



— ARCHDIOCESE OF —  
**NEW ORLEANS**

**Staff Handbook**

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## PHILOSOPHY AND STATEMENT OF PURPOSE

**As the Roman Catholic Church of New Orleans, we are a people of many cultures.** While drawing from the richness of our diversity, we are one family with a divine calling to worship God together in the Eucharistic assembly and to carry the Good News of Jesus Christ from that holy gathering to all people. **With the leadership of our Archbishop, we rejoice in our long tradition as we begin our third century as an Archdiocese and the third millennium of Christianity.**

The Archdiocese takes seriously the Church's call to justice for those who work with us. The primary purpose of these Personnel Policies is to foster a climate in which every staff member views himself or herself as a valued member of the community.

In many ways this manual may appear no different from any other Staff Handbook. But it is fundamentally different. It is rooted in the Gospel because of our dignity as God's people.

## EQUAL OPPORTUNITY

The defense and promotion of human rights is inseparable from the Gospel mandate. Therefore, the Archdiocese of New Orleans does not discriminate against applicants or employees for reason of race, age, color, sex, disability or national origin. This non-discriminating policy applies to hiring, training, promoting, salaries, transfers, and working conditions.

## EMPLOYMENT PROCEDURES

### General

Hiring of all new employees, rehiring of employees and replacement of employees who leave must be approved by the Executive Director of the program site.

### Application Forms and References

A standard application form must be filled out by all prospective employees. The Archdiocese reserves the right to make full use of references in confirming and evaluating applications. All information furnished will be subject to verification. *Potential employees may also be required to undergo a criminal background check.*

Ordinarily, all applicants for regular employment must be 18 years or older to work. For some positions, persons who are under 18 and have a work permit may be considered for employment within the limits of state and federal law and upon presentation of a work permit from the appropriate authorities.

### Unemployment Compensation

As a non-profit religious organization, the Archdiocese of New Orleans is exempt from payment of unemployment insurance and unemployment compensation benefits in the Federal or State Unemployment Compensation Programs. This means that a staff member of the Schools, Parishes or Administrative Program Offices of the Archdiocese who is released from employment cannot draw unemployment compensation.

## Immigration Law Compliance

The Archdiocese complies with the *Immigration Reform and Control Act of 1986* by employing only individuals who are authorized to work in the United States. All employees will be asked on or before their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law. The law requires that if an individual cannot verify his/her right to work within three (3) days of hire, the Archdiocese must terminate the employment relationship.

## CONDITIONS OF EMPLOYMENT

### Terms of Employment – Benefit Eligible vs. Non Benefit Eligible

All employees who are hired to work at least thirty (30) hours per week are considered benefit eligible employees.

Employees who regularly work between twenty (20) hours and thirty (30) hours per week are eligible for fringe benefits on a prorated basis. *Employees who work less than twenty hours per week are not eligible for fringe benefits.*

### Work Week

The work week is defined as a 40-hour week.

### Pay Periods

Pay periods may be semi-monthly on the 15<sup>th</sup> and end of the month or bi-weekly on every other Friday.

### Time Worked

All lay employees are responsible for recording their time worked and absences. Employees are expected to complete these cards and submit them to the Accounting/Payroll Office in a timely manner.

An employee may occasionally be required to work after hours or on weekends causing them to exceed a 40 hour week. Employees who are considered exempt from the provisions of the Fair Labor Standards Act are not compensated for this time as it is considered part of their job responsibilities. *Non-exempt employees who work more than 40 hours in one work week must be paid at 1.5 times their regular hourly rate for all hours actually worked over 40 hours in that week period.*

**Salaried employees** do not necessarily qualify as exempt from the overtime statutes of the Fair Labor Standards Act. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

*Please refer to the Dept. of Labor's Fact Sheet #17A for more details [http://www.dol.gov/whd/overtime/fs17a\\_overview.pdf](http://www.dol.gov/whd/overtime/fs17a_overview.pdf).*

If you have any questions, be sure to consult with the Office Human Resources or with our General Counsel for a determination.

## **Flex-Time Options**

### **Non-exempt Staff**

In lieu of overtime pay, program managers and supervisors have the option of offering amended work schedules and flexing the staff member's coverage to give them time off as an alternative to their normal schedule and keep their hours worked at 40 hours for that week.

When not possible to amend a schedule for a *non-exempt* staff member, it is a requirement that overtime be paid at 1.5 times their normal hourly rate for the additional time worked that week.

### **Exempt Staff**

Exempt staff are not eligible to receive overtime pay but may be allowed to work a flexible schedule within the required 40 hour work week in accordance with their job responsibilities and prior approval of the appropriate supervisor.

## **Dress Policy**

Every employee has a direct impact on the image of our Archdiocese. A key aspect of our image is personal appearance. First impressions are significant in our relationships with others both inside and outside the Archdiocese. Good grooming and professional dress are important to present a favorable image of the Archdiocese. The following dress code for the Administrative Offices provides general guidelines for what is considered appropriate for our workplace.

### **Attire**

Appropriate attire includes the following:

#### **MEN**

- Sports coats, blazers or suits
- Ties
- Slacks, Dockers, chinos
- Dressy polo shirts, where appropriate
- Shirts with collars – long sleeve or short sleeve
- Turtle neck shirts
- Dress shoes or loafers (must wear socks)
- Sweaters or cardigans

#### **WOMEN**

- Sports coats or blazers (optional)
- Slacks, Dockers, chinos
- Dresses or skirts (no shorter than three (3) inches above the knee)
- Blouses, tops, shells that are not low cut or revealing
- Dressy polo shirts, where appropriate
- Turtle neck shirts
- Ladies' shoes or loafers (socks optional), flats or sandals
- Sweaters or cardigans

The following clothing items are NOT appropriate:

- Jeans of any color
- Denim shirts/tops
- Sweat shirts or jogging suits
- Shirts with any writing except for Archdiocese program logo
- Skirts or dresses shorter than three (3) inches above the knee
- Skorts, culottes, or split skirts
- Low cut or revealing blouses, tops, shells
- Shorts, capris, pedal pushers
- Lycra-spandex tops or bottoms
- Tank tops, bare midriffs or halter tops
- Strapless tops or tops with spaghetti straps
- Hiking boots
- Flip flops
- Athletic shoes
- Hats

Employees are required to wear shoes with some sort of strap. Mules, slides, Crocs, or any type of shoe that could fall off are not allowed.

As with any guidelines, these examples cannot be all inclusive as to what may or may not be appropriate. Err on the side of conservative dress if in doubt. In any event, good judgment should be exercised.

**Note:** Departments requiring more casual attire for special projects (e.g. moving, maintenance, cleaning, packing, etc.) where work clothes are necessary must obtain the authorization of their department head.

Other occasions may call for more professional business attire such as a business suit with tie, professional looking dresses or dress slacks. Employees should consider their level of customer and public contact and the types of meetings they are scheduled to attend in determining the type of attire that is appropriate.

## **Grooming**

Immoderate hairstyles or colors are unacceptable. At all times while employees are conducting the Archdiocese's business, tattoos and body art must be covered and body piercings (other than traditional pierced earrings for women only) must be removed. Jewelry should be appropriate to the occasion.

All employees should report to work in clean, appropriate attire that is properly fitted and in good repair.

Hair, beards, mustaches and sideburns should be clean and neatly styled.

## **Personal Conduct**

Personal conduct should reflect a favorable image on the Archdiocese at all times. It is expected that employees will be supportive of the teachings of the Roman Catholic Church and that they will reflect that support in their lifestyles.

As much as possible, personal business should be handled outside of office hours. Personal phone calls are to be kept to a minimum in both number and duration.

### **Confidentiality**

Employees are not to disclose confidential matters which come to their attention as a result of their employment with the Archdiocese. Disclosure to anyone of such information without proper authorization may be cause for disciplinary action including termination.

### **Change of Address**

It is the responsibility of each employee to promptly notify their appropriate supervisor and the Accounting/Payroll Office of any changes in address, telephone number, marital status, number of dependents, person to notify in case of emergency or other significant changes.

### **Post-Employment References**

Persons who leave the employ of the Archdiocese and who wish a reference to be furnished to a prospective employer must sign a written request to that effect and the request must state that the Archdiocese will be released from liability and held harmless regardless of the results of the information furnished. If a satisfactory release form does not accompany the reference check, the Archdiocese will give only employment dates and the job classification of the former employee.

## **BENEFITS**

### **Retirement Plan**

Benefit eligible employees of the Archdiocese are provided with a 401(k) Retirement Plan. Eligibility and benefits are described in information mailed to each eligible employee upon hire.

### **Accident Insurance**

Insurance protection under the Louisiana Worker's Compensation Law is provided for injuries which result from working for the Archdiocese. *Accidents must be reported immediately to the appropriate supervisor for the program/work location so that appropriate action can be taken.*

### **Medical Insurance**

Health coverage is available for benefit eligible employees, and is effective the first day of the month following hire, or the first day of the month following becoming benefit eligible. The Archdiocese will pay a fixed amount toward the cost of the health coverage; however, cost in excess of this amount, including dependent coverage, must be paid by the employee. Details regarding the health coverage can be obtained from the Human Resources Department and the Archdiocese website.

### **Disability and Life Insurance**

Benefit eligible employees automatically receive life insurance coverage as well as long-term and short-term disability coverage. Coverage is effective the first day of the month following hire, or the first day of the month following becoming benefit eligible. Details regarding coverage can be obtained from the Human Resources Department and the Archdiocese website.

### **Credit Union**

The Archdiocese participates with a Credit Union to which all employees are eligible to belong. The minimum deposit is ten dollars (\$10.00). Deposits may be made to a savings account through a payroll deductions system and loans made through the Credit Union can be paid in the same manner. Additional information regarding the Credit Union, membership applications, etc., is available through LaCapital Federal Credit Union, (504) 888-2420, 3197 Richland Avenue, Metairie, LA. 70002.

### **Holidays**

The normal holiday schedule for the Administrative Offices of the Archdiocese will consist of the following holidays:

New Year's Day	Feast of the Assumption of Mary *
Martin Luther King, Jr. Day	Labor Day
Lundi Gras	All Saints Day *
Mardi Gras Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Easter Monday	Feast of the Immaculate Conception *
Memorial Day	Christmas Eve
Independence Day	Christmas Day



Any of the holidays (except those marked with an asterisk) falling on a Saturday will be observed on the Friday before. Those falling on a Sunday (except those marked with an asterisk) will be observed on the following Monday. The holiday schedule will be published by the Human Resources Department each year and will have a minimum of 16 holidays each year with another day being substituted for the holidays noted with an asterisk if those holidays fall on either a Saturday or Sunday. It is available on the Archdiocese website. The Archbishop may declare other paid holidays at his discretion.

## **Vacation**

0 - 24 months (two years)	Ten days per year (3.33 hrs./pay)
25 – 96 months (eight years)	Fifteen days per year (5 hrs./pay)
97 months plus	Twenty days per year (6.67 hrs./pay)

All full-time employees of the Administrative Offices will accrue vacation time according to the above schedule.

Employees working at least twenty (20) hours per week on a regular basis, but less than forty (40) hours, may receive vacation on a prorated basis. This is based on a ratio of hours worked as a percentage of 40. Temporary employees and employees who work less than twenty (20) hours per week are not eligible to accrue paid vacation.

Vacation benefits are calculated from date of employment. Vacation scheduling must have prior approval by the supervisor. Vacation should be scheduled in light of the needs of the office, and should not be scheduled during peak periods of work.

Employees cannot carry over from one year to the next more than one time the amount of vacation they earn based on their seniority. Any accrued vacation in excess of this will be lost if not used by the employee's anniversary date of hire. Employees will not be paid for vacation that is not taken. Unearned vacation will not be advanced. Earned but unused vacation is the only type of leave paid upon termination.

## **Sick Leave**

Sick leave is granted to benefit eligible full time employees at the rate of one day per month worked, (12 days per year) to a maximum of 36 days. Employees working at least twenty (20) hours per week on a regular basis, but less than forty (40) hours, may receive sick time on a pro-rated basis. In coordination with the short term disability policy, no more than 30 days sick leave will be paid for an illness which will be eligible for disability payments.

To be eligible for sick pay, an employee must notify his or her supervisor directly, preferably prior to the start of the scheduled work time. Employees who are absent for five consecutive days or more are required to present a doctor's certification upon return to work. An employee's supervisor, at his or her discretion, may ask for doctor's certification if the employee uses paid sick time for a period of less than five days.

The certification must include a diagnosis, and state that the employee was too ill to work and what dates the employee was unable to work. It must state that an employee may return to work, and if they are returning with limitations, what those limitations are.

Sick leave may also be used by an employee when he or she has an *immediate family member for whom he or she is the primary caregiver*, who is ill. Employees must follow the same policy for reporting this sick leave use as is required when they use it for their own illnesses.

Sick leave may not be paid for self-caused or preventable illnesses or for surgical procedures not involving pathology or the assumption of pathology, i.e. hair transplants/cosmetic surgery.

### **Health Leave**

Employees who have used all of their sick leave and all other accrued leave and who are unable to return to their regular duties may be granted a leave, without pay, for reasons of health.

The leave must have a definite starting and ending date and may not exceed six (6) months which includes FMLA leave where applicable. During the period of leave all fringe benefits are frozen and no benefits are earned during the leave, except as specifically described below in Family and Medical leave.

The Human Resources Director or the appropriate supervisor may require a doctor's certificate in order to make a determination at the commencement of the leave, as well as at any time during the leave. Before returning to active status, the employee must furnish a doctor's statement that he or she is able to carry out the duties of his or her job. If an employee is restricted in work duties by his doctor, the doctor's certification must specifically state what those limitations are, and their duration.

Granting a leave of absence does not guarantee the employee a position at the end of the leave, but it does protect his or her seniority. In accordance with Louisiana law, leave may be granted for maternity to the extent that the employee is disabled.

*[Note: Employees on Worker's Compensation are subject to the advisement of case managers for their situation and could exceed these guidelines.]*

### **Family and Medical Leave**

In accordance with the Family and Medical Leave Act of 1993 (FMLA), locations who meet Employer Coverage requirements as defined by the statute may grant up to 12 weeks of family and medical leave during any 12 month period to eligible employees.

### **Employer Coverage**

FMLA applies to all:

- Private sector employers who employ 50 or more employees for at least 20 workweeks in the current or preceding calendar year - including joint employers and successors of covered employers.

## **Eligibility for FMLA Leave**

The employee must have worked for a covered entity and meet all of the following conditions:

- Has worked for the Entity / Location for at least 12 months or 52 weeks prior to the need for leave.
- Has worked at least 1250 hours during the 12 months immediately before the date the leave would begin.
- Works at a location where at least 50 employees are employed at the location. *[or within 75 miles of the location; Separately incorporated entities such as a Parish & its School will be considered together. ]*

## **BASIC FMLA LEAVE**

The employee must be taking the leave for one of the following reasons:

1. incapacity due to pregnancy, prenatal medical care or child birth;
2. to care for the employee's child after birth, or placement for adoption or foster care;
3. to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
4. a serious health condition that makes the employee unable to perform the employee's job.

## **MILITARY FAMILY LEAVE**

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12 week leave entitlement to address certain qualifying exigencies or in certain cases, up to 26 weeks of leave to care for a covered service member for designated medical treatments for a serious injury or illness.

Please refer to the Dept. of Labor's publication: *"The Employee's Guide to Military Family Leave Under the FMLA"* for the most up to date definitions and timelines for Military Leave Entitlements and Qualifying Exigencies.

## **Serious Health Condition**

A serious health condition is an "illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential care facility, or continuous treatment by a health care provider." The employee is required to provide a doctor's certification of the serious health condition.

Eligibility for FMLA Leave in the case of birth, adoption or placement of a foster child expires 12 months from the birth, adoption or placement of the child.

## **Employee Status & Benefits during FMLA Leave**

While the employee is on FMLA leave, the Archdiocese will continue the employee's health benefit during the leave period at the same level and under the same conditions as if the employee had continued to work.

While on paid FMLA leave, the Archdiocese will continue to make the employer contribution to health benefit and through payroll deduction will collect the employee portion of the monthly premium. While on unpaid FMLA leave, the Archdiocese will continue to make its contribution and the employee must make their payment through a bank draft. The Accounting/ Payroll Department will ensure that the correct employee bank account is drafted. If the payment is not received, the employee's health care coverage may be dropped for the duration of the leave. (If the employee is on leave beyond 12 weeks, the employee is responsible for the full cost of health insurance premiums, including the portion paid by the Archdiocese).

### **Employee Status after FMLA Leave**

After returning from FMLA leave, the employee will be placed in an equivalent position with equal benefits, pay and other terms and conditions of employment. If the leave was taken because of the employee's own illness, documentation from the employee's physician that the employee is able to return to work is required.

If the employee is on leave beyond 12 weeks, job protection under the FMLA statute has expired.

### **Use of Paid and Unpaid Leave**

Under the FMLA statute, an employee taking leave for any reason must have all paid sick and annual leave exhausted prior to being eligible for unpaid leave, for a total of 12 weeks FMLA.

### **Certification for Serious Health Conditions**

Leave requests for serious health conditions require a certification using the Certificate of Health Care Provider, available from the Human Resource Department. Certification of a serious health condition shall include 1) date the condition began, 2) expected duration, 3) diagnosis and 4) brief statement of treatment. In case of the employee's own medical condition it must also include documentation that the employee is unable to perform the essential functions of the employee's position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and the employee's presence would be beneficial or desirable.

- *Forms from the DOL are available for all of the above; please contact Human Resources.*

### **Procedure for Requesting FMLA Leave**

Except where leave is not foreseeable, all employees requesting leave under this policy must submit a request to their respective appropriate supervisor 30 days before the leave is needed. If it is not possible to give 30 days' notice, the employee must give as much notice as is practical. Such a request requires the approval of the appropriate supervisor.

### **Parental Bonding Leave**

**Effective January 1, 2016** Parental bonding leave may be granted for the birth of a child or the placement through adoption or foster care of a child to either parent. Employees granted this leave will receive full pay for six weeks, commencing at the birth or placement of the child. Employees on the parental bonding leave will not be required to use their accrued sick or vacation leave during the six week paid parental bonding period. Parental bonding leave will run concurrently with the location's paid holidays, summer break schedules and with FMLA leave where it applies. Under no circumstances will paid leave be extended due to such scheduled holidays / break time.

If parents are eligible for and request to take additional time allowed under the Family and Medical Leave Act [FMLA], *any time longer than the six week paid parental bonding time will be charged to their accrued leave balances.* If they do not have any accrued paid leave, that additional time would be unpaid.

### **Procedure for Requesting Parental Bonding Leave**

Parental Bonding leave requests should be made to the appropriate supervisor for which the employee works. As with FMLA leave, prior notice of at least 30 days is requested. Approvals are made by the location's Office in consultation with Human Resources, where necessary.

### **Use of Parental Bonding Leave**

Where both parents work for the same location, leave may be granted at alternate times at the decision of the location's Director and appropriate supervisors.

### **This policy covers all employees of:**

- Parishes and parish schools
- Entities owned and/or operated by the Archdiocese
- Archdiocesan Administrative Offices
- Programs and Ministries of the Archdiocese

### **Break Time for Nursing Mothers**

The Archdiocese shall provide a reasonable break time for an employee to express breast milk for her nursing child for one (1) year after the child's birth each time such employee has need to express the milk; and shall provide a place other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

### **Civil Duty**

Employees shall be granted leave for compulsory court attendance or jury duty upon presentation to their department head of the summons or subpoena.

In case of jury duty, employees shall receive their normal compensation less any financial compensation received for said duty.

Court appearances for personal matters should be taken as annual leave (vacation) or leave without pay.

### **Bereavement Leave**

Bereavement leave with pay up to a maximum of three (3) days is given upon the death of:

1. Spouse
2. Child, including step-child
3. Grandchild, including step-grandchild
4. Brother or sister, step-brother or step-sister
5. Parent, including step-parent
6. Grandparent
7. Mother-in-law or father-in-law
8. Legal guardian or person who has filled a parental type position

## **Education Leave**

Leaves for educational purposes may be granted by special arrangement with the appropriate supervisor. As with other types of leave without pay, no fringe benefits shall accrue during such leave nor is there any guarantee of a position at the end of the leave; however, seniority is protected.

## **EMPLOYEE EVALUATION AND COMPENSATION**

### **Employee Evaluation Process**

The objective of employee evaluations is to provide the employer with tools for helping the employees under the supervision achieve their maximum potential. The formal procedures involved in the program are as follows:

1. **Development of a written job description** – This job description should be as complete as possible, so that both the employee and his supervisor know what is expected. Where possible, timelines and performance standards will be included with the job descriptions and the relative priorities of the various duties will be indicated.
2. **Performance evaluations** – All employees must receive an annual evaluation of their performance after the conclusion of each calendar year. This evaluation may be used in determining merit-based raises in compensation. As important as the formal evaluation program is, supervisors should still provide informal feedback on an ongoing basis.

If an employee believes that his evaluation was not a fair reflection of his performance he may appeal the evaluation to the next higher level of management. In the case of most employees this will be to the Executive Director of the Department. If he reports directly to an Executive Director the appeal will be to the Vicar General.

### **Salaries**

In an attempt to keep salaries competitive with salaries paid elsewhere for jobs requiring similar work and skills, appropriate supervisors will annually review available data and make recommendations for salary revisions. The amounts of funds available through Archdiocesan funding sources will determine the number of staff that can be employed and the salaries paid.

Salary increases will be based upon the performance of the individual employees. Salary increases will be based upon the results of the employee's evaluation by his or her appropriate supervisor.

Authorized salary increases will be made once a year and will be effective on July 1<sup>st</sup>, the beginning of the fiscal year for the Archdiocese.



## TERMINATION OF EMPLOYMENT

### Resignations

Employees who plan to resign are expected to give written notice at least two weeks in advance of resignation. For persons in supervisory positions, as much notice as possible is desirable, with a minimum of thirty days expected.

### Job Performance

Each employee is a valued member of the Archdiocese of New Orleans community. The Archdiocese takes seriously the emphasis on respect for all people and adherence to the Gospel. Upon hiring, it is the sincere hope of the Archdiocese that the relationship will work to the benefit of the employee and the Archdiocese as the employer so that we can work together to continue to advance the mission of the Archdiocese of New Orleans.

Termination of employment is an inevitable part of any organization, and the Archdiocese of New Orleans is no exception. Employees of the Archdiocese of New Orleans are at-will employees. This means that the employee may resign at any time, with or without cause. As indicated above under Resignation, it is requested that the employee provide written notice so that the office can prepare for the transition without significant interruption of work. At-will employment also means that the Archdiocese has the right to terminate an employee's employment at any time, with or without cause, so long as such termination is non-discriminatory under applicable law.

If it is determined that an employee's skills are not suited for his/her position, the employee will be subject to dismissal. If and when practical and permitted by time and the work of the particular office, the appropriate supervisor may choose to have a conference with the employee pointing out the deficiencies and setting a time line by which the deficiencies must be brought to a satisfactory level. The time frame shall not exceed three months. In the event such counseling occurs, if the employee has not corrected the deficiencies and maintained a satisfactory level of performance, he or she will be subject to dismissal.

### Misconduct

In case of misconduct, immediate dismissal without notice or severance pay is within the right of the Archdiocese.

Among other things, the following actions or conduct shall be considered misconduct and may be grounds for immediate dismissal.

1. Possession or use of non-prescription narcotics on Archdiocese property or while engaged on Archdiocesan business.
2. Reporting to work under the obvious influence of non-prescription narcotics.
3. Conviction of a felony offense, or misdemeanor offense (other than minor traffic offenses).
4. Violation of the moral precepts of the Catholic Church.

### Reductions in Force

If the Archdiocese finds it necessary to reduce staff or discontinue a position, the needs of the department, work performance and seniority will be determining factors. Appropriate notice will be given to affected personnel; however, the Archdiocese reserves the right to give terminal pay in lieu of notice.

## GRIEVANCE PROCEDURE

The Archdiocese is committed to providing the best possible working environment for its employees. Part of this commitment is encouraging communication and an atmosphere where work issues and complaints can be resolved in a timely and respectful way. The following procedure shall be used to address such work-related issues.

1. The employee should follow the chain of command within his/her office by first addressing the grievance with the appropriate supervisor. This should be in the form of a written statement of the complaint and the desired resolution. It must be submitted within three (3) days of the time the alleged unfair treatment became known. The appropriate supervisor will meet with the employee and investigate the complaint, responding in writing within ten (10) days of the meeting.
2. If the issue is not resolved, the employee may present his/her grievance to the respective supervisor of the appropriate supervisor. All appropriate supervisors come under one of the following for administrative oversight: The Archbishop, the Vicar General, the Executive Director of Christian Formation, The Executive Director of Clergy, the Executive Director of Financial and Administrative Services, the Executive Director of Pastoral Planning & Ministries, or the Executive Director for Religious. This must be in writing, and within three (3) days of receipt of the written decision. The person with administrative oversight will meet with the employee and respond in writing. If the immediate supervisor is an Executive Director, and the employee has met with him or her, the employee may proceed to step 3.
3. If the employee disagrees with the decision of the Executive Director, he/she may appeal that decision to the Archbishop. The Archbishop may designate the Vicar General to investigate the grievance, and make a recommendation to the Archbishop. *The decision of the Archbishop will be final.*

The employee is requested to put his/her grievance in writing to insure that it is properly stated. Insofar as possible, written summaries shall be made at each step of the grievance procedure as an aid in defining the problem and to help with reaching a solution.





## GENERAL EQUIPMENT USE POLICY

As a part of their mission, archdiocesan offices, agencies, parishes and schools acquire, develop, and maintain computers, computer systems, voice mail systems and networks (information resources). These information resources are intended for archdiocesan-related purposes, including direct and indirect support of the archdiocese's ministries and administrative functions and of the free exchange of ideas among members of the archdiocesan offices, agencies, parishes and schools and between the archdiocesan offices, agencies, parishes and schools and the wider local, national, and world communities. The archdiocesan offices, agencies, parishes and schools, thus, are encouraged to make innovative and creative use of information technologies in support of service and administration, but the information system is not to be used for the expression of personal opinion other than in regard to archdiocesan business. Further, all of the information resources are and remain at all times the property of the Archdiocese of New Orleans and subject to search and seizure.

The use of the aforementioned information resources, like the use of any other archdiocesan-provided resource and like any other archdiocesan-related activity, is subject to the normal requirements of legal and ethical behavior within the archdiocesan offices, agencies, parishes and schools. Based on the teachings and moral principles of the Roman Catholic Church, it is the policy of the Archdiocese of New Orleans to provide members of the archdiocesan offices, agencies, parishes and schools with an environment free from conduct deemed inappropriate by the Roman Catholic Church. Should any member of the archdiocesan offices, agencies, parishes and schools, including employees, students and volunteers, engage in any conduct that is in violation of Roman Catholic Church teachings or principles in the use of a computer, e-mail, voice mail or the internet, the Archdiocese of New Orleans reserves the right to take whatever disciplinary action it deems appropriate as to any user, notwithstanding whether such action violates any other laws, regulations or policies. Thus, legitimate use of a computer, computer system, voice-mail system or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network, and whether or not they can be circumvented by technical means.

With access to computers and people from around the world also comes the availability of material that may be offensive and contrary to the mission of the archdiocese. The archdiocese does maintain a firewall/filter to protect individuals against the existence or receipt of material that may be offensive to them. However, with the global nature of computer networks it is impossible to control all materials and an industrious user may discover controversial materials, either accidentally or deliberately. As such, those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use e-mail or make information about themselves available on the Internet should be forewarned that the archdiocese cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information. Should any user of archdiocesan information resources become aware of unauthorized access to improper sites or material or inappropriate use of e-mail, the user should report this matter to the appropriate supervisor.

Only computer software approved by the appropriate supervisor should be installed on to individuals' computers and the Archdiocese reserves the right to delete any unauthorized programs from any archdiocesan computer, even though the deletion may cause damage to any files belonging to the owner/user.

### **Applicability**

This policy applies to all users of archdiocesan information resources and to all users of those resources, whether on archdiocesan property or from remote locations. Additional policies may apply to specific computers, computer systems, voice-mail systems or networks provided or operated by specific units of the archdiocese. Consult the operators or managers of the specific computer, computer system, voice-mail system or network in which you are interested for further information.

### **Policy**

All users of archdiocesan information resources must comply with all federal, Louisiana and other applicable law; all archdiocesan rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities; the archdiocese's sexual harassment policy; the archdiocese's policy regarding the abuse and neglect of minors and all applicable software licenses. Individuals involved in "hacking" and/or "cracking" break into someone else's computer system and/or bypass passwords or licenses in computer programs. Users who engage in electronic communications with persons in other states or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

Use only those information resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access information resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. E-mail and related archdiocesan accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the archdiocese.

Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons' accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Under no circumstances should a user of archdiocesan information resources use another user's account and/or hide their identity in the forwarding of e-mail messages and/or during the use of the internet or voice-mail system. Violation of the privacy issues discussed herein will subject the user to discipline, up to and including termination.

Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. Although there is no set bandwidth, disk space, CPU time, or other limit applicable to all uses of archdiocesan information resources, the archdiocese may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.

Refrain from using those resources for personal commercial purposes or for personal financial or other gain. Such use is prohibited. Personal use of archdiocesan information resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other archdiocesan responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.

Refrain from stating or implying that they speak on behalf of the archdiocese and from using archdiocesan symbols and logos without authorization to do so. Affiliation with the archdiocese does not, by itself, imply authorization to speak on behalf of the archdiocese. Authorization to speak on the behalf of the archdiocese may be granted by the Office of the Archbishop.

Authorization to use archdiocesan symbols and logos on archdiocesan information resources may be granted only by the Office of the Archbishop. The use of a disclaimer on all communications is recommended, such as; the contents of this communication are the sole responsibility of (name of user) and do not necessarily represent the opinions or policies of the Archdiocese of New Orleans. Additionally, any communication should not be considered confidential. Any comments should be sent to (user's e-mail address).

### **Enforcement**

Users who violate this policy may be denied access to archdiocesan information resources and may be subject to other penalties and disciplinary action, both within and outside of the archdiocese. Violations will be handled through the archdiocese's disciplinary procedures applicable to the relevant user. However, the archdiocese may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity or security of archdiocese or other information resources or to protect the archdiocese from liability. The archdiocese may also refer suspected violations of applicable law to appropriate law enforcement agencies.

### **Security and Privacy**

The archdiocese employs various measures to protect the security of its information resources and of their users' accounts. Users should be aware, however, that the archdiocese cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

Users should also be aware that their uses of the archdiocese’s information resources, including voice-mail resources, are not completely private. Data saved on the archdiocese’s computers and/or servers, including e-mail equipment and e-mail and voice-mail messages are the property of the Archdiocese of New Orleans. Messages that are created, sent or received using the archdiocese’s e-mail or voice-mail system are the property of the archdiocese. The archdiocese reserves the right to access and monitor the activity and accounts of individual users of archdiocesan information resources, including but not limited to the contents of individual e-mail accounts, voice-mail accounts, login sessions and communications. Further, users should be aware that their computer information, voice-mail information and e-mail information – whether deleted or not – may be reviewed by the Archdiocese of New Orleans and that the users have no expectation of privacy in such information.

## **SEXUAL HARASSMENT**

Based on the teachings and moral principles of the Roman Catholic Church, it is the policy of The Archdiocese to provide employees serving in offices of the Archdiocese with a workplace free from sexual harassment and free from any sexual conduct deemed inappropriate by the Roman Catholic Church. Should any employee engage in any conduct that violates Roman Catholic Church teachings or principles, the archdiocese reserves the right to take whatever disciplinary action it deems appropriate.

Pursuant to applicable laws, employees of the archdiocese are entitled to a workplace free of sexual harassment. In that regard, the archdiocese will not permit any employee, male or female, to sexually harass another in any way. Legally prohibited sexual harassment may involve, but is not limited to:

1. Making, as a condition of a person’s continued employment or service, unwelcome sexual advances or a request for sexual favors or other verbal or physical conduct of a sexual nature; or,
2. Making submission to or rejection of such conduct the basis for tangible employment decisions affecting the employee, or,
3. Creating an intimidating, hostile, or offensive working environment by such conduct that is so severe and pervasive that it alters the conditions of the victim’s employment and creates an abusive work environment.

Sexual harassment includes behavior that is not welcome, that is personally offensive, that fails to respect the right of others, which lowers morale and that, therefore interferes with work effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include but are not limited to:

**Verbal:** Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats; or,

**Non-verbal:** Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures: or,

**Physical:** Unwanted physical contact, including touching, pinching, brushing the body, pushing.

Whatever form it takes, sexual harassment is insulting and demeaning to the recipient and will not be tolerated in The Archdiocese. All employees must comply with this policy and take appropriate measures to ensure that such conduct does not occur. Depending upon the nature and extent of any violations of this policy, such violations may result in disciplinary action up to and including termination of employment and/or notification of appropriate civil or criminal law enforcement authorities for their action, if any.

If an employee believes that he/she has been subjected to sexual harassment by anyone while on the job or in the workplace, that person shall immediately report the matter in writing to his/her supervisor keeping a copy of the report for his or her own records. In the Archdiocese all such reports are to be submitted to Archdiocesan Human Resources Director.

Under no circumstances need employees report the harassment to a supervisor who is the person being accused of sexual harassment. In such a situation, the employee shall report the alleged harassment in writing to the next highest supervisor above the immediate supervisor.

The Archdiocese will, to the maximum extent feasible, maintain the confidentiality of such complaints on a need-to-know basis. However, investigation of such complaints will require disclosure to the accused party, other witnesses and superiors in order to gather pertinent facts.

Following receipt of a complaint as to sexual harassment, the supervisor (or other official in cases where the immediate supervisor is the accused) – or the designee of the supervisor— shall immediately begin an investigation into the alleged sexual harassment. If there is a designee to perform the investigation, the supervisor shall remain responsible for ensuring that an investigation is conducted.

Any such investigation shall include an interview of the complainant and a written statement from the complainant setting forth times, dates, places, exact quotes or behaviors, and the names of witnesses. The supervisor (or, again, his or her designee) shall also collect from the complainant any physical evidence, such as written notes, e- mail, recordings or other items that may corroborate (or contradict) any aspect of the complaint.

The supervisor or designee in charge of the investigation shall also interview the alleged harasser, and, if possible, obtain a written statement of the events that occurred, if any.

If the harasser admits the offending conduct, then an explanation for the behavior shall be requested and appropriate disciplinary action taken.

If the alleged harasser denies the alleged action, at that point the supervisor or designee shall also interview any key witnesses who may have knowledge of the alleged harassment, e.g., through overhearing or witnessing the harassment.

Any interviews with any persons- the alleged victim, alleged harasser or any witnesses- shall take place on a confidential basis, with the supervisor obtaining from each employee and/or witness an agreement to keep the matter confidential, preferably in the written statement to be obtained from any employee. When interviewing witnesses, the supervisor shall also balance the goals of obtaining full information that supports or contradicts the complaint against poisoning the work environment if the complaint proves unfounded. The written statements obtained from all witnesses shall include all details of time, dates and places where the harassment, if any, occurred, in addition to the confidentiality agreement mentioned above.

In the situation where the alleged offensive conduct is denied, following a review of the statements from the complainant and witnesses and the resolution of any inconsistencies in these statements, the supervisor shall attempt to reconcile all of the employees' positions to determine whether or not offensive conduct occurred. If so, then appropriate employee discipline must be taken, up to and including termination.

If the investigation results are inconclusive as to whether sexual harassment has occurred, the supervisor shall immediately reinforce this policy against sexual harassment to all relevant, i.e., involved employees, including but not limited to possible counseling of the alleged harasser and/or the complainant. If feasible and if approved by the alleged victim, the appropriate supervisor may also consider offering to the complainant a transfer to another position and/or take action to prevent contact between the complainant and alleged harasser.

If the investigation results are conclusive that sexual harassment has occurred, then the supervisor must take immediate steps to ensure that the offending action ends and shall take disciplinary action against the offender, which may range from counseling to termination of employment depending on the nature of the harassment.

During the investigation, the supervisor shall also take steps to ensure that no sexual harassment or retaliation against the complainant occurs. Such steps may include, but are not necessarily limited to; the appropriate supervisor's segregating the complainant from the alleged offender in the workplace setting or suspension with pay of the accused party, depending on the egregiousness of alleged offense and the circumstances.

In all cases, the complainant shall be apprised of the results of the investigation. Further, as mentioned, no retaliatory action shall be taken against the complainant. If the complaint is totally baseless and without any foundation, the supervisor shall consult with the archdiocesan attorneys prior to taking any action against the complainant.



## COMMENTARY AND EXPLANATION OF POLICY ON SEXUAL HARASSMENT

Definitions are not clear-cut when dealing with a complex issue such as sexual harassment in the workplace. While there are some actions or behaviors that most would agree are blatantly offensive and inappropriate for the workplace, it is sometimes more difficult to identify the most subtle forms of sexual harassment. However, such subtle harassment can be just as damaging to affected individuals.

The identification of sexual harassment is often based on individual perceptions and can involve subjective interpretations of behavior. What may be offensive to one individual may not be offensive to another. A person may not intend for his/her actions to offend another. Further, in order to be legally actionable in terms of a sexually objectionable environment (as opposed to the situation where a supervisor requires sexual favors in return for continued employment, promotions, etc.), the sexually objectionable work environment must be one that a reasonable person finds objectionable and one that the victim in fact perceives to be objectionable. Thus, factors in identifying workplace sexual harassment rest on the effect of the behavior on the recipient weighed against a standard of reasonableness, not necessarily on the intent of the sender.

Sexual harassment in the form of workplace harassment (again, as opposed to the requirement of sexual favors for continued employment, promotions, etc.) must have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or abusive work environment that is severe and pervasive.

Further, the circumstances regarding alleged offensive behavior must be examined to determine whether a hostile work environment has been created. Determining factors may include the frequency of the offending conduct, its severity, whether it is physically threatening or humiliating, or whether it unreasonably interferes with another's work performance or psychological well-being. Any of these factors alone or in combination may constitute harassment. However, hostile work environment does not necessarily include genuine but innocuous differences in the way men and women interact with members of the opposite or same sex, simple teasing, offhand comments, and isolated incidents (unless extremely serious).

Sexual harassment can cover a wide spectrum of behavior, both intentional and unintentional. Outlined below are some examples of behavior/actions that could constitute harassment and create a hostile work environment if so severe and pervasive that so as to alter the conditions of the job and to create an abusive work environment. However, it should be noted that this list is not all-inclusive:

- Verbal**
- (1) sexual innuendoes
  - (2) off-colored jokes
  - (3) unwelcome comments on one's physical appearance/dress
  - (4) derogatory or vulgar comments directed at an individual
  - (5) suggestive or insulting sounds (e.g., catcalls, kissing sounds, etc.)
  - (6) propositioning/asking for sex

- Non-Verbal**
- (1) demeaning, offensive, suggestive or degrading pictures, posters, calendars, cartoons, memos, letters or E-Mail notes
  - (2) pornographic material
  - (3) obscene gestures or motions
  - (4) leering or staring
  - (5) indecent exposure

- Physical**
- (1) unwanted physical contact (e.g., brushing up against, pinching, kissing, hugging, massaging, touching, etc.)
  - (2) blocking or impairing a person's movement
  - (3) unwelcome sexual advances
  - (4) physical assault or rape

Each employee is responsible for continually examining his or her behavior and carefully evaluating his or her actions in advance to avoid creating an offensive working environment. A general “rule-of-thumb” test for determining whether your actions/behaviors may be inappropriate for the work place is to ask yourself the following questions:

- *Would I do or say the same thing if my supervisor, spouse, parent, or child were present?*
- *Would I take the same action if I knew it would be published with my name associated with it in the local paper the next morning?*
- *Would I feel comfortable if someone else did or said the same thing to a member of my own family?*

If there are any doubts about whether another individual might be offended, then such behavior should not take place.

To ensure a workplace that is harassment free for all employees, awareness and sensitivity by every individual is essential. Each employee can make a significant impact on preventing harassment in the workplace by following the guidelines outlined below:

### **Employee Responsibilities**

- ✓ Evaluate in advance the possible impact of actions on others—if you have any doubts about whether behavior might be offensive, don't do it.
- ✓ Be courteous and respectful of others.
- ✓ If an employee feels that he or she is being harassed, or if an employee is aware of another employee/volunteer being harassed, take appropriate actions to address, report in writing and resolve the matter as outlined in this policy.
- ✓ Cooperate fully and truthfully with archdiocesan investigations of alleged harassment.



## What an Employee Should Do if He / She Believes Harassment Has Occurred

It is recognized that a victim's reporting harassment can be difficult and uncomfortable. It is important to realize, however, that if offending behavior is ignored or if it is assumed that someone else will deal with it, the offending behavior may not stop. Additionally, the harasser may be offending others, too. Therefore, individuals who believe they are being harassed or who observe or are otherwise aware that a fellow employee is being subjected to sexual harassment may (but are not required to) — in addition to reporting the sexual harassment as outlined above — take the following actions:

- Confront the alleged harasser and inform the individual that his/her behavior or actions are not welcome;
- **Tell the individual to stop the offensive behavior immediately;**
- Be specific with the offending individual about the behavior to be stopped and its negative effects.

In all cases, the employee who believes that he or she is the subject of sexual harassment shall:

- **Document concern (s) in writing** and include such documentation in the complaint to the supervisor and/or volunteer coordinator, i.e., keep track of specific dates/times/ places, details of the offending behavior; note any witnesses' names and what they observed;
- **Report concerns in writing to supervisor /volunteer coordinator;**
- **Cooperate fully and truthfully with the investigation** and recognize that no adverse action will be taken against the reporter of harassment for making a good-faith harassment complaint or for assisting in the investigation.



**STATEMENT OF PRINCIPLES  
ON CONFLICTS OF INTEREST**

This policy was developed to enable those in a position of leadership with, or employed by the Archdiocese of New Orleans, its agencies or its affiliates to understand clearly what conduct is expected of them with regard to real or perceived conflicts of interest.

(1) Each employee of the Archdiocese of New Orleans, its agencies or its affiliates shall recognize that he or she is in a position of trust and is expected to act in good faith at all times. Individuals shall subordinate their personal interests to those of the Archdiocese of New Orleans where the two conflict or appear to conflict. Such individuals shall make a full disclosure of any relationship or situation that may give rise to a potential conflict or the appearance of conflict at the time such relationship or situation arises. The disclosure, in writing, shall be sent to the head of the affected entity, agency and/or parish with copies forwarded to the Executive Director, who shall transmit them to the Vicar General.

(2) No individual covered by this statement shall participate in the selection, award, or administration of a procurement transaction involving the Archdiocese of New Orleans where, to his/her knowledge, any of the following has a financial interest in that transaction: the individual; any member of his/her immediate family; his/her partner; an entity in which any of the above is an officer, director, or employee; or a person or entity with whom any of the above is negotiating or has any arrangement concerning prospective employment. Immediate family can differ from individual to individual but will always include: spouses; brothers or sisters; spouses of brothers or sisters; ancestors; children, grandchildren and great grandchildren; and spouses of children, grandchildren and great grandchildren. If the individual is concerned about a relationship, then disclosure is required. A procurement transaction is defined as any transaction involving the purchase of any form of goods or services.

(3) Individuals who have a personal relationship or ownership interest as described in paragraph (2) agree to excuse themselves from the decision-making process regarding the person or firm with which the Archdiocese of New Orleans does business or contemplates doing business unless specifically requested to participate, after disclosure, by the Vicar General.

(4) To avoid an actual or perceived conflict of interest, any Archdiocese of New Orleans supervisor related by blood, marriage, or adoption to a job applicant, or having close relationship with emotional ties to an applicant (i.e. dating), must not participate either formally or informally in the decision to hire, retain, promote or determine the salary of that other person. This exclusion includes, but is not limited to, those individuals defined as immediate family in paragraph (2). Abovementioned individuals are permitted employment with the Archdiocese of New Orleans provided no direct reporting or supervisory-management relationship exists. That is, no employee is permitted to work within the “chain of command” of an individual if his/her work responsibilities, salary, or career progress could be influenced because of any of the abovementioned relationships.

(5) The individuals covered by this statement further agree to disclose promptly any situation that may arise involving a business relationship, ownership interest or personal relationship as described in the aforementioned paragraphs.

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Employee Name <i>[Printed]</i>	Signature	Date
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## DISCLAIMER & ACKNOWLEDGEMENT FOR RECEIPT OF HANDBOOK

This handbook is for all Staff of The Administrative Offices within the Archdiocese of New Orleans. This handbook supersedes any previous handbook or unwritten policies/guidelines.

In this handbook, we hope to provide some useful information to help guide you through your employment at the Archdiocese of New Orleans. It includes our current policies, work rules, and a benefits list. This handbook has been written to acquaint you with, and to assist you in, understanding the personnel policies and benefits.

This manual does not constitute a contract with any employee, and does not modify the At-Will employment relationship between the employer and its employees. The handbook is not all-inclusive. While the Archdiocese will normally attempt to provide in advance any notice of any change, the Archdiocese of New Orleans reserves the right to modify, revoke, suspend, terminate, or change any, or all such plans, policies, or procedures, in whole or in part, at any time with or without notice.

The language in this booklet is not intended to create, nor is it to be construed to constitute a contract between the employer and any one or all of its employees. That is, employment can be terminated at any time at the will of either the employer or the employee.

The Staff Handbook – Policies for the Archdiocese of New Orleans is the responsibility of the Human Resource Department, approved by the Archdiocesan Executive Director of Pastoral Planning & Ministries and confirmed by the Archbishop of New Orleans.

### Employee’s acknowledgment

I have received the Archdiocese of New Orleans Staff Handbook, and I have read / agree to read it in its entirety. I also acknowledge that it is my responsibility to comply with all policies and any revisions made to them. **The Archdiocese website always has the most current updated electronic copy of the Handbook to which I can refer at any time.** *I understand that if I have any questions I can refer to my supervisor or human resource representative.* I further understand that this handbook is not a contract of employment and that, without a contract of continued employment, either the employer or I may terminate my employment at any time with or without cause and with or without notice.

Employee Name <i>[Printed]</i>	Signature	Date
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Original on file - Location Employment records

cc: Employee