leave in a given year. Extended sick leave is for rare situations only: surgery, unexpected illness in family, etc. Extended leave must be approved by the Pastor and supervisor.

### **Section 2.60 – Family and Medical Leave Act Policy**

Any Family and Medical Leave, not otherwise covered by other leave policies, will be granted only on those terms and conditions specified by the pastor.

### **Section 2.61 – Maternity Leave (maternal) & New Infants Leave (paternal)**

A maternal employee who has worked for 10 months may be granted a twenty-five working-day paid leave.

Paternal employees of a new infant to his family will be granted up to 3 days paid leave within one-week of the arrival of this child into the home.

### **Section 2.65 – Reduced Archbishop Bergan School tuition rates for full-time employees.**

Children of full-time, twelve & nine month, employees will be allowed to attend Bergan Catholic School at a reduced tuition rate. Employees receiving the tuition cost benefit discount as of 4/16/15 are eligible to receive a grandfathered rate at 75% discount per student based on the employee’s parishioner status. All other full time, twelve & nine month, employees not receiving the benefit as of 4/16/15 will be eligible to receive a 50% tuition cost benefit discount per student based on the employees parishioner status.

### **Section 2.70 – Holidays**

Archbishop Bergan Catholic School provides paid time off to the Non-Contracted staff for the following:

Holidays

New Year's Day  
Good Friday  
Memorial Day  
Independence Day

Labor Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day

Holy Days (unless scheduled on a Sat/Sun)

Ascension Thursday  
Assumption  
All Saints Day  
the Feast of the Immaculate Conception

Holidays/Holy Days will be observed in accordance with the following rules:

1. A holiday falling on a Saturday shall be observed on the preceding Friday, and a holiday falling on a Sunday shall be observed on the following Monday.
2. Employees shall receive pay for the holiday proportionate to their work schedule.
3. The Pastor reserves the right to close the offices at will. This will be considered non-paid time for hourly employees. It will not be counted as a vacation day, sick day, etc. However, an hourly employee may choose to use a paid vacation day if they have them available.

Additional periods unless on a Saturday or Sunday:

Close at noon on the day before Christmas  
Close at noon on the day before New Year's

**Section 2.80 – Jury Duty**

Any employee subpoenaed to appear for jury duty and /or testify in a judicial case shall be provided such time with pay. Any fees or remuneration the employee receives, except for mileage, meals or personal expenses during such leave shall be remitted to Archbishop Bergan Catholic School.

**Section 2.90 – Bereavement Leave**

Up to 5 days may be used for paid bereavement leave for immediate family members. Immediate family includes: mother, father, spouse, son, daughter, brother, sister, step-mother, step-father, step-son, step-daughter, grandmother, grandfather and same corresponding in-laws.

Bereavement leave will be granted for the funeral of distant relatives and friends, not to exceed 2 days per year (can be allocated by the hour). You may use vacation days to attend additional funerals.

**Section 3.00 – Grievance Policy**

In keeping with the philosophy that employee dissatisfaction should be resolved at the lowest possible level with a minimum of paperwork, it shall be the policy of Archbishop Bergan Catholic School to encourage employees to informally take any job-related complaints to their immediate supervisors. Immediate supervisors shall listen with care to employees, shall attempt to understand their points of view, and shall provide clear and timely responses to complaints. If an employee remains dissatisfied or is unable to resolve grievance with his or her immediate supervisor, he/she should then bring the matter to the supervisor's supervisor. The Pastor will only be contacted if the employee was unable to resolve the problem by going through the proper chain of command as mentioned above.

**Section 3.10 – Sexual Harassment**

It is the policy of Archbishop Bergan Catholic School to provide an environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication constituting sexual harassment. The purpose of this policy is to establish clearly and unequivocally that Archbishop Bergan Catholic School prohibits sexual harassment by and of its employees.

Sexual harassment is misconduct that interferes with work productivity and deprives employees of the opportunity to work in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances and sexually oriented communication, requests for sexual favors, and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

An aggrieved person should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop. If the aggrieved person does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offending person has been ineffective, the aggrieved person should report the conduct or communication to his or her supervisor. If the supervisor is the offending person, the aggrieved person should report to the pastor of Archbishop Bergan Catholic School. If the pastor is the offending person, the aggrieved person should then report the sexual harassment to the Archdiocese.

Regardless of the means for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant nor will it affect his or her employment, compensation, or work assignments.

Archbishop Bergan Catholic School encourages all of its employees to participate in the investigation of any sexual harassment complaint. Retaliation by any employee against another employee who makes a complaint of sexual harassment or participates in a sexual harassment investigation shall be strictly prohibited. If Archbishop Bergan Catholic School discovers that any employee has engaged in retaliation, such employee will be subject to discipline, up to and including, termination of employment.

### **Section 3.20 – Harassment**

It is the policy of Archbishop Bergan Catholic School is to provide an environment free from not only sexual harassment but unwelcome harassment over-all. This includes instances such as acts of physical violence, threats of physical violence, or other physically intimidating behavior directed toward an employee because of his or her protected status.

The same action steps and procedures should be followed for harassment as described in section 3.10 titled Sexual Harassment.

### **ARCHDIOCESE BACKGROUND CHECK AND TRAINING**

Archbishop Bergan Catholic School requires all personnel and volunteers to have a background check and to have attended the Child Protection Safety Class provided by the Omaha Archdiocese for the safety of our students. You cannot be involved with students until you have the made plans to take the next child protection safety class and have a background check.

**ARCHBISHOP BERGAN CATHOLIC SCHOOL NON CONTRACTED HANDBOOK  
VERIFICATION**

I, \_\_\_\_\_

Name

staff member at Archbishop Bergan Catholic School, hereby acknowledge having received a copy of the school's 2015-2016 Non-Contracted Staff Handbook. I realize that I will be responsible for knowing, enforcing, and following procedures and regulations outlined in this handbook.

Signature \_\_\_\_\_

Date \_\_\_\_\_