



DIOCESE OF ROCKVILLE CENTRE  
EMPLOYEE HANDBOOK  
CHANCERY

October 1, 2023

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## Welcome Note From Our Chief Human Resources Officer

Welcome to the Diocese of Rockville Centre. In becoming an employee of the Chancery, you have accepted a special role in contributing to furthering the mission of the Roman Catholic Church on Long Island. It is important that we consistently strive to meet and exceed the expectations of those we serve. We do this by treating everyone with dignity, respect and understanding as caring and knowledgeable professionals.

These same ideals should be practiced internally among all of us as Diocesan employees, and between you and your supervisor. The Bishop's Cabinet Secretaries and our Directors are likewise dedicated to exceeding your expectations regarding fair treatment, personal respect, and communication.

This Employee Handbook has been prepared so you have a convenient source of information for the important Diocesan employment policies and practices that enable us to meet these standards. We have tried to cover those topics that we believe will be of particular interest to you, including benefits, performance evaluations, and the personnel matters that will arise in your day-to-day employment.

It is critical to remember that employment relationships with any organization of the Roman Catholic Church on Long Island are, first and foremost, subject at all times to the ethical and religious precepts of the Roman Catholic Church as interpreted and applied by the Bishop of the Roman Catholic Diocese of Rockville Centre (the "Diocesan Bishop"). The Diocesan Bishop is the final arbiter of the application of such precepts to all aspects of employment relationships, from hiring to termination, regardless of any other provisions of this Handbook. These precepts, as interpreted and applied by the Diocesan Bishop, shall be the guiding principle upon which all terms of the Handbook shall be understood.

This Handbook is not intended to take into account all possible contingencies. It is not a contract and does not create any contractual rights with our employees. The policies and practices explained in this Handbook will evolve under management's direction to fit the needs of the Diocesan Offices and its employees, and therefore will be subject to change and interpretation by the Chief Human Resources Officer, whose decision shall be final. The most current update of this Handbook will be available via the Internet.

Your supervisor and the Office of Human Resources are available to discuss this Handbook and Diocesan policies with you. Please do not hesitate to consult with them.

Sincerely,  
Allison Cannon  
Chief Human Resources Officer

## ABOUT YOUR EMPLOYMENT

### Employment at Will

The Diocese's policies and procedures that apply to all employees are not intended to create, and do not create, an employment contract or guarantee of continued employment for any employee; nor does anything in any policy of the Diocese alter the at-will employment relationship between the Diocese and its employees. Both the Diocese and its employees have the right to terminate the employment relationship at any time, with or without cause or reason.

### Equal Opportunity Employer

It is the policy of the Diocese of Rockville Centre (the "Diocese") to provide employment opportunities to all employees and candidates for employment without regard to creed, race, color, gender, religion, age, national origin, citizenship, marital status, disability, military or veteran status, domestic violence victim status, predisposing genetic characteristics or any other characteristic protected by applicable federal, state or local law. However, because of the religious nature of the tasks involved, certain positions will be filled solely by qualified Roman Catholics in good standing with the Church.

At the Diocese, the role of each employee within the organization is important and your sense of well-being is crucial to our success. Accordingly, the Diocese is concerned about all of our employees and will, within the bounds of applicable law:

- recruit, hire, train, and promote persons without regard to creed, race, color, gender, religion, age, national origin, citizenship, marital status, disability, military or veteran status, domestic violence victim status, predisposing genetic characteristics or any other characteristic protected by law;
- ensure that all employment actions such as compensation, benefits, transfers, performance evaluations, testing, training, discipline, discharge, and social and recreational programs are administered without regard to creed, race, color, gender, religion, age, national origin, citizenship, marital status, disability, military or veteran status, domestic violence victim status, predisposing genetic characteristics or any other characteristic protected by law;
- maintain employment conditions under which employees are free from harassment, discrimination, retaliation, unethical conduct or any other misconduct by a co-worker, supervisor, or other individual;
- ensure that any person filing a complaint, seeking a reasonable accommodation for a disability or religious observance, or cooperating in the investigation of a complaint is not retaliated against or harassed; and
- maintain a safe and healthy work environment.

The Diocese does not have institutional practices or policies that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, disability,

marital status, or other protected status under any applicable federal, state, or local law. Notwithstanding the forgoing, the Diocese adheres to the teachings of the Catholic Church in all matters. Nothing in any of the Diocese's institutional practices or policies is intended to waive or to be interpreted to alter the scope of any religious liberty protection or other protection of the Diocese under existing law, including the Constitution of the United States, the New York State Constitution, or any federal and state statutory and common law.

The Chief Human Resources Officer of the Diocese is responsible for implementation of all policies and procedures connected with the Diocesan Equal Employment Opportunity Policy with the Diocese's full support. If you have any inquiries regarding this policy, please contact the Chief Human Resources Officer at 516-678-5800, ext. 282.

## Disabilities in the Workplace

The Diocese complies with all applicable state and local laws that provide for nondiscrimination against qualified individuals with disabilities. The Diocese does not discriminate against any job applicant, employee or other individual, otherwise qualified to perform the essential functions of the job, with respect to any terms, privileges or conditions of employment because of that person's physical or mental disability or perceived disability.

In accordance with applicable law, and to ensure equal employment opportunities to qualified individuals with disabilities, the Diocese will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified applicant or employee to enable the individual to perform the essential functions of his or her job, unless an undue hardship on the operation of the business would result.

If you feel you need a reasonable accommodation in order to perform your job due to a disability, you should notify your supervisor. You may be required to submit to a medical exam or provide documentation, including that from your physician or other medical or rehabilitation professional, substantiating the reasons for the requested accommodation and the nature of the accommodation sought. Your full cooperation and input in this process are expected. The Diocese will review the request and any supporting documentation and, where warranted, implement an appropriate reasonable accommodation.

The Diocese's policy of providing equal employment opportunities to qualified individuals with disabilities applies to all of its personnel and employment practices.

If you need accommodation assistance, contact the Office of Human Resources.

## Employee Classifications

The following are the Diocese's employee classifications with related work schedules and benefits eligibility:

**Event Only/Temporary Employees** receive a work schedule based on Diocesan needs or are hired for a limited period specified at their time of hire. These employees are paid an hourly wage, a rate per day or

per event, are paid only for the hours, days or events they work, and they receive only the benefits prescribed by law.

**Part-time employees without benefits** are paid an hourly wage, receive a weekly regular work schedule of less than 28 hours per week based on Diocesan needs. They receive only the benefits prescribed by law and holidays that fall on or are observed on one of their regularly scheduled workdays.

**Part-time employees with benefits** are paid an hourly wage, receive a regular schedule of 28 or more hours per week and less than 35 hours per week. They accrue annual and sick leave according to the part-time schedule and are eligible for the Diocesan benefits in addition to the benefits prescribed by law.

**Full-time employees** are regularly scheduled to work at least 35 hours a week and are paid on either an hourly or salaried basis as set at their time of hire or as modified thereafter. They are eligible for the Diocesan benefits in addition to the benefits prescribed by law.

At the time of hire, each lay employee is given an offer of employment that documents the status and conditions of employment. These conditions include date of employment, hourly, daily or per event rate or salary, title, work schedule, and benefit eligibility. Subject to the terms of our benefits plan, no one's status is altered by working more or less than your schedule unless Human Resources advises you that your status has been changed.

Religious staff are compensated and receive the benefits (leave time etc.) specified by the Diocese under separate cover.

Priest employment matters, including compensation and benefit matters, are addressed under separate cover and in separate written materials including the Priest Personnel Procedures Manual.

Although canonically deacons are clerics, deacons hired for Diocesan employment are to follow the normal Diocesan guidelines for lay employees unless agreed upon in individual situations and circumstances by the Diocesan Bishop.

## **Introductory Period**

If you are a new full-time or regular part-time employee, or an employee who has converted to a full-time or regular part-time position from event only/temporary position you are subject to a three-month (90 day) Introductory Period.

During this time, you will be training in your job and your job performance will be evaluated. Your supervisor will evaluate your performance at the end of the three-month period and provide verbal feedback on your progress. This evaluation will help your supervisor to decide whether or not to continue your employment with the Diocese.

Successful completion of the introductory period does not guarantee your continued employment. Both the Diocese and its employees have the right to terminate the employment relationship at any time, with or without cause.

## Performance Management

Performance evaluations are conducted annually. This process enables employees to know what is expected of them, what criteria will be used to evaluate their performance, and how they are doing. Your work performance, attendance, punctuality, and demonstrated support of our professional standards are all factored into your overall rating. Although your overall rating is determined by several factors, it is important to realize that your overall rating need not always be a strict numerical calculation which assigns weights to each factor. This is because certain aspects of your job such as, but not limited to, poor attendance and/or punctuality or confrontational behavior with external and/or internal customers, jeopardize your employment if not corrected.

## Secondary Employment

Secondary employment outside of your employment at the Diocese is not strictly prohibited. However, be aware that the Diocese expects your full and complete commitment to employment here at the Diocese and it considers your full-time position to be your primary employment. You must let your supervisor know of any secondary employment that you take on when you take on the employment.

If your secondary employment raises an actual or potential conflict of interest or interferes with successful performance of your job, the Diocese may require that you either resign the secondary job or face termination by the Diocese.

## Background Checks

All offers of employment at the Diocese are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates and on all employees who are promoted, as deemed necessary. In addition, the Diocese conducts employee background checks every five years after an employee's date of hire.

Background checks can include the following:

- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Prior Employment Verification:** confirms applicant employment with listed companies, including dates of employment, position held and additional information available pertaining to their performance, reason for their departure and eligibility for rehire.
- **Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.
- **Educational Verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- **Criminal History:** Includes a review of criminal convictions and probation.



The following additional background checks will be required if applicable to the position:

- **Motor Vehicle Records:** provides a report on an individual's driving history. This search will be run when driving is an essential requirement of the position.
- **Credit History:** confirms candidates credit history. This search will be run for positions that involve management of the Diocese's funds and/or handling of cash or credit cards.

Final candidates must complete a background check authorization form prior to these searches being conducted.

### **Local and Business Travel**

Reimbursements will be made for travel expenses (and travel time for non-exempt employees) incurred over and above one's normal commute to work by employees on official Diocesan business. A mileage allowance plus reimbursement for tolls and parking is provided to employees using personal cars on official business. However, carpooling when possible is encouraged to help control our expenses. The mileage allowance is a blanket reimbursement that is made to cover all expenditures (including insurance) incurred in operating a vehicle. The travel policies for conferences and out of town business should be reviewed with the Chief Financial Officer. Please see Travel and Expense Policy attached as Appendix B.

## Work Hours and Compensation

### Workweek

The Diocese's workweek begins at 12:01 a.m. Sunday and ends at midnight on Saturday. Normal office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday and from 8:30 to 4:00 p.m. from July 4<sup>th</sup> until Labor Day. Some departments will have different office hours as needed and determined by your supervisor.

Normal work hours for full-time employees are 35 hours per week.

### Timekeeping

To ensure that you are compensated correctly for the time you work, you must document your time by completing and approving a Time Record via the Time Saver web-site at <https://timesaver.adp.com/i15/e19s/TS/login.php> each pay period. Your time record will be reviewed and approved by your manager on the first business day following the end of each pay period.

- There are 24 pay periods per year, two each month: the 1<sup>st</sup> to the 15<sup>th</sup> day of the month and the 16<sup>th</sup> to the last day of the month.
- A record for each regularly scheduled workday should be completed with the actual hours worked, excluding lunchtime.
  - Non-exempt employees will record their start and end time each day and Time Saver will deduct an hour for lunch each day provided 6 ¼ hours have been worked. A non-exempt employee may be requested to reduce their lunch break to ½ or ¾ of an hour. To reflect such a reduction the employee must record the time lunch was started and ended by creating two records for the day: one for the time worked before lunch and one for the time worked after lunch. Time Saver will allocate the time recorded to Regular Hours, Additional Straight Time (OT), or Time and a Half Overtime (DT).
  - Exempt employees will record the HW (Hours Worked) pay code and the total hours worked excluding lunchtime each day.
- If a day is not worked a pay code and the hours taken should be recorded. For example, for full time employees, paid absence codes will be counted as 7 hours and unpaid as 0 hours, ½ days should be counted as 3.5 hours.
- Time Saver totals the hours for each completed pay period. You need only approve the hours recorded after each pay period and they will be submitted for your manager's approval electronically.
- The employee's manager must approve each Time Record each pay period and approve the time record. This approval will then submit the hours, overtime for non-exempt employees and the pay codes recorded to payroll electronically.

- An employee's sick time and annual leave accruals are maintained on the employee's Time Saver record. All leave time must be requested and approved via Time Saver. These accruals will also be reported on each pay stub.

Time Records (written or electronic) are legal documents, and any intentional falsification of these records is grounds for immediate termination for the employee completing the record and/or the supervisor approving the record. No modifications of the data are permitted after a time record is recorded and approved. Any needed corrections of approved time records must be submitted to the Chief Human Resources Officer.

## Overtime

If you are a non-exempt employee, you will receive overtime pay at the rate of one and a half times your regular rate of pay for any hours over 40 that you work in a workweek. Hours over 35 but less than 40 in a workweek are not paid as overtime but considered straight time hours. All overtime must be pre-approved by your manager. Whenever possible, overtime is assigned on a voluntary basis; however, your manager has the right to request that you work mandatory overtime.

Approved overtime will be paid at the following rates for employees covered by the Fair Labor Standards Act:

- Straight pay for any time worked between your normal scheduled hours and 40 hours (to the nearest  $\frac{1}{4}$ <sup>th</sup> hour) in a week by non-exempt employees.
- Time and a half pay for any time worked in excess of 40 hours (to the nearest  $\frac{1}{4}$ <sup>th</sup> hour) in a week by non-exempt employees. Please note that holidays and leave time are not considered time worked.

Exempt employees do not receive overtime pay regardless of the number of hours they work in a week.

## Comp Time

In lieu of being paid for their overtime, non-exempt employees may request to receive compensatory time (also known as comp time) within the same workweek, depending on workweek schedule. For example, if you work hours on a day on which you are not normally scheduled or work more hours than scheduled on a day you are scheduled, your manager may give you off the equivalent hours on a day you are normally scheduled to work in the same workweek in lieu of paying you overtime. Your manager will approve your request or provide paid overtime based on your department's staffing needs.

## Shift Differential

If you are a full-time non-exempt employee whose regular schedule begins after 11:00 p.m. and includes a majority of hours on evenings and/or weekends, you may be eligible to receive a 10% shift differential. Supervisors should notify the payroll department in advance if approved.

## Breaks and Meals

All full-time, exempt or non-exempt employees of the Diocese have the following meal and break periods offered to them:

- Monday through Friday you have sixty minutes (one hour) for lunch. Lunch periods should be scheduled between noon and 2:00 p.m. The lunch period is not part of your paid workday. All employees who work at least six (6) hours must take an uninterrupted meal break of at least thirty (30) minutes as per New York State labor regulations.
- Two short work breaks of up to 10 minutes each, at your managers discretion. These paid breaks are not cumulative, may not be added to your lunch hour and may not be taken during the first or last 15 minutes of your workday.
- An employee who works for a period beginning at 11:00 a.m. and ending after 7:00 p.m. is entitled to an additional meal break of 20 minutes between 5:00 p.m. and 7:00 p.m.

You are expected to be on our premises during breaks other than lunch. The time and length of all breaks should be scheduled with your manager.

## Attendance

Regular attendance is a condition of employment. In order to provide quality service, the Diocese expects every employee to report to work each regularly scheduled workday unless they are disabled by illness, absent with prior approval, or are otherwise unavoidably absent.

While we realize that employees are absent from time to time, we know through experience that most employees have no difficulty limiting their absences to a reasonable number. Excessive absence is 6 or more unexcused absences or sick days without medical documentation within a 12-month period. Excessive lateness is 4 or more times late within a 12-month period. Both can adversely impact our quality of service or impact the vast number of employees who are seldom absent and must cover the absentees' jobs. Therefore, attendance (the number of absences and times late) is an important factor in your performance evaluation.

If you become ill, are injured, or are unable to report to work for any reason, you must call your manager no later than the time you are scheduled to start on each business day that you are out of work. You should speak to your manager directly so that he/she might understand your circumstance and the date of your expected return. If you are unable to call, you may have someone in your family call for you.

If you are hospitalized or are recuperating from an illness or injury (out more than 6 consecutive business days) and are under doctor's written orders not to return to work, you will not be required to call each day. However, you will need to call 1-888-514-0981 and choose option 4 to file a short-term disability claim and provide a completed Certification of Physician form to continue your pay and/or your disability and health benefits.

If you have planned a needed medical procedure and you will be out over 5 consecutive days, a Certification of Physician form should be provided to your supervisor prior to your procedure. You may be

required to present a physician's written report if you are absent due to personal illness, elder care, spouse care, or childcare as soon as the first day and no later than the third day of the absence.

If you are absent and fail to call your supervisor or submit the required documentation for 3 consecutive days, it will be assumed that you have abandoned your employment with us, and your employment will automatically terminate.

## Paychecks

Employees receive a paycheck (or a Direct Deposit) on the last day of each pay period. Your direct deposit pay voucher and/or pay check detail are accessible to you through the use of ADP iPAY Statements, <https://ipay.adp.com>. The base pay for full-time and regularly scheduled part-time employees hired before 7/1/09 is generally current. Adjustments such as annual leave and sick leave, overtime payments, etc. are one pay period behind; overtime payments are made for work performed up to and including the last full week of the prior pay period. All employees hired after 7/1/09 are paid on a one pay period lag.

You will receive an itemization of your deductions and net pay each payday. Several deductions may appear on your paycheck; depending on your elections, these may include the following:

- Federal, State, and local income taxes;
- Social Security (FICA) and Medicare taxes;
- Health insurance and other benefit deductions; and
- Voluntary Mutual of America 403 (b) contribution, a tax-deferred savings plan available to employees under Section 403B of the Internal Revenue Code.

## Direct Deposit

Employees may have their salary directly deposited into a savings or checking account at their bank (provided their bank participates in the Automated Clearing House program). If you are interested, you may contact Human Resources, who will help you arrange this service.

## Wage Garnishment and Payroll Deductions

If you receive a wage garnishment or assignment form, you should immediately send that form to the payroll to be processed. The garnishment notice provides specific instructions on the employer's obligations and the elements of an employee's pay which may or may not be garnished.

As required by law, the Diocese takes deductions for each employee's gross wages. These deductions include all applicable federal, state, and local taxes. Employees are responsible for keeping Human Resources informed of changes in tax exemptions, marital status and home address.

## Time Off and Leave

### Holidays

Generally, full time employees receive the following paid holidays:

New Years Day (January 1)	Labor Day (September)
Martin Luther King Jr.'s Birthday (January)	Columbus Day (October)
President's Day (February)	All Saints Day (November 1)
Holy Thursday (March/April)	Veterans Day (November 11)
Good Friday (March/April)	Thanksgiving (November)
Easter Monday (March/April)	Day After Thanksgiving (November)
Ascension Thursday (May/June)	Feast of the Immaculate Conception (December 8)
Memorial Day (May)	Christmas Eve (December 24)
Juneteenth (June 19)	Christmas (December 25)
Independence Day (July 4)	Day After Christmas (December 26)
Feast of the Assumption (August 15)	

Full time employees will be paid for the above holidays when they fall on a regularly scheduled workday. If the holiday falls on a weekend the following will occur:

- The employee will receive pay and the office closed on the day closest to the holiday. For example, if Christmas Day falls on a Saturday, the Chancery will observe the holiday on the Friday before. If it falls on a Sunday, we will observe it on the Monday after.
- When a feast day or All Saints Day falls on a weekend they are not observed the following workday and will not be considered a holiday.

Part-time employees are paid only for a holiday that falls on or is observed on one of their regularly scheduled workdays.

Event only / Temporary employees and employees on a leave of absence are not paid for holidays.

Holidays are not considered time worked for purposes of calculating overtime compensation.

### Annual Leave

As an employee, you are granted paid annual leave for vacation, personal business, or religious observance. The amount of annual leave you earn is based on your employee status and your years of service.

### ANNUAL LEAVE FULL-TIME EMPLOYEES

Years of Service	Annual Leave Accrual			
	Nonexempt		Exempt	
0 – 5 years	13 days	7.70 hours per month	18 days	10.50 hours per month
Beginning the 6 <sup>th</sup> year	18 days	10.50 hours per month	23 days	13.42 hours per month
Beginning the 11 <sup>th</sup> year	23 days	13.42 hours per month	23 days	13.42 hours per month

### ANNUAL LEAVE PART-TIME EMPLOYEES

Years of Service	Annual Leave Accrual			
	Nonexempt		Exempt	
0 – 5 years	.22 hours per month	per hour scheduled per week	.30 hours per month	per hour scheduled per week
Beginning the 6 <sup>th</sup> year	.30 hours per month	per hour scheduled per week	.40 hours per month	per hour scheduled per week
Beginning the 11 <sup>th</sup> year	.40 hours per month	per hour scheduled per week	.40 hours per month	per hour scheduled per week

**General Provisions:**

- Requests to use annual leave must be approved in advance by the supervisor who approves your time record and schedules your time. This supervisor will base the approval decision on how the timing of the leave impacts work requirements.
- Annual leave accrues after the 15<sup>th</sup> of each month.
- Annual leave may be taken in 3.5-hour units.
- Accrued annual leave balances are calculated annually for each employee from January 1<sup>st</sup> through December 31<sup>st</sup>.
- If you do not use all your accrued annual leave in a year, you may carry over the remaining days to the next year. You may only carry over two years of accrued annual leave not taken in those two years. At the end of each year any annual leave time that was accrued more than two years prior and not taken will be converted to sick time.
- At least 5 days of annual leave must be taken in succession each year to allow employees to benefit from the renewal a period away from work can provide.
- Although any annual leave accrued at another Diocesan entity is not carried over at the time of your hire, your years of service count in determining your leave time at your new entity.

- Annual leave is not considered time worked for purposes of calculating overtime compensation.

If you become ill or have a death in your immediate family prior to the start of your scheduled vacation time, you may use accumulated sick time or death in the family leave and reschedule the vacation. If you are hospitalized or have a death in your immediate family while you are on vacation, sick leave or death in the family leave will be substituted if you provide sufficient documentation.

Employees who resign will be paid for any unused annual leave they have remaining. In certain circumstances and for specific jobs, annual leave will not be paid. An example would be resignation following misconduct, which would have warranted dismissal because of serious dishonesty or breach of trust.

## Sick and Safe Leave

The Diocese provides full-time and part-time employees with safe and sick leave. Leave can be taken on a continuous or intermittent basis for the care and treatment of employees or a family member, and to seek assistance or take other safety measures if the employee or a family member may be the victim of any act or threat of domestic violence or unwanted sexual contact, stalking or human trafficking.

Examples of permissible uses of sick and safe leave include:

- An employee's mental or physical illness, injury or health condition or need for medical diagnosis, care or treatment of mental or physical illness, injury or health condition or need for preventative medical care.
- To care for a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or who needs preventive care.
- Obtain services from a domestic violence shelter, rape crisis center or other services program.
- Participate in safety planning, relocate or take other actions to protect the employee's safety or that of employee's family members, including enrolling children in a new school.
- Meet with an attorney or social service provider to obtain information and advice related to custody, visitation, matrimonial issues, orders of protection, immigration, housing, discrimination in employment, housing or consumer credit.
- File a domestic incident report with law enforcement or meet with the district attorney's office.
- Attend civil or criminal court dates related to any act or threat of domestic violence, unwanted sexual contact, stalking or human trafficking.

When an employee's need to take sick or safe leave is foreseeable, the employee must provide his or her immediate supervisor written notice. When the employee's need for leave is not foreseeable, the employee must provide notice to their supervisor as soon as practicable.

For absences of three or more consecutive days, employees can be required by their supervisor to submit documentation from a licensed medical provider or, in the case of safe leave, reasonable documentation from a social services provider, attorney, law enforcement, clergy member, or notarized letter by the employee indicating the need for safe leave. The documentation from a licensed medical provider must attest to both the existence of a need for sick leave and the date on which the employee is cleared to return to work. The documentation for safe leave must indicate the need for safe leave. Documentation provided by an employee will be maintained in the employee's confidential personnel file.



Documentation shall not include confidential information regarding the nature of any medical condition or of any domestic violence/sexual offense matter requiring the use of leave under this policy.

An employee's failure to provide documentation when requested may result in disciplinary action, up to and including termination of employment. Employee misuse of safe or sick leave, including unapproved absences after exhausting safe or sick leave, may result in disciplinary action, up to and including termination of employment. Upon termination of employment, unused sick and safe leave will have no monetary value and will not be paid out.

Sick leave accrues on the first of each month. Full-time employees earn 7 hours of sick leave for each month of service. Part-time employees earn .20 hours for each hour they work each week. Event only/temporary employees earn no sick leave.

#### General Provisions:

- Sick time may be taken in 3.5-hour units.
- Time off for paid sick leave for reasons other than personal illness is limited to 60 days in any 12-month period.
- Your paid sick leave runs concurrently with Family/Medical Leave, which may provide unpaid leave after your paid leave has been exhausted (depending on the length of your paid leave).
- Any sick leave you do not use in a year may be carried over to the next year, and there is no limit to the amount of sick leave that you may accrue. As a result, you may save up your sick leave so you have it available in case of an extended illness.
- If you use sick leave for more than 6 continuous business days (8 calendar days), or if your supervisor otherwise requests it, you must provide documentation of your illness on a Certification of Physician form before your return to work.
- Employees on an approved sick leave who have exhausted their sick leave accrual will be paid their accrued annual leave for the balance of the absence until it is exhausted, unless otherwise requested in writing.
- Unused sick leave is forfeited at the time your employment terminates unless all of the following pertain: (a) you have 10 years of service, (b) are age 55 and over, (c) retire, and (d) have 60 or more unused days. If you meet all the above criteria, you will be paid for half of your unused sick leave at your final pay rate to a maximum of 30 days.
- Sick leave is not considered time worked for purposes of calculating overtime compensation.

### Family and Medical Leave (FMLA)

In compliance with the Federal Family and Medical Leave Act of 1993 (FMLA), the Diocese gives eligible employees up to 12 weeks of unpaid, job-protected leave during any rolling 12 month period, measured backward from the date that any FMLA leave is used for qualifying family and medical reasons. Under the rolling 12-month period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months.

To be eligible for leave under FMLA, you must meet all the following conditions:

- You must have worked for the Diocese at least for 12 months.
- You must have worked for the Diocese at least 1,250 hours over the 12 months prior to the date leave is requested to commence.

Qualifying family and medical reasons include one or more of the following:

- The birth and care of the son or daughter of the employee in the first 12 months of the child's birth.
- The placement with the employee of a son or daughter for adoption or foster care in the first 12 months of the child's adoption or placement.
- To care for an immediate family member (spouse, child, parent) with a serious health condition.
- To take medical leave when the employee is unable to work because of a serious health condition.
- An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member or veteran may take up to 26 weeks of FMLA leave in a single 12 month period to care for the service member who is undergoing medical treatment, recuperation or therapy for a serious injury or illness incurred while on active duty in the Armed Forces, including the National Guard and Reserves, as long as the service member or veteran was a member of the Armed Forces at any time during the five years preceding the date of treatment, recuperation or therapy.
- An eligible employee who is the spouse, son, daughter, or parent being on or called to active duty in either the regular Armed Forces deployed to a foreign country, the National Guard or Reserves, with up to 12 weeks of FMLA job protected leave for any qualifying exigency that arises while the covered family member is on active duty or called to active-duty status in support of a contingency operation.

#### General Provisions

- An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Diocese's operations.
- A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.
- Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.
- Employees must use accrued annual leave and sick time while on unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves and the paid time will run concurrently with an employee's FMLA entitlement.

- Upon written request, the Diocese will allow employees to use accrued annual leave and sick time to supplement any applicable paid disability or Workers' Compensation benefits. Receipt of disability benefits or Workers' Compensation benefits does not extend the maximum amount of leave time to which an employee is eligible under the FMLA.

Procedure:

- To request family or medical leave under FMLA, contact Human Resources for information and to complete a Request for Leave form.
- You must provide your manager and Human Resources 30 days advance notice if you can anticipate the need to take leave. If the leave is unforeseeable, you must contact Human Resources if you are out for more than five (5) days.
- For any qualifying family or medical reason, or if the request is for intermittent or reduced leave, you will need to provide to Human Resources medical certification and period re-certifications.
- While you are on leave, you must give Human Resources periodic reports regarding your status and your intent to return to work.
- Any accrued sick time is applied at the beginning of the leave period, and you have the option to use your accrued annual time. Any remaining leave time is taken unpaid. FMLA leave runs concurrently with any paid or unpaid time off.
- During your FMLA leave, paid leave (annual and sick time) does not accrue.
- If applicable, during FMLA leave, the Diocese will maintain health coverage under any group health plan on the same terms as if the employee had continued to work. If paid time off is substituted for unpaid leave, the Diocese will deduct the employee's portion of any applicable health plan premium as a regular payroll deduction. If the employee's leave is unpaid, the employee must make arrangements with Human Resources prior to taking leave to pay their portion of any applicable health insurance premiums each month. If the employee's premium is more than thirty (30) days late, the applicable coverage may cease without further notice.
- During approved leave, you will continue to receive credit for service time to the Diocese.
- At the end of the FMLA covered period, if you do not return to work and your general leave of absence period expires, you will be terminated from employment.

## New York State Paid Family Leave

### Eligibility Requirements

Employees who have a regular work schedule of 20 or more hours per week and have been employed at least 26 consecutive weeks prior to the date paid family leave (PFL) begins (or who have a regular work schedule of less than 20 hours per week and have worked at least 175 days prior to the date PFL begins) are eligible for PFL.

An employee has the option to file a waiver of PFL and therefore not be subject to deductions when his or her regular employment is: (i) 20 or more hours per week but the employee will not work 26 consecutive weeks; or (ii) less than 20 hours per week and the employee will not work 175 days in a 52 consecutive week period. If you believe you may be eligible to file a waiver and wish to do so, please contact Human Resources.

## **Entitlement**

PFL is available to eligible employees for up to twelve (12) weeks within any 52 consecutive week period based on a rolling calendar:

- To participate in providing care, including physical or psychological care, for the employee's eligible family member with a serious health condition.
- To bond with the employee's child during the first twelve months after the child's birth, adoption or foster care placement
- For qualifying exigencies, as interpreted by the Family and Medical Leave Act (FMLA), arising out of an eligible family member's deployment on active duty (or has been notified of an impending call or order to active duty) in the armed forces of the United States.

The 52 consecutive week period is determined retroactively with respect to each day for which PFL benefits are currently being claimed.

PFL benefits are financed solely through employee contributions via payroll deductions. The weekly monetary benefit will be 67% of the employee's average weekly wage or 67% of the state average weekly wage, whichever is less.

The Diocese and an employee may agree to allow the employee to supplement PFL benefits up to his or her full salary with paid time off, to the maximum extent permitted by applicable law.

An employee who is eligible for both statutory short-term disability benefits and PFL during the same period of 52 consecutive calendar weeks may not receive more than 26 total weeks of disability and PFL benefits during that period of time. Statutory short-term disability benefits and PFL benefits may not be used concurrently.

## **Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently in increments of at least one full day, except that an employee may only take intermittent leave to care for a family member with a serious health condition where it is medically certified. Leave taken on an intermittent leave schedule will not result in a reduction of the total amount of leave to which an employee is entitled beyond the amount of leave actually taken.

## **Employee Responsibilities**

An employee must provide thirty (30) days advance notice before the date leave is to begin if the qualifying event is foreseeable. When thirty (30) days' notice is not practicable for reasons such as lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, the employee must provide notice as soon as practicable and generally must comply with the Diocese's normal call-in procedures. Failure by the employee to provide thirty (30) days advance notice of a foreseeable event may result in partial denial of the employee's benefits for a period of up to thirty (30) days from the date notice is provided.

Employees must provide sufficient information to make the Diocese and Prudential aware of the qualifying event and the anticipated timing and duration of the leave. Employees must specifically identify the type of family leave requested. Employees also must provide medical certifications (and periodic recertification, if applicable) or other supporting documentation or certifications supporting the need for

leave as required by the Diocese or Prudential. An employee requesting paid family leave must submit a completed Request for Paid Family Leave or PFL-1 form and additional certification form(s) as follows to Prudential: (1) Bonding Certification: PFL-2 Form plus documentation; (2) Health Care Provider Certification: PFL-4 Form plus Personal Health Information (PHI) Release (PFL-3 Form); or (3) Military Qualifying Event: PFL-5 Form plus documentation.

### **Job Benefits and Protection**

During any PFL taken pursuant to this policy, the Diocese will maintain coverage under any existing group health insurance benefits plan as if the employee had continued to work. The employee must make arrangements with Human Resources prior to taking leave to pay his or her portion of any applicable health insurance premiums each month.

The Diocese's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the Diocese will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date.

Any employee who exercises his or her right to PFL will, upon the expiration of that leave, be entitled to be restored to the position held by the employee when the leave commenced, or to a comparable position with comparable benefits, pay, and other terms and conditions of employment. The taking of leave covered by PFL will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

### **Leave Concurrent with FMLA**

The Diocese will require an employee who is entitled to leave under both the FMLA and PFL, to take PFL concurrently with any leave taken pursuant to the FMLA. When the total hours taken for FMLA in less than full-day increments reach the number of hours in an employee's usual workday, the Diocese may deduct one (1) day of PFL from an employee's annual available PFL.

If the Diocese designates a period of PFL to also be covered by the FMLA, and if the Diocese informs the employee of the employee's eligibility for PFL benefits and the employee declines to apply for payment from Prudential, the Diocese and Prudential may count the leave against the employee's maximum duration of family leave in a 52 week period as defined in this policy.

### **No Retaliation**

The Diocese will not discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an employee for using PFL, attempting to exercise the right to use available PFL, filing a complaint with an applicable state or local agency, or cooperating in an investigation into allegations of violations of the PFL law.

If you have questions regarding this PFL policy, please contact Human Resources. The Diocese is committed to complying with the PFL and, whenever necessary, shall interpret and apply this policy in a manner consistent with the PFL. Employees who disagree with a denial of their claim for PFL, may submit their dispute to arbitration pursuant to Prudential's guidelines.

## Other Leaves

In addition to annual leave, sick leave, Family/Medical Leave and Paid Family Leave, you may be eligible to take time off from work for the following reasons:

**Death in the Family** – If someone in your immediate family dies, you may be excused from work with pay for up to three days. Immediate family includes your spouse; natural, step, or foster parent; child; grandchild; brother; sister; father-in-law; mother-in-law; and any relative residing in the household. If you require additional time in this regard, you may use accrued annual leave or borrow against future annual leave (to a maximum of four days); this arrangement should be made with your supervisor.

**Jury Duty** – If you are called for jury duty, you must notify your supervisor as soon as possible. You will continue to receive your regular salary while serving; as a result, you may not accept any stipend provided by the court. Upon completing jury duty, you must provide the court's statement confirming the length of your jury duty to your manager.

**Military Service Leave** – This leave applies to you if you are a full-time or part-time employee who is a member of the U.S. Armed Forces, the Military Reserves, the National Guard, the Public Health Services or the Coast Guard. The Diocese will grant eligible employees military leave in accordance with applicable federal and state law. All corresponding rights with regard to reinstatement, length of service, benefits, time accruals and compensation will be retained in accordance with applicable law. Immediately upon receiving notice that they have been called upon to serve, employees should notify their supervisor.

All uniformed services are covered, including regular armed forces, the Reserves, the National Guard, the Public Health Services, and the Coast Guard. In addition, certain disaster response work is considered service in the Uniformed Services. All categories of service, voluntary or involuntary, are covered, including active duty, active duty for training, drills, full-time National Guard duty and absence from work for an examination to determine fitness for any of these types of duty.

If you are a member of a National Guard Unit or a Reserve Unit and must be away from your job to perform military service for short durations, you will receive a leave with pay for up to 22 workdays and may use any accrued annual leave for time required in excess of 22 days. Your benefits will continue during this service. You must provide your manager with a copy of your official orders as soon as possible.

**Blood Donation Leave** – Employees who work 20 hours or more per week are eligible for up to three (3) hours of leave during any 12-month period for time off to donate blood. An employee must provide advance notice to his/her supervisor or the Human Resources department of his/her intention to take this leave. The Diocese will not retaliate against any employee who requests or takes a leave of absence to donate blood. Such leave is unpaid, in accordance with applicable law. Employees may use accrued paid time off for this purpose.

**Bone Marrow Donation Leave** – In accordance with state law, the Diocese will grant employees up to twenty-four (24) hours of combined leave to donate bone marrow and to recuperate. Employees may use any accrued paid time off for this purpose or take the time as unpaid. Such leave shall not affect the employee's rights with respect to any other employee benefit. The Diocese reserves the right to request

medical verification of the purpose and length of each leave requested by the employee to donate bone marrow.

**Voting Leave** – The Diocese recognizes the obligation of every U.S. citizen to vote in general elections. Employees will be allowed a maximum of three (3) hours on Election Day without loss of pay for purposes of voting, to be used at the beginning or end of the work shift. The employee’s manager must be notified at least two (2) days prior to the respective voting day that the employee intends to take such time.

**Witness Duty/Crime Victim Leave** – Employees are permitted leave to attend court if they are the victim of an offense and/or are subpoenaed to attend a criminal proceeding as a witness. You must notify the Diocese of your intention to appear as a witness, to consult with the district attorney, or to exercise other rights, prior to the date of attendance. You must provide verification of your attendance to the Diocese. Employees are not entitled to wages or compensation for work time lost, but the Diocese will pay employees as otherwise required by federal wage and hour laws.

**Military Spouse Leave** – An employee who works 20 hours or more per week and who is the spouse of a member of the U.S. armed forces, national guard, or reserves who has been deployed during a period of military conflict is entitled to 10 days unpaid leave when the employee’s spouse is on leave from military duty. Employees are required to give their manager as much notice as possible and present a copy of the military leave orders or other written documentation certifying that the requested leave dates coincide with the military member’s dates of leave from deployment.

## Benefits

### Health and Welfare Benefits

The Diocese pays for the major portion of basic health benefits for full-time and part-time employees, who are regularly scheduled to work 28 or more hours per week, and their eligible dependents. Employees may select from a variety of health insurance plans, some of which offer extended coverage at an additional cost to the employee.

The Diocese also provides eligible employees a variety of employee benefits such as life insurance, disability insurance, employee assistance (EAP), dental insurance and reimbursements for unreimbursed health care and dependent care (Flexible Spending Accounts).

Health and welfare benefits begin on the first of the month after sixty days of employment when hired. If you do not enroll during your new hire implementation period, you will need to wait until annual enrollment to make your benefit election.

You can change your health and welfare benefits and/or levels of coverage during the annual open enrollment period which typically occurs around late fall of every year for changes applying to the following plan year.

Certain changes in your life situation are known as qualifying events. These qualifying events give you the opportunity to sign up for a new health insurance plan or change an existing plan outside the open enrollment period. You should notify the benefits office within thirty-one (31) days of a qualifying event that may affect your benefit status or that of your spouse or dependent. Examples of qualifying events are change in marital status, birth or adoption of a child, retirement, employment termination, death of employee, spouse or dependent or a loss of benefits due to loss of employment.

Please go to our benefits web-site (<https://my.adp.com>) or call our Benefits Solution Center at 1-888-514-0981 for information describing the available plans and the forms you must file.

### Health, Vision and Hospitalization Insurance

Medical, vision and hospitalization are provided by Empire Blue Cross Blue Shield. Members have a choice of the Empire Blue Cross Blue Shield Exclusive Provider Organization (EPO) plan with in-network only coverage (except for emergency care provided in the emergency room of a hospital for a covered service) or the Empire Blue Cross Blue Shield Point of Service (POS) plan with in-network and out of network coverage. Both plans are available at single, two-person (employee and spouse or employee and child), or family level of coverage.

### Dental Insurance

The Diocese of Rockville Centre also offers two plan options for dental coverage, the CIGNA PPO plan or the CIGNA HMO plan and with either single or family level of coverage.



## Flexible Spending Account

To help employees with health care expenses, the Diocese provides the option to all to set up a flexible spending account to reimburse yourself for expenses with before-tax dollars. You may contribute from \$750-\$2,850 each calendar year. The money you contribute is deducted from each paycheck before taxes are withheld so you lower your taxable income.

Eligible health care expenses incurred during the applicable year (January 1-December 31) may be reimbursed through the FSA. In addition, eligible health care expenses incurred from January 1 through March 15 of the following year may be claimed against your FSA from the prior year provided you apply for reimbursement by May 31<sup>st</sup>. It's important to estimate your expenses carefully because you forfeit any money remaining in the account at the end of the claims period (March 15<sup>th</sup> of the year following). Also, if you should resign or have your employment terminated, you may only submit claims incurred up to the date of termination of your benefits within the 30 days following the termination of your benefits.

In addition, you must re-enroll each year at open enrollment to participate in an FSA for the next year.

To file a reimbursement form only, go to [myspendingaccount.wageworks.com](https://myspendingaccount.wageworks.com) or call the Benefit Solutions Center at (888) 514-0981.

## Short Term Disability

This benefit continues part of your pay for up to 26 weeks if you become ill or are injured off the job and unable to work. Payments can begin on the 8<sup>th</sup> calendar day of disability after you use all your paid sick and annual leave time. This plan pays a maximum of \$170 per week.

## Long Term Disability

If you have ten or more years of service with the Diocese, this benefit is paid by the Diocese. If you have less than ten years of service, you may elect this benefit on a post-tax basis.

This benefit continues your income if a major illness or injury prevents you from working for an extended period of time. Long term disability payments begin after 26 weeks of continuous disability and pays you an income each month equal to 60% of your annual base salary divided by 12 up to \$10,000 per month.

This benefit is reduced by any amount you are eligible to receive from other sources, such as social security or workers compensation, so that your total disability income adds up to 60% of your annual base salary.

## Basic and Supplemental Life Insurance

**Basic** – This is an employer paid benefit equal to your annual base salary as of January 1<sup>st</sup> rounded to the next \$1,000. The minimum amount of basic coverage is \$20,000. If you are 70 years of age, the payout is reduced as follows:

Age 70 = 35% reduction, 65% paid

Age 75 = 55% reduction, 45% paid

Age 80 -70% reduction, 30% paid

Age 85 – 80% reduction, 20% paid

The premium amount that the Diocese pays for this coverage in excess of \$50,000 will be reported as taxable income to you.

**Supplemental** – You may elect this benefit on an after-tax basis in the amount of one, two or three times your annual base salary. If you are older than 70 years of age, the payout is reduced as follows:

Age 70 = 35% reduction, 65% paid

Age 75 = 55% reduction, 45% paid

Age 80 -70% reduction, 30% paid

Age 85 – 80% reduction, 20% paid

Your combined basic and supplemental life insurance coverage cannot exceed four times your annual base salary up to \$500,000, without proof of good health or \$1,500,000 with proof of good health.

To prove your good health, you must complete a Health Statement Questionnaire available at our benefits website. In addition, a physical exam or additional medical records may be required.

When you are approved, coverage begins on the first of the month following the date of approval letter. Once you receive approval, provide the benefits office a copy of the letter so your payroll deduction may be started.

You may also elect supplemental life insurance for your eligible dependents. Please go to the benefits website for additional information.

There is an additional benefit equal to your basic life insurance in case of accidental death, loss of limb or eyesight.

## **Workers Compensation/Work Related Injury or Illness**

State law provides that you are covered by workers' compensation insurance if you become disabled through a job-related illness or injury. If you are injured on the job, your supervisor should be notified within 24 hours of the incident, so that a written report can be filed. Under workers' compensation rules, a waiting period of seven days is required before benefits are paid; therefore, you may apply any accumulated sick leave or annual leave during the waiting period.

Workers' compensation will provide you with a weekly cash benefit, which includes a provision for all necessary medical care related to the injury. Once your benefits under workers' compensation begin, no sick leave or annual leave can be used.

If you experience an injury or illness at work, you must report it to your supervisor or the Office of Human Resources immediately, so that proper medical attention can be arranged, and the incident may be documented.

## Retirement Benefits

### Traditional Pension Plan

A full-time employee hired before 3/2/14 and who was regularly scheduled to work at least 35 hours per week, was eligible for the Diocesan Pension Plan administered by the Diocese of Rockville Centre on the first of the month coincident with or following completion of one year of continuous service provided the employee was at least 21 years of age.

Once you are vested in this plan you are provided an annual pension benefit statement that will indicate your current pension accruals and a projection of your future retirement benefit. As of 12/31/14, for most employees, benefit increases under this Pension Plan were frozen and new benefits are provided by the 403 (b) Employer Retirement Program discussed below. Employees can access their personal Pension information on the Employee Self Service (ESS) Program website <https://client.sbcsystems.com/DRVCess/>. Employees with pension questions should email [hr@drvc.org](mailto:hr@drvc.org) or call 516-678-5800 ext. 259.

### 403 (b) Employer Defined Contribution Retirement Plan

All eligible employees (full-time and part-time and at least 21 years of age) of the Diocese are eligible to join the 403(b) Plan to invest money from your paycheck on a tax-deferred basis. Enrollment materials will be presented to the employee at time of hire, and you automatically become enrolled on the 1<sup>st</sup> of the month after their date of hire. If the employee chooses to make tax deferred contributions, they must submit paperwork prior to the contributions being taken out of their paycheck. In addition, employees can make changes at any time to their plan.

The employee will receive a welcoming letter from Mutual of America, with instructions on how to access their account and select their investments via the internet. If the employee prefers a paper enrollment form with the brochure and/or prospectuses, they can be provided one by contacting Mutual of America immediately at 516-937-9177. Mutual of America has been selected to be the only investment provider of the employer-funded retirement benefit plan for employees.

All full-time employees who work 35 hours or more for the Diocese will receive an Employer basic contribution equal to 3% of the employee's salary starting on the 1<sup>st</sup> day of the month after their date of hire. For those employees who save through salary deferral, an additional employer matching contribution up to an additional 1% will be made. Certain additional contributions may be available based on length of service. You are always 100% vested in your salary reduction contributions and earnings thereon. You will become vested in any Employer contributions after 5 years of eligible service. If you leave prior to 5 years of service, you forfeit all employer contributions.

The retirement plans maintained by the employers of the Diocese represent a very significant financial commitment to employee' futures. The plans are explained in detail in the Summary Plan Descriptions. The application of the plans is very specific to the employee's circumstance (e.g., how the plans work together, whether the employee is grandfathered into the Traditional Pension Plan or subject to special rules based on service, etc.), and the above should not be relied upon for retirement planning purposes. We strongly encourage all employees to review the Summary Plan Description for the plans described above to understand how the plans work in the employee's case.

## **Employee Assistance Program**

The Employee Assistance Program (EAP) is available to you at no cost to you. This program provides employees and their family members with professional assistance in handling problems related to alcoholism, drug abuse, stress, mental and emotional health, elder care, family financial difficulties, legal matters and any other personal or family social problems. This service is free to all employees and totally confidential. For more information, you may contact the EAP directly at 1-800-624-2593 or at [www.nationaleap.com](http://www.nationaleap.com).

## **Rights and Responsibilities**

### **Work Performance**

Employees are expected to perform their duties carefully and efficiently. You must follow all lawful instructions of your supervisor. Neglecting duties or demonstrating incompetence will be cause for disciplinary action.

### **Employee Code of Conduct**

The reputation of the Church on Long Island depends on the conduct and moral values of our employees. Our organization's strength is the public trust, dependent on the confidence of the faithful of Long Island. Inherent in the trust is the responsibility not only to preserve and safeguard confidence, but to strengthen and renew such confidence.

In order to provide general guidance to each staff member in his or her approach to a variety of specific situations, the Diocese has established a Code of Conduct as a basic minimum.

A detailed Code of Conduct for all staff and volunteers is attached to this handbook as Appendix C. This Code of Conduct must be signed by all staff and volunteers at time of hire.

### **Dress Code**

Appearance is always important, particularly where public contact is involved. Studies show that appearance is a significant factor in forming first impressions; therefore, we want to maintain a professional appearance that, like everything else we do, should exceed the expectations of the faithful of Long Island.

The Diocese's business dress code, applicable to all Diocesan employees except maintenance employees or as expressly approved by your supervisor, requires that you dress professionally and in good taste.

All employees should practice common sense rules of neatness, good taste and comfort. Provocative clothing is prohibited.

### **Use of Diocesan Equipment**

If possible, use of personal electronic equipment for company business should be avoided. However, where such use cannot be avoided, it must adhere to all policies and practices stated here in.

Management understands employees need to take emergency calls whether on Diocese equipment or personal equipment however, personal business must be limited and must not disrupt the work environment or distract from job satisfaction or performance.

Employees are responsible for the care of equipment and supplies issued by the Diocese. Stealing or improperly using the Diocese's equipment or supplies is grounds for disciplinary action.

**Stationery** – Diocesan stationery must only be used for authorized business purposes. Using stationery for personal or other non-business use is prohibited, as is providing stationery to anyone outside the Diocese.

**Telephones** – To ensure that our business processes run efficiently, employees should not excessively use Diocesan provided telephones or cell phones to receive or make personal calls. Employees may be requested to pay for excessive non-business calls. Excessive use of Diocesan provided phones or cell phones for personal use is grounds for disciplinary action.

The standard for personal calls is 2-3 local calls per day, not to exceed 10 minutes in total (with no carry over from day to day, and no long-distance calls).

The Diocese may monitor telephone calls and voice mails on its telephone lines.

## Technology Use and Monitoring Practices

While the Diocese seeks to provide a reasonable level of privacy regarding the information contained or otherwise stored on the systems maintained by offices of the Diocese, individual users should be aware that the data they create or save on these systems remains the property of the Diocese. Accordingly, no individual should have any expectation of privacy as respects to the content or data contained in his or her computer or their network drives.

For security and network maintenance purposes, authorized individuals within the Office of Information Technology may monitor equipment, systems and network traffic at any time in accordance with standard industry operating procedures. The Office of Information Technology has been charged with the role of auditing network and systems on a periodic basis to ensure compliance with the guidelines. The Diocese has adopted a technology audit policy, the overall purpose and application of which are to enable the Diocese to maintain its systems and to monitor the use of the systems consistent with the diocesan system use guidelines. Please see Appendix D for Information Technology Policies and Procedures.

Audits may be conducted to:

- Ensure integrity, confidentiality and availability of information and resources.
- Investigate possible security incidents to ensure conformance to diocesan security policies.
- Monitor user or system activity where appropriate.
- Monitor and record internet, network and e-mail activity.

Audits may be conducted by:

- Outside vendors such as professional auditing firms and outside IT vendors.
- Internal members of the Office of Technology.

## Unacceptable Use Policy

The following activities are deemed “unacceptable uses”, in general, and are therefore prohibited:

- Under no circumstances is an individual user authorized or permitted to engage in any activity that is considered illegal under church, local, state, federal or international law while utilizing Diocesan-owned resources. The following are among those activities that are strictly prohibited: downloading of material such as video and music in violation of copyright laws, unauthorized copying of copyrighted material, including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, installation of any unlicensed software or software for which the Diocese does not have an active license, use of software files, images or other information downloaded from the internet that have not been released for free publication. Transmission of any material in violation of any church, local, state, federal or international law or regulation is also strictly prohibited.
- The following activities are strictly prohibited: transmissions or downloading of content that violates copyrights held by others; transmission of threatening, violent, or obscene material; and transmissions that contain inappropriate language and communications.
- Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses or stealing of personal information for identity theft purposes.
- Unauthorized use of another individual’s computer, access accounts, and/or files is prohibited.
- The following System and Network activities are strictly prohibited, without exception:
  - Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
  - Using a Diocesan computer or a technology information resource to actively engage in procuring or transmitting material that is for personal gain or in violation of sexual harassment or hostile workplace laws.
  - Engaging in conduct that violates policies of the Diocese or using Diocesan technology to engage in such conduct as making fraudulent offers of products, items, services, support of personal business, entering into contractual agreements via the Internet, or using Diocese resources to impersonate someone else.
- The following E-mail and Communications activities are strictly prohibited, without exception:
  - Sending or forwarding unsolicited e-mail messages, including the sending of “junk mail” or other advertising material to individuals who did not specifically request such material (e-mail spam).
  - Any form of harassment via in-person, e-mail, telephones or paging.
  - Unauthorized use, or forging, of e-mail header information or digital signatures, the Diocesan logos or materials in any web page or Internet posting.

- Solicitation of e-mail for any other e-mail address, other than that of the poster's account.

## Computer Password Policy

All passwords must be treated as sensitive and confidential Diocesan proprietary information. The following is true for all passwords:

- All user-level passwords will be changed every 90 days.
- Each user will be responsible for creating their own password.
- All passwords must be at least 8 characters long and contain a combination of the following:
  - They will contain upper and/or lower-case characters (e.g., a-z, A-Z)
  - They will consist of numbers, punctuation characters and letters (e.g. 0-9, !, @, #, \$, %, ^, &, \*, (, ), \_ , +, |, ~, -, =, \ {, }, [, ], :, ;, ' , <, >, ?, ,, , / )

## Other Computer Use Policies

**Anti-Virus Process** – All computer systems of the Diocese are protected by our enterprise anti-virus software application. Any outside computer that needs to attach to the Diocese internal network will be reviewed to ensure that the device has anti-virus software installed and has the latest anti-virus update. The following are general practices all Diocesan personnel are expected to follow to protect Diocesan Technology Resources: Never open or download any files or macros attached to an e-mail from an unknown, suspicious, or untrustworthy source. These files may contain viruses, e-mail bombs, or Trojan horse code. Delete attachments to e-mails that are from an unknown, suspicious or untrustworthy source immediately, then double delete them by emptying your Recycle Bin/Trash. Delete spam, chain, and other junk e-mail without forwarding. Always scan a floppy diskette or any portable media from an unknown source for viruses before using it. If you receive an e-mail warning you about a virus, contact the Office of Information Technology immediately. DO NOT send it to other employees or contacts outside the Diocese.

**File Management** – The primary location for storing all Diocesan files is on the Diocesan network. Users are responsible for management of network directories under their purview. Each user shall review the contents of his/her home/personal directory at least once every six months to remove extraneous material. The same applies for all department shares. All users should never save data to the local hard drive (better known as the C drive).

**Equipment Management** – No personal equipment, such as printers, scanners, or other equipment is permitted to be connected to the Diocesan network or other Diocesan Technology Resources. Standard equipment configurations should not be changed under any circumstances or by any individual user.

**Software Management** – The Office of Information Technology is responsible for the installing of ALL software, for maintaining an inventory of all Diocesan computer software installed on all Technology Resources. They will periodically evaluate or review the inventory for all hardware and software via on-site inspection and verify that sufficient licenses are on hand to cover all installed applications. **Personal software should not be installed on Diocesan equipment. Software should not be downloaded and/or installed from the Internet.**



**Voicemail** – Voicemail boxes may be issued to Diocesan employees who require a method for others to leave messages when they are not available. Voicemail boxes must be protected by a password which must never be the same as the default setup password. Voicemail boxes are reviewed once a year (during the summer months) to verify active status.

To change your password: After you enter the voice messaging system press 5 - administer mailing list. Then press 4 - to change password. Enter new password (must be 5 characters) and then press the # sign.

**Remote Access** - Diocesan employees, contractors, vendors and agents with remote access privileges to the Diocesan corporate network must ensure that their remote access connection is given the same consideration as the user's on-site connection to the Diocese.

**Blogging** - Use of Diocesan property, systems or computers to add content or make contributions to a blogging website is strictly prohibited unless approved by Senior Management or if it is part of your position's responsibilities. If the job position requires adding content to the blogging website, it should be done in a professional and responsible manner, that does not violate Diocesan policy, is not detrimental to Diocesan interests and does not interfere with an employee's work duties.

Employees are personally responsible for the content they publish on blogs, wikis or any other form of user generated media. Be mindful that what you publish will be public for a long time; protect your privacy and that of others. If you publish content to any website outside of the Diocese and it has something to do with work, respect copyright, fair use, financial disclosure and confidentiality laws. Also use a disclaimer such as this: "The postings on this site are my own and don't represent the Diocese positions, strategies or opinions."

**Confidentiality of Communications** - Confidential information of the Diocese must never be transmitted or forwarded to outside individuals or companies not authorized to receive that information. Refrain from routinely forwarding messages containing confidential information to multiple parties unless there is a clear business need. Reasonable care must be taken regarding discussion or disclosure of confidential and sensitive information in non-secure situations, such as messages left on voice message systems, public telephone conversations, and conversations in open areas. The following confidentiality notice, or substantial equivalent should be attached to the end of e-mail messages to non-Diocesan parties.

**Confidentiality Notice: The information in this Internet email is confidential and may be legally privileged. It is intended solely for the addressee. Access to this email by anyone else is unauthorized.**

**User Termination** - Any user who no longer has a valid business reason to access Diocesan property, systems and personal computer systems (whether due to termination of employment, end of assignment, or otherwise) is required to return to the Diocese all information regarding systems access [including, without limitation, password(s), documentation about system(s), and user manuals]. Such users are prohibited from accessing, or attempting to access, Diocesan property, systems and personal computer systems, using any method. The Diocese reserves the right to use all legal means to enforce its rights against users that violate the foregoing provisions.

**Reporting Computer Problems** All users are encouraged to report all computer problems (software and hardware) to the Help Desk either by email or by phone. The Help Desk email address is

[helpdesk@drvc.org](mailto:helpdesk@drvc.org). The Help Desk hours of operation are Monday through Friday, from 8:30 am till 4:30 pm. The phone number of the Help Desk is 516-678-5800 ext.405. If the problem should occur after hours or during the weekend, the user should send an email to the helpdesk, all technicians carry either an iPhone or Android device. If there is an emergency, proper procedures should be followed to alert and notify all parties.

## Social Media Policy

The Diocese respects the right of any employee to maintain a blog or website or to participate in social networking on or through websites or services such as Twitter, Facebook, or similar sites/services (collectively “social media”). However, to protect the Diocese’s interests and ensure employees focus on their job duties, employees must adhere to the following rules:

- Employees may not use social media during working time, unless specifically authorized to do so as part of their job duties.
- All rules regarding confidential and proprietary business information apply in full to social media. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed through social media.
- Be respectful of potential readers and colleagues. Please do not use discriminatory comments or make maliciously false statements when commenting about the Diocese, superiors or co-workers.
- Employees may not use the Diocese’s logos or trademarks for commercial purposes or to endorse any product or service.
- Any conduct which is impermissible under the law if expressed in any other form or forum is impermissible if expressed through social media. For example, posted material that is discriminatory, obscene, defamatory, libelous, or threatening is forbidden.
- Posts on social media that encourage practices that are contrary to the teachings of the Catholic Church are prohibited.
- Any technology used by any employee, whether work-related or non-work-related, which includes viewing or distributing any images, wording, messages or materials which are, in the sole discretion of the Chancery administration, obscene, discriminatory, defamatory or threatening to the Diocese or co-workers will be subject to disciplinary action, including, without limitation, suspension, termination and/or legal action. All other Diocese policies apply equally to social media.

The Diocese encourages all employees to keep in mind the speed and manner in which information posted through social media can be relayed (and often misunderstood) by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager or Human Resources. When in doubt, do not post!

Failure to follow these guidelines may result in discipline, up to and including termination. In enforcing this policy, the Diocese reserves the right to monitor social media activities of employees, whether such activities are conducted with Diocese resources, to the extent permitted by and in accordance with applicable law.

Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment.

## Telephone Use

Employees should observe the following guidelines, which are designed to serve the faithful of Long Island as professionally and efficiently as possible.

- Calls should be answered within three rings.
- Employees answering incoming calls should identify their department, and their name. When placing telephone calls, employees should identify themselves in like manner.
- Employees who cannot answer a phone request immediately may place the caller on hold to obtain the correct information; however, a caller should not be left on hold for more than a minute without a reconfirmation that you are working on the inquiry. It is that employee's responsibility to ensure that the request is answered.
- When a question cannot be answered in a reasonable time, the caller's phone number should be taken. The person who can answer the question should be determined, and that person should agree to call the caller. The employee who originally received the call should call the caller and tell him/her the name of the employee who will reply; In addition, the caller should be asked to call the original employee if (s)he does not receive a callback within two business days.

Out of courtesy to the faithful of Long Island, callers should not be transferred to more than one person; when you transfer a call, you should provide the caller the name and extension number to which you are transferring them and your name and number in case the caller gets disconnected.

## Email Use

Employees should observe the following guidelines:

- E-mails are considered business correspondence under the law. Accordingly, every e-mail should be written with the same professional manner and courtesy expected in a business letter.
- Only good grammar and correct spelling should be used. Abbreviations and short cuts, such as those used in text messaging, should not be used in business e-mail.
- E-mails should be typed in appropriate upper and lower case as a business letter would be typed. It is not acceptable to type in all caps as if yelling, or to use symbols to express anger or frustration.
- E-mail is never a good substitute for face-to-face conversation, especially for sensitive or important communications such as corrective actions, criticism or critique.
- The misuse of e-mail may result in disciplinary action up to and including termination of employment.

## Policy Against Discrimination and Sexual Harassment

The Diocese prohibits discrimination and sexual harassment and retaliation of or against its applicants, interns, contractors, volunteers or employees by another employee, supervisor, customer, client, vendor or other third party in all aspects of the employment relationship including: recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, activities, access to programs and treatment. All employees of the Diocese will receive annual discrimination and harassment training that they must complete.

## Definitions of Prohibited Conduct

**Discrimination:** This includes employment and educational decisions made on the basis of personal characteristics that are protected by law, including but not limited to race, religion, color, national or ethnic origin, age, gender or sex, marital status, citizenship status, disability, caregiver status, pregnancy, status as a victim of domestic violence, status in the uniformed services of the United States (including veteran status), or any other basis prohibited by law.

Employment decisions can include hiring, job classification, work assignments or status, salary or other compensation, promotion or transfer, discipline, discharge, layoff, leaves of absence, job training, benefits or other terms or conditions affecting one's employment.

Examples that violate this policy include:

- Use of ethnic slurs or racial epithets.
- Telling jokes that may be construed as harassment of others based on their race, national origin, age, disability or religious beliefs or any other protected characteristic.
- The display of cartoons or other images (including images displayed on computers) that may be construed as harassment of others based on their race, national origin, age, disability, religious beliefs, or any other characteristic protected by law.

**Sexual harassment:** is a form of sex discrimination that violates Diocese policy and is unlawful under federal, New York State and local law (as applicable). Sexual harassment includes unwelcome conduct which is either of a sexual nature or which is directed at an individual because of that individual's sex or gender (including pregnancy, childbirth and related medical conditions) gender identity/expression, and/or sexual orientation when:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, even if the individual is not the intended target.

Sexual harassment can be verbal (e.g., jokes, insults, gestures or teasing), visual (e.g., offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (e.g., unwanted touching, physically threatening another) that denigrates or shows hostility or aversion towards an individual based on sex or gender, gender identity, gender expression and/or sexual orientation.

Examples of conduct that violate this policy include:

- unwelcome sexual advances, flirtations, leering, whistling, touching, pinching, assault, blocking normal movement.
- Requests for sexual favors or demands for sexual favors in exchange for favorable treatment.
- obscene or vulgar gestures, posters, or comments.

- sexual jokes, noises, or comments about a person’s body, sexual prowess, sexuality, sexual experience, or sexual deficiencies.
- propositions, or suggestive or insulting comments of a sexual nature.
- derogatory cartoons, posters, and drawings.
- sexually explicit e-mails, text messages, posts or voicemails.
- conversation about one’s own or someone else’s sex life.
- conduct or comments consistently targeted at only one gender, even if the content is not sexual.
- teasing or other conduct directed toward a person because of the person’s gender.
- sex stereotyping.

**Retaliation:** is adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, participated in the reporting and investigation process set forth in this policy or testified or assisted in an investigation or proceeding involving an actual or perceived violation of this policy. Adverse conduct includes, but is not limited to any action that would keep an employee from reporting sexual harassment or retaliation; shunning and avoiding an individual who reports sexual harassment or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting sexual harassment or retaliation; and denying employment benefits because an applicant or employee reported or encouraged another employee to report sexual harassment or retaliation or participated in the reporting and investigation process.

### **Reporting Procedure**

The Diocese cannot prevent discrimination and/or sexual harassment unless it knows about it. If an employee believes someone has violated this policy, the employee should promptly bring the matter to the immediate attention of his/her supervisor, the Cabinet Secretary, Human Resources (516-678-5800 ext. 282) or any member of management with whom the employee feels comfortable. Reports of sexual harassment may be made verbally or in writing. Written complaints can be submitted internally using a complaint form. The complaint form can be found attached as Appendix A. If the employee makes a complaint under this policy and has not received a satisfactory response within five (5) business days, the employee should contact the Chief Operating Officer immediately.

Every supervisor who learns of any employee’s concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issues raised to Human Resources available at 516-678-5800 ext. 282.

### **Investigation Procedure**

Upon receiving a complaint, the Diocese will timely conduct a fair and thorough investigation into any claim of a violation of this policy to ensure due process for all parties. The Diocese will endeavor to keep the reporting employee’s concerns confidential. However, complete confidentiality may not be possible in all circumstances. Employees are required to cooperate in investigations conducted pursuant to this policy.

During the investigation, the Diocese generally will interview the complainant and the accused, conduct further interviews as necessary and review documents or other information the investigator believes are relevant.

Upon completion of the investigation, the Diocese will determine whether this policy has been violated based upon its reasonable, good-faith evaluation of the information gathered during the investigation. The Diocese will inform the complainant and the accused of the results of the investigation.

Any employee found to have engaged in conduct in violation of this policy will be considered to have engaged in employee misconduct. Individuals who violate this policy (which includes supervisory or management personnel who fail to report or knowingly allow discrimination and/or sexually harassing behavior to continue) will be subject to disciplinary action, up to and including termination from employment. Individuals who engage in conduct that rises to the level of a violation of law can be held personally liable for such conduct.

### **Legal Protections and External Remedies**

Aside from the internal complaint process, employees may choose to pursue external legal remedies with the following governmental entities:

#### **New York State Division of Human Rights (DHR)**

The DHR enforces the New York State Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., which protects employees, paid or unpaid interns and nonemployees regardless of immigration status from unlawful discrimination, harassment or retaliation. The DHR has the power to award relief, which varies but may include requiring an employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is:

NYS Division of Human Rights  
One Fordham Plaza, Fourth Floor  
Bronx, New York 10458  
(718) 741-8400  
[www.dhr.ny.gov](http://www.dhr.ny.gov)

Individuals also may contact the DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information.

#### **United States Equal Employment Opportunity Commission (EEOC)**

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). If an employee believes he/she has been subjected to harassment, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

The EEOC can be contacted by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting its website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov)

## **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Employees who work in Nassau County can file complaints of sexual harassment with the Nassau County Commission on Human Rights (240 Old Country Road, 6<sup>th</sup> Floor, Suite 606, Mineola, NY 11501; 516-571-3662 or [www.nassaucountyny.gov/414/Human-Rights-Commission](http://www.nassaucountyny.gov/414/Human-Rights-Commission)).

Employees who work in Suffolk County can file complaints of sexual harassment with the Suffolk County Human Rights Commission (H. Lee Dennison Building, 100 Veterans Memorial Hwy, Third Floor, Hauppauge, NY 11788; 631-853-5480).

## **Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department or, in an emergency, dial 911.

## **Religious Accommodation**

In accordance with applicable law, the Diocese will make reasonable accommodations for an applicant's or employee's bona fide observance of religious holidays, beliefs or practices, unless an undue hardship on the operation of the business would result or unless such beliefs and practices directly conflict with the teachings of the Catholic Church. Requests should be submitted in advance to management who will evaluate the potential options.

## **Drug Free Workplace**

The unlawful manufacture, distribution, dispensing, sale, possession, or use of controlled substances on Diocesan premises is grounds for immediate termination. All employees must abide by this policy.

The use of alcohol on Diocesan premises is grounds for immediate dismissal; Diocesan employees are also not permitted to be under the influence of alcohol while on the job.

Any Diocesan employee using drugs or abusing the use of alcohol are encouraged to seek counseling, rehabilitation, and assistance. The Office of Human Resources stands ready and able to help you find the assistance you need in confidence. In addition, the Employee Assistance Program (EAP) is a free and confidential employee benefit offering a wide range of support services for substance abuse services.

The Diocese reserves the right to request an employee suspected of drug use to undergo drug testing. Failure to comply with such a request may be grounds for termination.

Under the Drug-Free Workplace Act, as a condition of employment, employees must abide with the policies noted above and report any criminal convictions for drug-related activity (including driving convictions involving the use of alcohol or drugs) to the Chief Human Resource Officer within five (5) days of the conviction.

## **Conflict of Interest**

The Diocese expects you to perform your work duties in a manner that is professional and free of any actual or apparent conflict of interest. Employees must refrain from any act and avoid any situation that may create an actual or apparent conflict of interest between self-interest and the Diocese's interest. Each employee should be free from any conflicting interest or influence that would make it difficult to render to the Diocese his or her best efforts and undivided loyalty and attention. Employees are required to disclose to the Diocese in writing any actual, potential or apparent conflict of interest as soon as they become aware of the possibility.

Transactions with outside firms must be conducted in a professional manner. An actual or potential conflict of interest occurs when employees or their family members have a material financial interest or person interest in the transaction or in an entity that proposes to do business or does business with the Diocese. Any approval or resolution of a conflict situation must be in writing from the COO/General Counsel of the Diocese.

If you have questions concerning your obligation to the Diocese, or whether a circumstance may create an actual, potential or apparent conflict of interest, you should seek the advice of your manager, or contact the COO/General Counsel for guidance.

## **Fraud Response Plan**

Please see Appendix E for the Diocese's Fraud Response Plan

## **Whistleblower Policy**

This Whistleblower Policy is intended to encourage employees and volunteers to report, without the fear of intimidation, harassment, discrimination, retaliation, or adverse employment consequences, any action or suspected action that is potentially illegal, fraudulent, or is in violation of any adopted policy of the Diocese.

This policy also applies to the Diocese's Code of Conduct and the Diocesan Child Protection Policy, but any complaint regarding abuse in violation of those policies should be directed to the Diocesan Office for the Protection of Children and Young People (516-678-5800 ext. 573). Any complaint regarding abuse in violation of those policies will be investigated and reviewed in accordance with applicable Child Protection protocols.

The Diocese has implemented a fraud reporting system which includes a toll-free hotline and a website through the independent, third-party company EthicsPoint. This confidential reporting system allows employees, volunteers, parishioners, vendors and other interested parties to report concerns regarding a range of suspected unethical behavior by Trustees, officers, employees, volunteers, staff, agents or contractors of the Diocese. Reports may be filed confidentially through EthicsPoint reports and can also be made through the Ethics Point portal, which can be found on the Diocese's website at



[www.drvc.org/ethicspoint](http://www.drvc.org/ethicspoint) or via one of EthicsPoint's trained specialists at **1-888-371-4694**. All reports will be taken seriously, promptly reviewed, and when requested, anonymity is provided.

Alternatively, employees or volunteers of the Diocese should promptly report the suspected or actual violation to their supervisor who, in turn, must notify the Vicar General. If employees or volunteers are uncomfortable or otherwise reluctant to report to their supervisors, then the suspected or actual violation can be reported to the next highest level of management who, in turn, must notify the Vicar General. The individual can always notify the Vicar General directly. Trustees and officers of the Diocese should promptly report the suspected or actual violation directly to the Vicar General. The individual may report the suspected or actual violation in writing and should include their identity to allowing the gathering of any necessary additional information or clarification. Alternatively, an individual can elect to submit an anonymous complaint delineating the facts of a suspected violation including the name of the alleged offender(s), date of the incident(s), description of the incident(s), and names of witnesses to the incident(s). Anonymous complaints may not permit as thorough an investigation as would otherwise be permitted by additional follow up.

Appropriate resolution of the complaints and effective remedial action oftentimes is possible only when suspected violations are promptly filed.

In consultation with the Board of Trustees (the "Board"), the Vicar General shall promptly ensure appropriate investigation of any report related to an action or suspected action by a Trustee, officer, employee, volunteer, staff, agent or contractor of the Diocese that is potentially illegal, fraudulent, or in violation of any adopted policy of the Diocese. If the investigation establishes that a violation of law, external regulation, or any adopted policy of the Diocese has occurred, then the Board shall determine the appropriate action based upon law and corporate policy, up to and including civil or criminal prosecution. Trustees who are employees may not participate in any deliberations or voting related to administration of this Whistleblower Policy.

The subject of a whistleblower complaint shall not be present at or participate in any deliberations relating to such a complaint. The subject of a whistleblower complaint shall not vote on the matter relating to such complaint. Nothing in this paragraph shall prohibit the Board or an authorized committee of the Board from requesting that the person who is the subject of the complaint present information as background, or answer questions prior to the commencement of deliberations or voting relating thereto.

Reports will be kept confidential to the extent possible consistent with the need to conduct an adequate investigation and prevent or correct suspected violation(s). The Vicar General shall disclose information relating to a report with those who have a need to know so that he can conduct an effective investigation and determine what action to take based on the results of any such investigation. Complaints will be kept as confidential as possible as is consistent with a thorough investigation and applicable laws. To the extent complaints made under this policy implicate criminal conduct there may be a requirement to contact and cooperate with appropriate law enforcement authorities.

No Trustee, officer (including administrative officers), employee, or volunteer of the Diocese who in good faith reports any action or suspected action that is illegal, fraudulent, or in violation of any adopted policy

of the Diocese shall suffer intimidation, harassment, discrimination, retaliation, or, in the case of employees, adverse employment consequence.

Any individual who files a report concerning a suspected or actual violation must do so in good faith. Appropriate discipline may be imposed against any person found to have knowingly made a report in bad faith, up to and including termination of employment, or other legal means.

Anyone who retaliates against any individual who has made a report in good faith will be subject to disciplinary action up to and including termination of employment or in the case of a non-employee up to and including termination of the existing relationship.

## Corrective Action

Your performance and behavior on the job are very important to your supervisor and to the Diocese. The effects of your performance and behavior at work can have positive or negative impact on the people you work with, your workplace, and on the reputation of the Diocese. Corrective action is used to address and resolving employee performance and behavior problems.

**Serious misconduct, work performance problems or violations of laws and/or policies may warrant immediate and severe discipline, including termination of employment with no corrective action.**

During the three-month introductory period, corrective action does not apply. Supervisors evaluate newly hired employees at the end of the three months to determine whether or not employment will continue. Please note, successful completion of the orientation period does not guarantee continued employment for any length of time.

The Diocese reserves the right to use corrective action measures that include verbal warnings, written warnings, and suspension. Continuing or severe performance problems or serious misconduct may result in termination of employment.

The following should be clearly communicated and understood by both the employee and supervisor:

- That a behavior or performance problem exists, and what the specific nature of the problem is.
- Necessary steps to correct the problem and clear expectations for satisfactory improvement.
- The consequences of non-compliance with the steps or improvement plan indicated.

Supervisors should reach out to the Office of Human Resources to help and guide them during the corrective action process and to obtain forms to utilize.

Suspension, with or without pay, may be used when actions of an employee are being investigated. The employee is placed on suspension while the investigation is conducted. The outcome of the investigation determines whether the employee is reinstated (either with or without disciplinary action) or is discharged. Suspension may also be an option for disciplinary action when an employee has committed a serious infraction.

The Diocese retains the right to terminate your employment at will, with or without cause or reason and with or without notice.

## Lactation Accommodation for Nursing Mothers

Upon request, the Diocese will provide all full-time, part-time and temporary employees with a designated “lactation room” where employees can express breast milk during work hours.

The Diocese will provide a covered employee with the reasonable unpaid break time, or the opportunity to use her available break or mealtime, to express breast milk. The duration of the break can vary depending on the personal needs of the covered employee. Generally, each break shall be no less than twenty minutes. The Diocese will provide break time at least once every three hours if requested by the employee. This accommodation can be utilized for up to three years following the birth of your child.

The lactation room as defined under this policy means a sanitary place, other than a restroom, that can be used to express breast milk shielded from view and free from intrusion, and that includes a minimum:

- An electrical outlet
- A chair
- A surface on which to place a breast pump and other personal items; and
- Nearby access to running water.

To ensure safety the Diocese will have a door equipped with a functional lock and it to not be open to others during the time it is being used as a lactation room. Furthermore, the Diocese will have a refrigerator suitable for storage near the employees’ work area. The employee is required to store all expressed breast milk in closed containers.

To request a room, contact the Office of Human Resources. The Office of Human Resources will respond within five (5) business days to the employee’s request.

## Closure Due to Emergency

The Emergency Notification System will alert employees of emergency closings and delayed openings. You should receive a notification on all the contact information you have provided to Human Resources. Please advise the Office of Human Resources if your contact information changes.

If our office is open and you cannot report to work because of the emergency (e.g., a major snowstorm or a utility failure), you must call your supervisor as soon as possible.

If you are unable to speak to your supervisor personally, you should leave a voice-mail message on their line, stating your name, and the reason for your absence.

If an office is closed due to an emergency and you do not have a requested day off, you will be expected to work from home if your job duties allow you to. Your supervisor will inform you of their requirements on emergency closure days.

Full-time employees who do not report or call in will not be paid if the office closes after your scheduled reporting time due to the emergency. If a full-time employee calls in and the office does not close due to the emergency, the employee may take the day off as an excused day without pay or, with their manager’s approval, use accrued annual leave. If an employee has scheduled a sick or annual leave day in advance

of an emergency, and the office closes due to such emergency, the employee will nevertheless be charged 7 hours of accrued sick or annual leave time. Also, if the Diocese has an early dismissal because of an emergency, an employee who has scheduled in advance a sick or annual leave day will nevertheless be charged a full 7 hours of sick or annual leave time.

## **NYS HERO Act Workplace Safety Plan**

As required by law, the New York State HERO Act Workplace Safety Plan is attached as Appendix F to this handbook.

## **Other Employee Rights and Responsibilities**

These rights and responsibilities apply to all employees, and you are required to know them:

- To provide our employees with a healthy environment, the Diocese prohibits smoking and the use of electronic cigarettes in all buildings and facilities. In addition, the Diocese prohibits smoking and electronic cigarettes use within a minimum of 30 feet of any entrance, exit, open window and air intake to a building or facility.
- Gambling while on the job or on Diocesan premises is prohibited.
- Weapons are not to be brought into work except by law enforcement agents under the guidelines of their official capacity.
- Books, newspapers or magazines, except as assigned for work related activities, are to be read only during break time. Such items are not to be kept on your desk.
- The Diocese reserves the right to inspect the contents of any packages brought into or taken out of the premises, including purses and briefcases. Officer, lockers, desks, and file cabinets are Diocesan property and are subject to inspection at any time. Inspections may be done only at the direction of our Chief Human Resources Officer or General Counsel. Items such as firearms, incendiary devices, drugs, drug paraphernalia, Diocesan property, and property belonging to another employee or member will be immediately confiscated. Possession of such items will be grounds for immediate termination.
- The Diocese may read any mail an employee receives at work even items marked “personal” or “confidential”.
- You are not allowed to duplicate any Diocese keys that you have and must return keys to the Diocese, along with other Diocese property you possess, when you terminate employment.

## Leaving Service

### Retirement Planning

If you plan to retire, you should notify your manager in writing and our Retirement Benefits unit by calling 516-678-5800 ext. 259 or emailing [hr@drvc.org](mailto:hr@drvc.org) at least 90 days in advance of your desired retirement date so you may be advised of any continuing benefits to which you may be eligible.

You may contact Mutual of America at 516-937-9177 to inquire about your 403(b) benefit.

### Resignations

If you find it necessary to resign, the Diocese requests that you provide at least two weeks' notice. Resigning during your annual leave time is not considered giving notice. A written resignation letter should be given to your manager stating your last day of work and reason for resignation.

Those who resign are paid for unused annual leave and salary owed. Unused annual leave is paid at your final pay rate and is paid after your date of termination. If you resign during your annual leave and do not return to work, your date of termination will be the last day you worked.

Unused sick leave is forfeited at the time your employment terminates unless all of the following pertain:

- you have 10 years of service,
- are 55 years or older,
- retire, and
- have 60 or more unused days.

If you meet all the above criteria, you will be paid for half of your unused sick leave at your final pay rate to a maximum of 30 days.

### Suspensions

During the course of an investigation, employees may be temporarily suspended; this is for the employee's own protection. A supervisor has the authority under appropriate circumstances to suspend an employee when necessary for the protection, safety, or general welfare of the Diocese and its employees. The length and pay status of any suspension will be determined by our Chief Human Resources Officer.

### Termination of Employment

The Diocese has the option to terminate your employment at any time. Cause for termination may include, but is not limited to:

- Behavioral problems
- Insubordination
- Failure to meet the Diocese's performance standards

- Failure to adhere to Diocesan policy (including, but not limited to, policies in this Employee's Handbook and its Code of Conduct)
- Failure to cooperate in a security investigation
- Falsification of time records
- Poor attendance or punctuality

Employees are considered employed-at-will and may also be subject to a no-cause termination. Such an action would not necessarily relate to an individual's performance but might be believed by management, in its sole discretion, to be in the Diocese's best interest.

Upon termination of employment, all of the Diocese's property must be returned to the Office of Human Resources. In addition, upon termination of employment for any reason, each employee is required to return to the Diocese all documents (originals and copies) containing proprietary and/or confidential information.

Such property and documents would include, but would not be limited to the following:

- Laptop computers
- Cellular telephones
- Contracts, paperwork and agreements
- Any files, digital or paper, pertaining to Diocesan matters
- Any Diocese financial information
- Phone lists and organizational charts
- Office Keys

Employees are responsible for all property, materials, and written information issued to them or in their possession or control. Employees must return all property immediately upon request or upon termination of employment.

## **Unemployment Insurance**

Federal and state unemployment insurance laws provide you with some protection against financial losses due to unemployment. If you qualify, the Diocese pays your premium for this insurance.

## Employee Handbook Acknowledgment

I acknowledge that I have received a copy of the Diocese of Rockville Centre's (the "Diocese") employment policies and procedures, including its Discrimination and Sexual Harassment Policy -- and read it thoroughly, including the statements in the introduction describing the purpose and effect of the Employee Handbook ("Handbook"). I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from Human Resources. I understand that the Diocese is an "at will" employer and as such employment with the Diocese is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause.

I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with the Diocese for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

I understand and agree that I will read and comply with the Diocese's Employment Policies as outlined in the Handbook.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_