



THE EPISCOPAL DIOCESE OF RHODE ISLAND EMPLOYEE HANDBOOK



Approved by Diocesan Council June 24, 2020

Letter from the Bishop

Welcome to the Episcopal Diocese of Rhode Island

We are pleased to have you as an employee and hope that you find your association with the Diocese to be an enriching and engaging work experience.

This handbook is your guide to the Diocese policies. The Manual cannot cover every eventuality that may arise. Its purpose is to summarize or highlight current policies and practices for Diocese members. All policies are subject to change. If you have questions or would like more information, please see your Supervisor.

Please feel free to call upon my staff or me if you need assistance.

Blessings,

Bishop Knisely

Section 1. Introduction

1.1 Purpose of this Handbook

The purpose of this handbook is to familiarize you, the employee, with the policies, rules, and other key aspects of the Episcopal Diocese of Rhode Island. The information in this handbook supersedes all rules and policies that previously may have been expressed or implied, in both written and/or oral format. Compliance with this handbook is compulsory for all employees. The Diocese reserves the right to interpret this handbook's content as it sees fit, and to deviate from policy when it deems necessary. Interpretation of all aspects of this handbook will be in accordance with current Diocesan policy.

1.2 Definition of "the Diocese".

The term "the Diocese" is defined as the management team headed by the Bishop.

1.3 Changes of Policy

The Diocese reserves the right to change this handbook's content, at any time and at our sole discretion. Its provisions may not be altered by any other means, oral or written. You will receive written notice of any changes we make to the handbook and are responsible for understanding and complying with all up-to-date policies. If you are confused about any information defined herein, please contact your Supervisor.

1.4 Employment Values and Guidelines

The Mission of the Diocese is to restore all people to unity with God and each other in Christ. The Diocese pursues its mission as it prays and worships, proclaims the Gospel, and promotes justice, peace and love. ("The Book of Common Prayer" according to the use of the Episcopal Church).

People who work in the Diocese serve the Diocese's mission. Respect for the mission, ideals, and structures of the organization is expected of all who work within the Diocese. Therefore, we need to promote the principles of personal dignity, justice, accountability, and participation. Each employee is expected to maintain a spirit of unity, cooperation, and courtesy, and to show an interest in understanding and furthering the work of others.

1.5 Employment Forms

All new employees are required to complete and submit the following forms:

Employment Agreement and Acknowledgement of Receipt of Handbook Employment Eligibility Form I-9

On the day of hire, each new employee is legally obligated to complete the Employment Eligibility Verification Form I-9 and submit documents establishing identity and eligibility to work within the next three business days. The same policy applies to re-hired employees whose I-9s are over three years old or otherwise invalid.

Disclosure and Authorization-Background Investigation

This form allows the Diocese to conduct a background check in accordance with Safe Church Diocesan policies.

Safe Church Training

All employees are required to complete all required modules of Safe Church Training as soon as possible after date of hire.

Section 2. Terms and Definitions

All Diocese employees, full-time, part-time and temporary employees are hired on at “at-will” basis. This section defines the terms of “at-will” employment, as well as the different types of employees we hire.

2.1 Definition of “At-Will” Employment

The job of an “at-will” employee is not guaranteed. It may be ended, at any time and with or without notice, by the employee or, for a lawful reason, by the Diocese. The “at-will” terms of an employee’s employment may be changed only after discussion with the employee and/or someone on behalf of the employee with the Bishop, and any new terms of employment must be signed by the Bishop.

2.2 Types of Employees

This section distinguishes between the different types of worker the Diocese employs. This status is established at the time of hire and may only be altered via a written statement signed by the Bishop.

Provisions in federal law (the Fair Labor Standards Act), divide all employees into two categories, exempt and nonexempt, with respect to eligibility for overtime pay. They are defined as:

Exempt: An employee considered to be either executive, administrative, or professional (including faculty and administration).

Nonexempt: An employee who devotes most of his or her hours in activities that are not executive, administrative or professional (including support staff).

Overtime: On occasion, we may ask employees to work beyond their regular scheduled hours. We expect employees to work overtime as needed; this is a job requirement.

We will try to give employees advance notice when overtime work is necessary; however, it will not always be possible to notify workers in advance.

Exempt employees will not be paid for working beyond their regular scheduled hours. Nonexempt employees are entitled to payment for overtime, according to the rules set forth below:

Regular employees work a regular schedule, either on a full-time or part-time basis. To be considered a part-time employee eligible for certain benefits, an employee must work at least 20 hours per week or 1000 hours per year.

A temporary employee is a person we hire for a short period (usually 3 months at maximum, or according to specific circumstances) to assist with a project or remedy a staff shortage. A temporary employee is also employed on an “at-will” basis.

Independent Contractors and Consultants

Independent contractors and consultants are not Diocese employees, but rather self-employed professionals whom we hire for specific projects. Unlike employees, they do not operate under Diocese direction, and they control their own methods, materials and schedules. They are not eligible for Diocese benefits.

2.3 New Hire Review

All new employees will be reviewed after 90 days. The new employee's work performance will be reviewed by his or her direct supervisor. Based on this review, a recommendation shall be made to the Diocese to either continue with the at-will employment status or to terminate the employee. All employment offers must be approved by the Bishop.

Section 3. Payroll

3.1 Payment Schedule

All employees will be paid bi-weekly. In cases where the regular payday falls on a holiday, employees will receive payment on the last business day before said holiday.

3.2 Wages

Wages vary from employee to employee and are based on level of skill, experience, and market rates. The Diocese conducts regular evaluations for all employees and issues promotions and raises in pay as it sees fit.

Overtime

A non-exempt employee may work overtime on the terms defined by Rhode Island law *pending prior authorization by his or her direct supervisor.*

3.3 Deductions and Garnishment

If you are classified as a nonexempt employee, you will receive overtime for all hours worked in excess of forty hours per workweek, as required by law.

If you are classified as an exempt employee, you will be paid on a salary basis. This means your salary is a predetermined amount that does not vary based on the quantity or quality of work you perform in a given pay period. Certain deductions, if permitted by federal and state law, may be withheld from your salary. These include (but are not limited to) deductions for:

- Social security (Clergy Exempt – see below)
- Federal, state and local taxes
- Participation in Diocese-sponsored benefit and retirement plans
- Absence from work for one or more full days for personal reasons, other than sickness or disability
- Absence from work for one or more full days because of sickness or disability (including work-related accidents), taken in compliance with the Diocese's sickness or disability policy
- A penalty imposed in good faith on exempt employees for infractions of safety rules of major significance
- A penalty imposed in good faith for infractions of workplace conduct rules
- Full or partial days not worked during the initial or terminal week of employment

- Unpaid leave under FMLA, whether taken in full or partial day segments.

However, deductions from exempt employees' salary may not be made for absences from work caused by the Diocese or by its operating requirements (for example, if the Diocese closes on a scheduled work day), if you are ready, willing and able to work, nor for any other reasons prohibited by federal or state law.

If you have questions about payment of overtime, deductions from your salary, or any other issues regarding your rate of pay, you should contact the Diocesan payroll administrator. If you believe that the Diocese has improperly failed to pay you for overtime or that your salary has been subject to improper deductions, you should immediately report your concern to your supervisor or to the Finance Director. If you feel uncomfortable complaining to your supervisor or Finance Director (or if you have not received a prompt and fully acceptable reply), you should immediately contact the Canon to the Ordinary. Every report will be fully investigated and if a violation is found, corrective action will be taken, including but not limited to full reimbursement of inappropriately withheld amounts.

It is against the Diocese's policy to retaliate against any employee who makes a complaint in good faith pursuant to this policy. Any form of retaliation that occurs in violation of this policy may result in disciplinary action, up to and including discharge.

Clergy -

An allowance for Social Security/Medicare is included in your regular salary.

Please note:

You are responsible for remitting Social Security and Medicare taxes to the IRS. All other deductions may be arranged through the Benefits Administrator.

A Wage and Tax Statement (W-2) recording the previous year's wages and deductions will be provided by January 31st of each year.

If at any time you wish to adjust your income tax withholding, please fill out the W-4 form and submit it to your supervisor.

Wage Garnishment

Sometimes, the Diocese receives legal papers that compel us to garnish an employee's paycheck, that is, submit a portion of said paycheck in payment of an outstanding debt of the employee. We must, by law, abide by this either until ordered otherwise by the court or until the debt is repaid in full from withheld payments.

3.4 Performance Evaluation

Each employee is eligible for an Annual Review of performance based on their job description and agreed upon goals. The Supervisor should complete employee reviews as a means to provide support, objective performance assessment, review with employee their goals for development within their career, and provide a basis for salary recommendations. This review should be signed by both the Supervisor and employee and placed in the employee file.

An employee who disagrees with his/her performance evaluation may prepare written comments and give them to the supervisor within 7 business days after the review date. This will also be signed by both the Supervisor and employee and placed in the employee file.

When the Annual Review results in significant changes to the role of the employee, the Job Description should be revised, and a decision made as to whether the changes should result in any change in compensation.

Section 4. Rights and Policies

The following section summarizes your legal rights as an employee of the Diocese. Questions about any policy details in this section may be addressed in writing with your Supervisor.

4.1 Equal Opportunity Employment Policy

It is the policy of the Diocese to hire individuals solely upon the basis of their qualifications for the job to be filled. The Diocese provides equal employment opportunities to all applicants, without regard to unlawful considerations of or discrimination against race, religion, creed, color, nationality, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, medical condition or characteristics, marital status, or any other classification prohibited by applicable local, state or federal laws. This policy is applicable to hiring, termination and promotion; compensation; schedules and job assignments; discipline; training; working conditions, and all other aspects of employment. As an employee, you are expected to honor this policy and to take an active role in keeping harassment and discrimination out of the workplace.

It is the policy of the Diocese to protect employees from any coercion, retaliation or discrimination for filing a complaint or assisting in any investigation pursuant to equal opportunity laws.

4.2 Accommodation for Disabled Employees

We are happy to work with qualified disabled employees to accommodate limitations, in accordance with the Americans with Disabilities Act (ADA). It is up to the employee to approach his or her direct supervisor with this request, and the employee must provide written medical proof of his or her needs.

We are also happy to accommodate employees diagnosed with life-threatening illnesses. Such employees are welcome to maintain a normal work schedule if they so desire, provided that we receive medical papers proving their working cannot harm themselves or others, and their work remains at acceptable standards.

HARASSMENT POLICY

The Diocese strives to provide an environment free from discrimination or harassment based on race, color, religion, age, sex, national origin, disability, sexual orientation, gender identity or expression, genetic information or any other legally protected category. The Diocese will not tolerate verbal or physical conduct by anyone that harasses, disrupts or interferes with another's work performance or that creates an intimidating, offensive or hostile work environment.

The Diocese prohibits such harassment, whether in the office, in work assignments outside the office, or at Diocese-sponsored social functions. The Diocese will take all steps within its power to prevent the harassment of its employees not only by Diocese personnel, but also by persons who are not Diocese employees and who are on Diocese property or have a business relationship with the Diocese. An unforeseen situation might not

fit neatly into the defined categories in this document, yet such a situation might comprise harassment. Each employee has a responsibility to attempt to maintain an environment free of sexual harassment. Sexual harassment includes any unwanted or unsolicited conduct or communication on account of an individual's sex which adversely affects that individual's conditions of employment or Diocese or work environment.

Harassment may occur when:

- submission to such conduct or advances or requests is made either explicitly or implicitly a term or condition of an individual's employment status;
- submission to or rejection of such conduct or advances or requests by an individual is used as the basis for employment or educational decisions affecting such individual; or
- such conduct or advances or requests have the purpose or effect of substantially interfering with an individual's work performance or education or of creating a hostile, intimidating, or offensive Diocese or work environment.

In other words, no supervisor is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect his or her employment, evaluation, wages, advancement, assigned duties, benefits or any other aspect of employment or career advancement. Other sexually harassing conduct in the workplace, such as:

- any abusive or degrading verbal or physical conduct,
- contact of an offensive and unwelcome nature, or
- any conduct that interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment, by any personnel is also prohibited.

Each Diocese employee is personally responsible for ensuring that his or her conduct does not harass, sexually or otherwise, any other employee or non-employee in the workplace or in the Diocese.

The following is a partial list of behavior that may be considered sexual harassment:

- Unwelcome and unwanted sexual jokes, language, epithets, advances or propositions
- Written or oral abuse of a sexual nature, sexually degrading or vulgar words to describe an individual
- Display of sexually suggestive objects, pictures, posters or cartoons
- Unwelcome and unwanted comments about an individual's body, sexual prowess or sexual deficiencies
- Asking questions about sexual conduct
- Harassment consistently targeted at only one sex, even if the content of the verbal abuse is not sexual
- Unwelcome touching, leering, whistling, or suggestive, insulting or obscene comments or gestures
- Demanding sexual favors in exchange for favorable reviews, assignments, promotions, continued employment or promises of the same
- Assault or coerced sexual acts

The Diocese similarly prohibits all offensive behavior directed at a person's race, ethnicity, religion, age, sex, sexual orientation, gender identity or expression, or disability, as well as any other legally protected status. Racial, ethnic or other harassment is conduct that has the effect of substantially interfering with an individual's

work performance and creating a hostile, intimidating or offensive working environment. Actions constituting such prohibited conduct include, among other things:

- Displaying material that is demeaning to or derogatory of a person because of his or her race, ethnicity, religion, age, disability, sex, sexual orientation, gender identity or expression, or any other legally protected status, including material intended as humor;
- Bringing to work for the purpose of sharing or communicating with other employees any material that is demeaning to or derogatory of a person because of his or her race, ethnicity, religion, age, disability, sex, sexual orientation, gender identity or expression, or any other legally protected status, including material intended as humor; or
- Communicating to any employee any comment that is demeaning to or derogatory of any person because of his or her race, ethnicity, religion, age, disability, sex, sexual orientation, gender identity or expression, genetic information or any other legally protected status, including comments that are intended as humor.

The Diocese considers harassment of any kind to be a serious offense. Any supervisor or employee found to have engaged in harassment will be subject to appropriate disciplinary procedures, including termination of employment.

The Diocese will not tolerate retaliation of any kind against anyone who complains about harassment or anyone who participates in good faith in an investigation of a harassment complaint.

The Rhode Island Commission for Human Rights is the state agency responsible for enforcement of employment discrimination actions.

Rhode Island Commission for Human Rights
180 Westminster Street
Providence, RI 02903
(401) 222-2662

The United States Equal Employment Opportunity Commission (EEOC) is the federal agency responsible for enforcement of employment discrimination actions.

Equal Employment Opportunity Commission John
F. Kennedy Federal Building
Government Center, Fourth Floor, Room 475
Boston, MA 02203
(800) 669-400

Complaint Procedures: Harassment and Discrimination

It is the goal of this policy and its procedures to create an environment in which people who have experienced harassment or who have concerns about harassment or discrimination issues will feel free to discuss those concerns with someone in a position to do something about them. Individuals who believe they are being harassed are encouraged to tell the person engaging in the conduct how they feel, but they are not required to do so. Experience has shown that a clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct. If you do not feel comfortable taking that course, or if you did and the harassment continued, you should file a complaint.

Upon receipt of a complaint, either oral or written, an investigation will be undertaken immediately, and prompt corrective action will be taken wherever necessary. If your initial complaint is oral, we may ask you to write down all the details in order to assist in the investigation. Although prompt reporting is important, as it allows the Diocese to investigate while the facts are fresh and to take prompt corrective action, employees should bring their concerns about possible harassment to the appropriate personnel at any time. If you believe that you have been the victim of discrimination, harassment, or offensive communications on account of your race, religion, ethnicity, age, disability, sex, sexual orientation, gender identity or expression, or any other legally protected status, you should use the following complaint procedure:

Notify your immediate supervisor, the Canon to the Ordinary or the Bishop. If your complaint is against one of those individuals, notify one of the other individuals. Complaints regarding the Bishop should be reported to the Chair of the Standing Committee. Do not assume that we are aware of your problems.

The person receiving the complaint should immediately notify the Bishop, who will initiate a prompt investigation of the complaint. The investigation will be conducted in as confidential a manner as possible. Depending on the circumstances, the investigation may involve interviews of any witnesses and the alleged harasser. Retaliation or reprisal against any employee for making such a complaint or for filing any discrimination charge with any federal or local agency is strictly prohibited. Similarly, retaliation or reprisal against any employee participating in good faith in an investigation of a harassment complaint is strictly prohibited.

Any employee who is found, after appropriate investigation, to have violated any Diocese policies concerning discrimination or harassment will be subject to appropriate discipline. Disciplinary action will be taken within the complete discretion of the Diocese, and may consist of a range of actions, including but not limited to warning, reassignment, suspension, mandatory counseling, and termination of employment. The disciplinary action taken will depend on the seriousness of the violation, as well as the employee's overall disciplinary record.

Any non-employee found to have committed an act of harassment or discrimination may be removed or barred from the Diocese's premises, or other appropriate action may be taken.

Each employee is responsible for cooperating in any investigation of alleged harassment if requested to do so by the person conducting the investigation.

All employees have the responsibility and duty to report any incidents of harassment to their supervisor, the Canon to the Ordinary or the Bishop in order to allow the Diocese to investigate and take corrective action as

soon as possible in order to ensure that such incidents will not occur again. Any employee who has knowledge of such behavior and fails to report it is subject to disciplinary action.

All management and supervisory personnel have the explicit responsibility and duty to report any sexual, racial, ethnic, or other harassment of our employees. Failure to so report will subject that person to disciplinary action,

WHISTLE BLOWER POLICY

The Diocese is committed to maintaining an environment where individuals are free to raise good faith concerns regarding the Diocese's practices and all members of the Diocese community are encouraged to report possible fraudulent or dishonest conduct (i.e., be a whistleblower). An individual should report his or her concerns directly to the Finance Director, the Chief Financial Officer, the Canon to the Ordinary or the Bishop.

A "**whistleblower**" is an individual who informs the Finance Director, the Chief Financial Officer, the Canon to the Ordinary or the Bishop about an activity which that person believes to be fraudulent or dishonest.

- The Diocese expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against individuals who raise suspected violations, cooperate in inquiries or investigations, or identify potential violations of Diocese policies. The Diocese employees may not retaliate against a whistleblower with the intent or effect of adversely affecting the terms or conditions of employment (including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages). A proven complaint of retaliation shall result in an appropriate remedy for the whistleblower and the initiation of disciplinary action, up to and including dismissal, against the retaliating person. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.
- The Diocese will make every reasonable effort to keep the whistleblower's identity confidential, unless (1) the person agrees to be identified; (2) identification is necessary to allow the Diocese or law enforcement officials to investigate or respond effectively to the report; (3) identification is required by law; or (4) the person accused of policy violations is entitled to the information as a matter of legal right in disciplinary proceedings.

Individuals with questions regarding this policy should contact the Finance Director, the Chief Financial Officer, the Canon to the Ordinary or the Bishop disciplinary action.

WORKPLACE VIOLENCE POLICY

The Diocese seeks to provide a work environment free from violence or threats of violence against individuals or groups, or against Diocese property, including domestic violence that may occur on our property. This policy requires all individuals on the Diocese premises, or who are representing the Diocese, to conduct themselves in a professional manner consistent with good business practices and in conformity with nonviolence principles and standards.

Definition: For purposes of this policy, "workplace violence" and "acts of violence" are defined to include any behavior or series of behaviors which constitute actual, potential or seeming assault, battery, harassment,

intimidation, threats or similar actions, attempted destruction of or threats to the Diocese or its employees, visitors, guests or its/their personal property.

The following list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

Diocese Policy: The Diocese will not, under any circumstances, tolerate workplace violence, the possession of weapons in the workplace, threats, threatening or menacing behavior, stalking, harassment or intimidation, or acts of violence committed by or against employees, visitors, guests, or other individuals on Diocese property. This prohibition also applies to such conduct off of Diocese property that: (a) is committed while an individual is engaged in Diocese business; (b) uses Diocese resources; or (c) negatively impacts the workplace or Diocese.

Violations of this policy by employees will lead to disciplinary action, up to and including discharge, and the involvement of appropriate law enforcement authorities as needed. Non-employees who engage in acts of violence on Diocese property will be reported to the proper authorities and fully prosecuted.

Any person who makes threats, exhibits threatening behavior, or engages in acts of violence on Diocese premises shall be removed from the premises as quickly as safety permits, and may be asked to remain away from Diocese premises pending the outcome of an investigation into the incident.

When threatening behavior is exhibited or acts of violence are committed, the Diocese will initiate the response that it deems appropriate. This response may include, but is not limited to, suspension and/or termination of any business relationship, suspension or termination of employment, and/or criminal prosecution of the person/persons involved. No existing Diocese policy, practice, or procedure should be interpreted to prohibit Diocese actions designed to respond to an incident of workplace violence or to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

The Diocese will assume that any threat to harm someone else was serious and intended. Weapons of any type (including pocketknives), whether carried by an individual or in an employee's motor vehicle, are not permitted on Diocese property at any time. The Diocese reserves the right to inspect an employee's property or motor vehicle that is on Diocese property.

Reporting Procedure: Diocese employees are responsible for notifying the Canon to the Ordinary or another member of the Bishop's staff of any potentially dangerous situations, including acts of violence that they observe on Diocese property or threats to commit harm that they hear at work, or that they have been told another person has witnessed or received – including those related to domestic violence. Even in the absence of an actual threat, employees should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job-related or might be carried out on a Diocesan-controlled site or is connected to Diocesan employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were the focus of the threatening behavior. If the designated representative is not available, the employee should report the threat to his/her supervisor or another member of the management team. Supervisors must report all incidents to the Canon to the Ordinary or Bishop without delay. Any employee who believes that he or she may need police protection while at work or while leaving work should immediately inform his/her supervisor and the Canon to the Ordinary.

Confidentiality and Investigation: Consistent with the values of the Diocese, employees should take action in ways that maintain respect and dignity for individuals while acting in an accountable and swift manner to

address the situation. All reports received will be investigated in as confidential a manner as deemed appropriate by the Diocese. If necessary, the investigation will include internal security personnel and/or outside law enforcement officials.

Protective or Restraining Orders: Any individual who applies for and obtains a protective or restraining order which lists Diocesan locations as being protected areas must provide to the designated management representative a copy of the petition and order.

Awareness: While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the Canon to the Ordinary or the Bishop if any employee exhibits behavior which could be a sign of potential danger. Such behavior may include

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance;
- Displaying irrational or inappropriate behavior.

An employee who confronts or encounters an armed or dangerous person should not attempt to challenge or disarm the individual. The employee should remain calm and talk to the individual. The employee should notify a supervisor of the need for assistance if it is possible to do so without endangering the safety of the employee or others. Otherwise, the employee should cooperate and follow the instructions given by the individual.

The Diocese encourages employees to seek assistance in addressing personal issues that could result in workplace violence. Any employee who believes that he or she needs assistance in handling anger, or dealing with violent tendencies, should contact the Canon to the Ordinary or the Bishop for the appropriate referral.

SOCIAL MEDIA POLICY

The use of social media is becoming increasingly popular. Social networking can be a useful marketing tool. However, if improperly used, social networking can result in a variety of adverse consequences, such as disclosure of sensitive or confidential information and potential damage to the Diocese's reputation.

"Social networking" means participating in, contributing to, and/or communicating with others in online communities for social or professional purposes. Typically, this interaction occurs on "social media" websites like Facebook, Twitter, LinkedIn, YouTube, and Yelp, but can also occur on "media sites" or blogs that are offered by television networks, newspapers, magazines, corporations, groups, and/or individuals and permit users to post comments or contribute content. Generally, employees should use good judgment and take personal and professional responsibility for what they create on and contribute to social media, especially when providing content for or about the Diocese.

Remember that the Diocese's other employee policies – including *Equal Employment Opportunity*, *Harassment*, and *Confidential Information* – apply to its employees' online and social media conduct.

This policy applies to all types of social networking activity while: (a) using Diocese computers, mobile devices, or other technology, and (b) using non-Diocese technology when linked to Diocese systems or referencing the Diocese in any way. Before participating in any social media forums pertaining to the Diocese or its employees, employees must review this *Social Media Policy*.

You represent the Diocese every day and know our mission better than anyone else. As we leverage social media to engage with the community, we want to provide you with the rules of the road, so that you can participate with confidence. These guidelines are designed to help protect you and our mission. The most important guiding principle is to use good judgment and consider how your participation will be perceived.

Use of Social Media for Personal Purposes

Employees using social media for personal purposes must adhere to the following guidelines:

- Do not specifically mention a Diocese employee in social media without their prior permission.
- Do not post, comment, blog, or contribute to your personal social media during business hours. Personal use of social media must not interfere with your work or productivity.
- Most social networking, blogging and related online activities should take place on personal time, unless required by your job.
- Do not use a Diocese email address to register for your personal social media. Do not use Diocese resources to setup or attend to your personal social media.
- The FTC prohibits endorsement of an organization's services by an employee of that organization unless the individual identifies him or herself as an employee of the organization. Employees with personal blogs that discuss Diocese services must disclose that they are employed by the Diocese and ***must include the following disclaimer in a visually prominent place on their blog: "The views expressed on this [blog; website] are my own and do not necessarily reflect the views of the Diocese. I am not a Diocese spokesperson."*** Such a disclosure and disclaimer should also be conveyed if appearing in a personal video discussing the Diocese's business, services, or employees.
- Do not share proprietary or confidential information of the Diocese or its employees via your personal social media.
- Consider whether connecting to other Diocese employees on your personal social media is appropriate for your level, position and responsibilities. To the extent that you do connect to other Diocese employees on your personal social media, consider using any filters available on social media to block inappropriate, unprofessional, or overly personal information about you from such people

Use of Social Media for Diocese's Business Purposes

The Diocese has and will continue to expand the promotion of its services via social media, including through its official Facebook page.

Employees are prohibited from launching new social media groups, fan pages, or followings without the explicit permission of the Digital Communications Coordinator. All Diocese social presences are managed by Digital Communications Coordinator. If you see an unmet need or have ideas, please send a suggestion to the Digital Communications Coordinator.

Employees creating content or using social media for the Diocese's business purposes must understand that they are representing the interests of the Diocese, and must adhere to the following guidelines:

- Use good professional judgment in creating/submitting content.
- Add value to the conversation by providing thought-provoking contributions that will help the entire community and by providing relevant, insightful information.
- Be respectful to the Diocese and its employees, as well as other faith communities. Make sure that what you say is factual and that it does not disparage any persons.
- Don't share proprietary or confidential information of the Diocese or its employees.
- Make sure to respect others' privacy. Do not specifically mention a Diocese employee in social media without their prior permission.
- Do not post anything that is false, misleading, obscene, defamatory, profane, discriminatory, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity.
- Use your best professional judgment when linking to third party websites or videos.
- Identify yourself as an employee if failing to do so could be misleading to readers or viewers. **If you endorse or provide content about the Diocese you must identify yourself as a Diocese employee. Do not engage in covert advocacy for the Diocese.**
- Contributing to the Diocese's social media must not interfere with your work or productivity.
- Refrain from posting content that could be characterized as plagiarism or a copyright violation.
- Do not post anything, including photographs or other images, that would potentially embarrass you or the Diocese, or call into question your or the Diocese's reputation.
- Do not discuss Diocese business unless the Diocese authorizes you to do so.
- Ensure that your posting is accurate, truthful, respectful, and is spelled correctly with appropriate grammar, language, and tone.
- Use the same judgment in writing your postings that you would in writing any formal letter. Post only content that you would be comfortable having the Head of Diocese, your colleagues, and the general public read, hear, or see.
- Be sure your tone (e.g., humor, sarcasm) is appropriate and is coming through clearly. Readers do not know you and can only assess your tone by your words and how you present them.
- It is okay to disagree but stick to the facts and check them first.
- Obtain approval from the Bishop or Canon to the Ordinary before responding to an inaccurate, accusatory, or negative comment about the Diocese or its employees; inquiries from journalists on issues related to the Diocese or its employees; or an inquiry about any other legal matter.

Limited Approval: Use of the Diocese's IT systems to access social networking sites is permitted for business purposes, but should: be limited, not interfere with or impact normal business operations of the Diocese, comply with all Diocese policies, not compromise the security or reputation of the Diocese, not burden the Diocese with unreasonable incremental costs, and comply with all other provisions of this policy. Social media

must not unduly interfere with productivity. Employees who participate in social networking sites on the Diocese's IT systems for work-related reasons may do so only if that social networking site has been specifically approved for use by the Director of Communications.

Social Networking Site Terms of Use: Anyone participating in social networking for any reason is responsible for reading, understanding, and complying with the site's terms of use. Any concerns about the terms of use for a site should be reported the Digital Communications Coordinator.

Content of Postings: Some social networking sites may provide an appropriate forum to keep current on matters of interest, to make professional connections, and to locate links to other pertinent sources. Users must be careful, however, that their online postings do not adversely impact or create problems for the Diocese or its employees. Users are personally responsible for all content they post on social networking sites. Remember that it is difficult to delete content once posted to a site, so be cautious when writing any posting. If you are about to publish something that makes you even the slightest bit uncomfortable, do not shrug it off and hit "send". Try to figure out what is bothering you, and then fix it. If you are still unsure, discuss it with the Digital Communications Coordinator before posting.

Prohibition on Pretexting: While the use of the Internet and certain social networking sites can be valuable for research, using social networking sites for "pretexting," that is, posing as a confidante or as one who is seeking a genuine social or business relationship in order to obtain confidential or non-public information, has significant ethical and legal implications. **All employees are therefore prohibited from using social networking sites for pretexting.**

Violations of This Policy: Due to the importance of this policy, the Diocese cannot tolerate violations. Accordingly, this policy may be enforced through the imposition of sanctions on violators. All Diocese personnel are subject to sanctions for violations of this policy, up to and including termination of employment.

If you have any questions about this policy, please contact the Director of Technology. Nothing in this Social Media Policy is intended to prohibit employees from communicating in good faith about the terms and conditions of their employment or the employment of their coworkers.

COMMUNICABLE DISEASE POLICY

The Diocese's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments and public health guidance and requirements concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease. The Diocese will comply with and consult federal, state and local authorities, including the Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), the Department of Labor (DOL), the Equal Employment Opportunities Commission (EEOC), and the Rhode Island Department of Health (RIDOH) in making decisions involving persons who have communicable diseases and policies relating to involving persons who have communicable diseases.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), COVID19, leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 (coronavirus) and tuberculosis. The Diocese may choose to broaden this definition within its

best interest and in accordance with information received through federal, state and local authorities, including CDC, OSHA, DOL, and EEOC.

The Diocese will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease, however, the Diocese reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if it finds that, based on a medical determination and/or public health guidance and/or requirements, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace. Similarly, the Diocese reserves the right to exclude a person from workplace facilities, programs and functions in the event that the person fails or refuses to comply with workplace policies and protocols that the Diocese has developed in response to a communicable disease.

The Diocese will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

During a public health crisis, it may be necessary for the Diocese to develop and implement a communicable disease response plan and/or specific policies and protocols relating to the health crisis to provide for the safety of its employees and the safe operations of its business. The Diocese will communicate these plans, policies, and/or protocols and detail any changes made by those to existing policy when, and if, they are issued.

POLITICAL ACTIVITIES POLICY

Due to its status as a 501(c)(3) tax exempt organization, the Diocese does not take sides or engage in any political campaigns or favor any political party. The Diocese may, however, take positions on matters of social justice, especially as they pertain to the Christian faith; the doctrine, discipline, or worship of the Episcopal Church; resolutions passed by General Convention; Pastoral Teaching from the Presiding Bishop; and the vows made at ordination.

Because some staff at the Diocese, in their capacity as private citizens, do take an active interest in politics and campaigns, they must be careful not to inadvertently compromise the Diocesan principle of neutrality.

Volunteers and paid staff who participate in political campaigns and other political events must do so on their own time and should not use their Diocesan affiliation in connection with these activities. If you are a senior-level staff, you should not hold any political position that could create the appearance that the Diocese is not completely neutral with respect to political activities.

In order to maintain a positive working environment, and in line with our tax exempt status, Diocesan employees may not distribute or display political literature that favors a political candidate or party in the workplace, and may not wear political insignia or paraphernalia relating to political campaigns in the workplace or while on work time.

Nothing in this policy shall prohibit an employee from displaying information or participating in activities regarding social justice policy issues, outside of the context of a political campaign.

Please contact the Canon to the Ordinary with any questions on this policy.

4.3 Employment of Minors

Our policy on employment of minors adheres to all Fair Labor and Standards Act (FLSA) standards, including the following:

- Minimum employment age (14 for non-agricultural work)
- Maximum weekly hours for employees under 16
- Minimum hazardous job employment age (18)
- Sub-minimum wage standards for students, apprentices, disabled employees and employees under the age of 20.

4.4 Family Member

The employment of relatives can prove problematic, particularly in situations where relatives share a department or a hierarchical relationship. The Diocese will not hire relatives to work in any potentially disruptive situation. An employee must inform us if he or she becomes a co-worker's relative. If at any time, we perceive the situation to be problematic, we may have to reassign or ask for one relative's resignation in order to remedy the situation.

4.5 Religion and Politics

The Diocese is respectful of all employees' religious affiliations and political views. If an employee chooses to participate in a political action (this includes personal interviews, physical involvement, and any activity on social media), you represent only yourself, and that you do not associate or represent the Diocese in any way.

We are happy to work with employees to accommodate political and religious obligations, provided accommodations are requested in writing in advance. We consider all requests in terms of the effect on the Diocese and reserve the right to approve or deny requests at will, except when otherwise directed by law.

4.6 Confidential Information

All Diocese matters and the personal information of its members are confidential. It is necessary to respect confidentiality at all times.

Employee information is considered to be private and only accessed on a need-to-know basis. Your healthcare information is completely confidential unless you choose to share it. In some cases, employees and management may receive guidelines ensuring adherence to the Health Insurance Portability and Accountability Act (HIPAA).

Personnel files and payroll records are confidential and may only be accessed for a legitimate reason. If you wish to view your files, you must set up an appointment in advance with your Supervisor. Diocesan-appointed

record keeper must be present during the viewing. You may only make photocopies of documents bearing your signature. You may not alter your files, although you may attach comments to items of dispute.

Certain information, such as dates of employment and rehiring eligibility, are available only by written request to the Supervisor. Please be aware that salaries are in the Diocesan budget and therefore public information.

4.7 Leaves of Absence

Full time employees who have completed six months of service requiring time off from work may apply for a leave of absence. This request must be made in writing.

All leaves must be approved by the Bishop. For planned leaves, employees must submit requests at least 30 days in advance. Emergency leaves must be requested as soon as possible, by calling his/her direct supervisor. The Supervisor must provide written documentation approving the emergency leave. Accepting/performing another job or applying for unemployment benefits during leave will be considered voluntary resignation. We consider all requests in terms of the effect on the Diocese and reserve the right to approve or deny requests at will, except when otherwise directed by law. Any request for a leave of absence due to disability will be subject to an interactive review. A medical leave request must be supported in a timely manner by a certification from the employee's health care provider. Extension of leave must be requested and approved in writing by the direct supervisor before the current leave ends. No employee is guaranteed reinstatement upon returning from leave, unless the law states otherwise. However, the Diocese will try to reinstate each returning employee in his or the previous position, or one that is comparable.

Note that, as a non-profit employer of fewer than fifty employees, the Diocese is not legally subject to the provisions of the Family and Medical Leave Act of 1993 (FMLA).

Below are the types of leave that the Diocese offers employees.

Work-Related Sickness and Injury

Employees rendered unable to work because of work-related injury or illness may receive an unpaid leave for the period required by medical evaluation.

Parental Leave

Full-time staff will receive **12** weeks paid parental leave for the birth or adoption of a child. Staff members who are eligible to receive TCI and/or TDI Benefits, see below, will receive the difference between those benefits and their regular salary. Staff members who are not eligible for TCI/TDI benefits will receive their full salary. Unused PTO (paid time off) may be added to the period of the parental leave at the election, in writing, of the staff member. The weeks of leave must be consecutive and begin with the first use of parental leave, whether before or after birth or adoption of the child.

Election Days

Provided an employee's schedule does not allow time for voting outside of work, and that he/she is a registered voter, the individual may take up to two hours, with pay, at the beginning or end of a workday, to vote in local, state, or national elections.

Bereavement

Paid Bereavement leave of **3** days for the death of an immediate family member, domestic partner, or relative at the discretion of the Supervisor.

Jury Duty

An employee called to jury or witness duty will be granted a leave of absence for the time required. The Supervisor must be notified as soon as the jury or witness duty is scheduled.

An employee shall receive the difference between his/her regular daily pay and the remuneration received for jury or witness duty during the same period. A court voucher must be submitted to the Supervisor.

The employee must report to work whenever available for two or more hours during the regular workday.

Military Leave

Regular full-time, regular part-time, or part-time employees of the Diocese who are called for training or active duty in the Uniformed Services of the United States are eligible for military leave. The Diocese will fully comply with the Uniformed Services Employment and Reemployment Rights Act (USERRA) with respect to compensation, benefit continuation, and job reinstatement rights. The Diocese will follow federal requirements for any provisions not contained in this policy. United States Military reservists or members of the National Guard continue to receive their regular pay and benefits for up to two weeks per calendar year when they are away from their positions at the Diocese on account of a national, state, or local emergency, or for military training duty. They must remit to the Diocese compensation received for military duty, excluding payments for room and board. Copies of military orders and pay documentation must be submitted to their supervisors and to the Business Manager.

Members of the Uniformed Services with at least six months of service with the Diocese who are called to active duty (including extended training) are eligible for supplemental pay equal to the difference between the military compensation, excluding payments for room and board, and the employees' regular rate of pay for up to two months of active military service. Copies of military orders and pay documentation must be submitted to the Business Manager. An employee will not receive both two weeks of regular pay and two months of supplemental pay for the same military leave request. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave. Employees on leave for up to 30 days are required to return to work on the first regularly scheduled day after the end of service, allowing for reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and applicable state laws. Employees returning from military leave will be placed in the positions they would have attained had they remained continuously employed, or comparable ones depending on the length of military service. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Section 5. Employment Benefits

The following is merely an overview of the Diocese's benefits package. It does not contain all relevant information. Please contact your Supervisor for additional information. Temporary employees are not eligible for benefits.

5.1 Unemployment Insurance

Employees rendered unemployed through no fault of their own or due to circumstances described by law, receive unemployment insurance. State agencies administer this insurance and determine benefit eligibility, amount (if any) and duration. Unemployment insurance is not available for Clergy.

5.2 Workers' Compensation

Worker's Compensation laws compensate for accidental injuries, death and occupational disabilities suffered in the course of employment. The Diocese provides Worker's Compensation Insurance for all employees. Generally, this includes lost wages, disability payments and hospital, medical and surgical expenses (paid directly to hospital/physician) and assistance to injured employees in returning to suitable employment.

5.3 Social Security Benefits (FICA)

Lay employees and the Diocese contribute funds to the federal Social Security Program, which provides retirees with benefit payments and medical coverage.

Short Term (Rhode Island) Temporary Disability Insurance (TDI)

This mandatory insurance covers every lay employee and provides a weekly benefit if you are disabled, unable to work for more than five consecutive days and are qualified. A premium of 1.3% of your salary or wages is deducted from each paycheck. Further information is available in the Business Office and online at www.dlt.ri.gov/tdi/. Please note that determination for qualification is determined by the Rhode Island Department of Labor and Training (TDI) at 401-462-8420. It is the employee's responsibility to contact TDI to determine qualification requirements for TDI coverage.

TDI payments are 66.67% of regular weekly wages up to a limit of \$1,500 per week. Employees who are unable to return to work after 26 weeks may be eligible for long-term disability benefits. (Long Term Disability Insurance.)

Short Term (Rhode Island) Temporary Caregiver Insurance

This mandatory insurance covers every lay employee and provides a weekly benefit, up to four weeks in a benefit year, if you are needed to care for a newborn, newly adopted child, or sick relative (e.g., child, spouse, domestic partner, parent, parent-in-law, or grandparent) for more than five consecutive days. A premium is deducted from your salary or wages from each paycheck. Further information is available in the Business Office. Please note that determination for qualification is determined by the Rhode Island Department of Labor and Training at 401-462-8420. It is the employee's responsibility to contact RIDLT to determine qualification requirements for TCI coverage.

5.4 Additional Benefits

PTO (Paid Time Off)

All Eligible employees are encouraged to take Paid Time Off (PTO) away from the EDRI responsibilities on an annual basis. All regular employees, non-exempt and exempt, who work at least 20 hours per week on a regular basis, accrue PTO on a bi-weekly basis in accordance with each pay period.

Full-time and benefit eligible part-time employees are entitled to PTO based on years of employment. Years are reckoned from January 1 following the date of employment. PTO time prior to that date will be granted proportionally.

For full time and part time employees hired prior to January 1, 2019, you will maintain the PTO schedule in effect as of your hiring date. (See the Benefits Administrator if you have a question regarding your available PTO time)

Beginning January 1, 2019, the PTO time will **accrue** as follows:

1 – 2 years 12 days per calendar year

Each year thereafter, you add 1 day up to 20 days per year.

If an employee has variable hours or less than the 20 average per week, consult with your supervisor regarding a request for time off.

Pay in lieu of PTO is not allowed. PTO shall only be taken in whole or **half day** increments of no less than **4** hours. PTO days must be taken before January 1 of the next year. If requested in writing and approved by the Supervisor, 5 working days of unused PTO may be carried over and used in the first 6 months of the following year or are forfeited.

PTO may be used for vacation, illness or for personal reasons. Holidays or days on which the office is closed, including due to severe weather, that fall within the employee's PTO are not counted as PTO days.

An employee should request advance approval for PTO from his/her direct supervisor in writing. Requests will be reviewed based on a number of factors including Diocese needs and staffing requirements. Diocese needs dictate that PTO may not be taken the week before Diocesan Convention, unless extraordinary needs exist and necessary steps are taken to alleviate the pressure on the office. The employee's supervisor will keep records of each employee's PTO. Accrued unused PTO is paid out on separation.

Holidays

Full-time and benefit-eligible part-time employees are entitled to paid holidays. The 15 holidays that we observe are:

January: New Year's Day, Martin Luther King Day

February: Presidents' Day

Good Friday

Easter Monday

May: Memorial Day

July: Independence Day

August: Victory Day

September: Labor Day

October: Columbus Day

November: Veterans' Day, Thanksgiving Day and the day after December:

Christmas Day and the first work day after Christmas.

The EDRI office will be closed the Monday after Convention. This will be considered Compensation time for working the Convention.

If the holiday falls on a Sunday, it is observed on the following Monday. If the holiday falls on a Saturday, it is observed on the preceding Friday. Holidays do not count as hours worked for overtime purposes

Medical Insurance

Full-time and benefit-eligible part time employees are eligible for medical insurance group coverage on both an individual and family basis, beginning the first day of the month following the date of hire. Full time employees who do not accept individual coverage must provide proof of health coverage from another source. The medical insurance carrier for the Diocese of Rhode Island, Medical Trust, is used for all churches in the state.

For full-time employees, the Diocese pays 83% of the premium cost and the employee pays the remaining 17% of coverage through payroll deduction. For part-time employees who work an average of 30 hours per week (1500 per year) the Diocese will pay 70% of the premium cost and the employee pays the remaining 30% through payroll deduction. Part-time employees who work an average of 20 to 29 hours per week will be responsible for the full cost through their payroll deduction.

Upon termination of employment or retirement, employees who are covered by our medical insurance may elect to continue their coverage for up to 36 months. However, they must pay the total cost of the premium directly to Medical Trust.

Dental Insurance

Full time and benefit-eligible part-time employees are eligible for dental insurance group coverage on an individual basis, beginning the first day of the month following the date of hire. Full-time employees who do not accept individual coverage must provide proof of dental coverage from another source.

For full-time employees, the Diocese pays 83% of the premium cost and the employee pays the remaining 17% of coverage through payroll deduction. For part-time employees who work an average of 30 hours per week (1500 per year) the Diocese will pay 70% of the premium cost and the employee pays the remaining 30% through payroll deduction. Part-time employees who work an average of 20 to 29 hours per week will be responsible for the full cost through their payroll deduction.

Upon termination of employment or retirement, employees who are covered by our dental insurance may elect to continue their coverage for up to 36 months. However, they must pay the total cost of the premium directly to Medical Trust.

Employee Assistance Plan

An EAP (Employee Assistance Plan) is offered to employees through the Medical Trust. The Employees enrollment is paid for by the Diocese. Employees not on the Diocese Medical Trust that would like to include their family in the plan may do so at a nominal fee.

Life Insurance

Lay Employees - A \$50,000 term life insurance policy is available for those employees working 30 hours a week or more.

Clergy - Life Insurance is provided through the Church Pension Group. Please see the Benefits Administrator for further information.

Disability Insurance

The Diocese participates in the RI Short Term Disability Insurance program for all lay employees Long Term Disability is offered to Lay Employees working 30 hours or more through the Church Pension Group.

Pension plan

Lay Employees -The Diocese offers a 403(b) defined contribution pension plan through the Church Pension Group to all employees who work 1000 hours or more per year. Eligible employees may participate on the first day of the month following date of hire. Employees are fully vested from the start of their participation in the plan.

Lay Employees scheduled to work 1000 hours or more per year are eligible for the Diocesan contribution of 5% of the employee's annual salary and a match of up to 4% of the employees' own contributions. The employee may contribute up to IRS limits.

Clergy - Clergy retirement benefits are provided through the Church Pension Fund and fully funded by the Diocese. For a description of plan benefits, please visit the Church Pension Group Website at www.cpg.org

Changing from full- to part-time or from part-time to full time status

Non-medical benefits accrued as a full-time employee remain in place if an employee shifts to a part-time position, or if the position is redefined as being part-time. Similarly, benefits earned as a part time employee also remain in place if an employee changes to a full-time position or the job is upgraded to full time.

Expense Reimbursement

All employees will be reimbursed for reasonable business expenses they incur in carrying out their work responsibilities as follows:

Non-exempt employees who are asked by their supervisor to use their personal automobile for official errands will be reimbursed at the mileage rate established by the IRS for that year. Exempt employees, other than the Bishop, are expected to use their personal automobile as necessary in the discharge of their duties and will be reimbursed for the mileage traveled in performance of their duties at the mileage rate established by the IRS for that year. Exempt employees may also use their Professional Expense budget to provide hospitality for committee meetings that are offsite, hosting out-of-state guests, etc.

To receive reimbursement, employees must submit a report of mileage traveled and other professional expenses no later than 90 days after incurring such expenses. This will be submitted using the "Request for Reimbursement of Travel Costs" form accompanied by a mileage log. Form on file in EDRI office.

Section 6. Rules of Conduct

6.1 On the Job

Hours of Work

It is the policy of the Diocese to establish the time and duration of working hours as required by the needs of the Diocese and the specific workload of the job. The Bishop reserves the right to specify work hours for any employee.

Reporting for Work

Employees are expected to begin and end each shift at the time and on the day appointed. You must inform your direct supervisor before the start of the workday if you will be absent or late and obtain his or her permission to leave early. Absences and late arrivals will be recorded. Should your absences or tardiness exceed a reasonable limit, you will be subject to disciplinary action and possible termination. Failing to call one's direct supervisor or report to work for three consecutive workdays will be considered voluntary resignation, and result in removal from payroll.

Staying Safe

Safety in the workplace is the Diocese number one priority. You must inform your direct supervisor in the event of unsafe conditions, accident or injury, and use safe working methods at all times. (Please refer to 6.2)

Cell Phone Use

Cell phones brought to work must not disrupt coworkers. If cell phone use interferes with operations in any way, cell phone privilege may be rescinded, and disciplinary action may be taken.

Email and Internet Access

The Diocese's electronic communication and information systems including, but not limited to, electronic mail, voice mail, and computer systems are Diocesan property and should be used for Diocesan purposes only. Nothing should be entered into these systems without good reason. Employees do not have a personal privacy right in any matter created, received, sent, or stored in these systems. As Diocesan property, your computer maybe checked at any time by appropriate personnel.

6.2 Rules and Policies

Confidentiality

All Diocesan matters and the personal information of its members are confidential. Employee information is considered to be private and accessed only on a need-to-know basis. No previous or current employee may disclose or give access to confidential Diocesan information in any way or at any time unless specifically authorized in writing by the Supervisor.

Discrimination and Harassment

In keeping with our Equal Opportunity Employment clause, the Diocese will not tolerate on-site discrimination or harassment on any legally protected basis, including that of physical characteristics, mental characteristics, race, religious or political views, nationality, disability, medical condition, sex, sexual preference or gender identification. Harassment and discriminatory behavior among employees or contractors will result in disciplinary action, with the possibility of termination. Discrimination and harassment by parishioners or business associates should be immediately reported to the Bishop, at which point the Diocese will investigate and take corrective action. You are welcome to seek legal relief if you find the Diocese's actions inadequate.

Drugs and Alcohol

Good performance on the part of our employees is crucial to the Diocese's success. For this reason, we strictly forbid employees to do the following while at work: Drinking alcohol and selling, purchasing or using illegal drugs at work. This includes prescription drugs being used for non-prescribed purposes. Possession of any non-prescribed controlled substance, including alcohol and legal but illegally obtained prescription drugs.

Reporting for work intoxicated. We reserve the right to test employees for substance abuse. Illegal drugs, illegal drug metabolites, or excessive alcohol in your system will result in disciplinary action.

The Diocese cares about the overall health and well-being of our employees. Any employee who feels that he or she is developing a substance abuse problem is urged to seek help. The Diocese may grant time off (within reason) for rehabilitation. Be advised that this will not excuse a substance-related offense. In some cases, completion of Diocese-approved rehabilitation program may serve as an alternative to termination.

6.3 Disciplinary Action

The Diocese takes disciplinary matters very seriously and will exact discipline as it sees fit for any unacceptable action or behavior. These may include but are not limited to:

- Excessive lateness and/or absence
- Improper or indecent conduct
- Poor communication
- Uncooperative attitude
- Abuse, unauthorized use, or unauthorized possession of Diocese property.
- Unauthorized use or disclosure of confidential information
- Possession and/or use of illegal drugs, weapons or explosives
- Illegal harassment and/or discrimination of any kind
- Violation of Diocese policy

Disciplinary action may consist of anything from verbal/written warnings and counselling to demotion, transfer, suspension or termination. Rather than follow rote procedures, the Diocese will handle each matter individually to ensure fairness to all involved. Please review and internalize the list of "don'ts" above and use good judgment at all times.

6.4 Termination of Employment

Voluntary Resignation: The Diocese requests a minimum two-week advance notice of resignation in writing, given to the Bishop.

Involuntary Termination: An employee guilty of misconduct or conduct inconsistent with the welfare of the Diocese may be dismissed without prior notice.

The Bishop, or a Bishop-appointed person, will conduct an exit interview no later than the last day of employment for each departing employee.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Employee Handbook which describes essential information about the EDRI, and understand that I should consult with the Canon to the Ordinary or the Bishop if I have questions. I have entered into employment with the EDRI voluntarily and acknowledge that it is for no specified length of time. Accordingly, either I or the EDRI may terminate the relationship at will, with or without cause, at any time, for any reason or no reason. I understand that neither this Policy nor any other EDRI policy, practice or procedure is intended to provide any contractual obligations related to continued employment, compensation or employment contract. No employee or representative of the EDRI is authorized to enter into an agreement— express or implied—with me or any employee for employment for a specified period of time unless such an agreement is in a written contract signed by the Bishop.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the Employee Handbook may occur, except to the EDRI’s policy of employment-at-will. I understand that the EDRI may change, modify, suspend, interpret or cancel, in whole or part, any of the published or unpublished personnel policies or practices, with or without notice, at its sole discretion, without giving cause or justification to any employee. Such revised information may supersede, modify or eliminate existing policies. The Bishop shall have sole authority to add, delete or adopt revisions to the policies in this Handbook, and that the employment-at-will policy can only be changed by the Bishop in a signed written contract. Any written or oral statement by a supervisor contrary to this Policy is invalid and should not be relied upon by any employee.

I understand and agree that I will read and comply with the policies contained in this Handbook and any revisions, as well as any written and unwritten rules, regulations, policies, procedures and instructions of the EDRI and that I am bound by the provisions contained therein. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

If I have questions regarding the content or interpretation of this Employee Handbook, I will the Canon to the Ordinary or the Bishop.

Employee Name (Printed)

Employee Signature

Date