



Handbook for Archdiocesan Employees

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PREFACE

This handbook is intended only as a summary of various policies, procedures and benefits that may apply to you as an Archdiocesan employee. These policies, procedures and benefits supersede any that may have been cited in previous handbooks, benefit summaries, etc., and apply to all employees unless otherwise indicated.

The contents of this handbook are subject to change at the sole discretion of the Archdiocese of Chicago. Therefore, nothing in this handbook is to be construed as an employment contract, nor is it to be construed as a guarantee of employment or benefits.

Only the Archbishop, department director, pastor, principal or parochial administrator is authorized to offer an employment agreement to any employee. Contracts or agreements offered by any other individual will not be recognized as valid.

I. EMPLOYMENT PRACTICES

Equal Employment Opportunity

The Archdiocese of Chicago assures equal employment opportunity in all its employment policies and practices. These policies and practices are administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, sexual orientation or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job. There are certain positions in the Archdiocese for which it is necessary to be Catholic, and some positions for which preference in hiring shall be given to people who are Catholic and who evidence an understanding of the Catholic faith and a commitment to living that faith. Such preference is allowed under state and federal law, and does not constitute an illegal act of discrimination. In furtherance of the equal employment opportunity policy, the Archdiocese of Chicago shall strive to employ minorities at all levels. Likewise, the Archdiocese shall strive to employ women at all levels except those positions precluded by canon law.

Employment Contracts and Agreement

Ordinarily, contracts or agreements are only offered to qualified teachers and principals, unless other specific circumstances, such as a temporary position, warrant such an agreement. Only the archbishop, department director, pastor, principal or parochial administrator shall be authorized to offer or approve an employment contract or agreement. If a contract or agreement is not a standard document in current use in the Archdiocese, the Office of Legal Services must be consulted. At the Pastoral Center, any employment contract or agreement must be confirmed by the Director of Personnel Services.

Employment of Immediate Family Members

The relationship between certain types of jobs sometimes makes it necessary to place restrictions on the employment of immediate family members. Generally, immediate family members shall be prohibited from working in a supervisor/subordinate relationship, and under certain circumstances, may be prohibited from working as co-workers in the same department, agency, school or parish. Immediate family members shall be defined as children, parents, siblings, spouse, in-laws, grandparents, and individuals residing in the same household, whether related or not, other than members of religious congregations.

Re-employment of Retirees

Retirees who wish to be re-employed by the Archdiocese of Chicago may be re-hired while continuing to receive their full retirement benefit, provided they are re-employed on a part-time basis and are regularly scheduled to work no more than 25 hours per week.

Transfers and Promotions

The Archdiocese of Chicago shall consider the transfer or promotion of qualified staff members to fill vacancies and newly created positions whenever possible. Any employee who has been in his/her current position for a minimum of six months shall be eligible to apply for a transfer or promotion to an open position. Ordinarily, employees shall be notified of open positions through local job postings.

Orientation

It will be the responsibility of the local administrator to provide orientation for new employees. Orientation should include discussion of benefits, duties, responsibilities, policies and procedures specific to one's job and the general policies and procedures of the Archdiocese of Chicago.

Position Description

Every position in the Archdiocese of Chicago shall have a position description. Position descriptions are to specify or indicate:

- the title of the role or position which is both accurate and in accord with current terminology in the larger Church, particularly in the Archdiocese of Chicago;
- the title of the position(s) to whom the person will be accountable;
- the titles of position(s), if any who are accountable to this position (if none, this should be noted);
- general or overall responsibility in the context of how this position fits clearly into the structure and mission of the parish, school or agency;
- a list of specific responsibilities or tasks;
- the essential functions of the position for purposes of complying with the Americans with Disabilities Act, for employment (may be listed by asterisk).

Criminal Background Checks

The Archdiocese has established uniform policies and procedures regarding criminal background information checks to review the fitness of all staff and volunteers, and in particular, individuals involved in the care, ministry and education of our children.

Any individual who accepts a paid or volunteer position with an Archdiocesan parish, school or agency will submit to a criminal background check. Criminal background checks will be conducted annually on all current staff as a condition of their continued work on behalf of the agencies, parishes and schools of the Archdiocese.

If any criminal background information is revealed for any new or current employee or volunteer, that information shall be referred to the Office for the Protection of Children and Youth for review and consultation with the Director of Personnel Services. The Director of Personnel Services will make a final determination as to whether a position will continue to be made available to the individual. Although the Director of Personnel Services is responsible for making the final decision as to whether a person will continue to be employed in that position, the Director will consult with the pastor and/or principal or agency director and other appropriate Archdiocesan personnel as necessary.

Performance Review

The performance of each employee shall be reviewed formally at least once per year based upon job related criteria. "Job related criteria" include the written job description as well as mutually agreed upon standards of performance or goals to be accomplished during the performance review period. The annual performance review is part of a process of performance management, which presumes on-going communication between the employee and the supervisor regarding job performance. The annual performance review process includes self-assessment, supervisory assessment and, where applicable,

takes into consideration feedback from those served by the work of the employee in order to determine a plan for continued excellence or growth in performance.

Shared Employees

Employees who work for more than one parish, school or agency of the Archdiocese, and whose schedule when combined equals or exceeds 26 hours per week for 8 or more months of the year, are considered benefits-eligible even if they do not work sufficient hours to be considered benefits-eligible at any one location. Each location is responsible for a pro-rata share of all employer costs for the employee benefits.

Civil and Canon Law

The Archdiocese of Chicago will comply with all applicable civil and canon laws pertaining to the employment of Church personnel.

II. WORK SCHEDULES, BREAKS & LUNCH PERIODS

Work Schedules

Work schedules and break periods are determined locally. Employees scheduled to work 7 or more hours in a day are entitled, under state law, to an unpaid meal period of not less than 20 minutes, which must be taken no later than the 5th hour of work. Actual meal periods are determined locally, but should not exceed 1 hour. Break periods are not required by law or by policy. However, where provided, they are typically paid rest periods of 10 - 15 minutes duration.

Absences and Tardiness

Employees who will be absent from work or significantly late in arriving are expected to notify their supervisor prior to their scheduled starting time, or as soon thereafter as possible. Excessive absences or tardiness may result in disciplinary action, including discharge.

III. EMPLOYMENT STATUS

Exempt vs. Non-Exempt

“Exempt” and “Non-Exempt” are terms used by the federal government to indicate which employees are, and which employees are not, subject to the provisions of the Fair Labor Standards Act (FLSA). This is the federal law that requires the payment of overtime wages to employees who are not exempt from its provisions (e.g. non-exempt). FLSA requires that the determination of “exempt” or “non-exempt” status be made as described below. Such determination is not discretionary and is not subject to the preference of the employee or administrator. Examples of exempt employees are teachers, principals, directors of religious education, pastoral associates, youth ministers, music ministers, business managers and those who have the authority to hire, fire, discipline, evaluate and supervise the work of others. Examples of non-exempt employees include parish and agency secretaries, school secretaries, housekeepers, cooks, maintenance/custodial workers, teacher’s aids and bookkeepers.

Each employee of the Archdiocese of Chicago, its parishes, schools and agencies will be categorized as either “exempt” or “non-exempt”. An exempt position is one that is predominantly executive, managerial or administrative in nature or one that requires either a college degree or a combination of knowledge and experience in a specific field, which is considered professional within the framework of diocesan operations. Outside salespeople and those employed on a commission basis are also exempt. Because these positions are “exempt”, they do not require compensation at 1½ times the regular hourly rate for work in excess of 40 hours in a week (Fair Labor Standards Act).

Non-exempt positions are those, which have responsibilities or requirements other than those listed above.

Full-time/Part-time Status

“Full-time employees” are those who are scheduled to work the regular, weekly full-time schedule established by the location at which they are employed, but not less than 35 hours per week. Those who work fewer hours than 35 hours per week, but are regularly scheduled to work a minimum of 26 hours per week for 8 or more months per year, are “benefits eligible part-time employees.” Those who are regularly scheduled to work fewer than 26 hours per week and/or fewer than 8 months per year shall be “regular part-time employees” and shall not be eligible under any circumstances to participate in employee benefits programs, including sick days, personal days, holidays and vacation.

IV. TIME RECORDS

Time Records

All full-time and part-time exempt and non-exempt staff are required to submit time records on a bi-weekly basis, as appropriate for local pay frequency. An exempt full-time employee is required to record use of paid time benefits (e.g., vacation, sick, or personal time) for every absence, and may, according to local practice, be required to indicate whether he/she is present or absent each day. An exempt full time employee is considered to be present if he/she works any portion of the day except for periods of intermittent leave under the Family Medical Leave Act.

Non-exempt employees are required to indicate the total hours worked each day, excluding lunch periods. When applicable, employees are to indicate the type of absence where requested.

Non-exempt employees must be paid straight time wages for all hours actually worked up to and including 40 within the same work week. They must be paid time and a half for all time actually worked in excess of 40 within the same work week.

V. COMPENSATION

Compensation

The Archdiocese of Chicago strives to pay each employee a salary that is appropriate for his/her level of responsibility. Also, in determining salary increases, consideration is given to individual performance. Compensation for Archdiocesan employees is determined by reference to the current Compensation Guidelines published annually by the Department of Personnel Services. If the position is not found in the Guidelines, the pastor, principal or administrator may consult with Human Resources before determining the compensation of the employee.

Overtime

Only non-exempt employees are to be paid overtime compensation. Hours worked in excess of the regular part-time or full-time schedule, but less than 40 in a calendar week, are to be compensated at straight time wages.

Hours actually worked by non-exempt employees in excess of 40 in a calendar week, whether or not approved in advance, shall be compensated at 1½ times straight time wages. Benefits such as holidays, vacations, sick days, etc. are not considered hours actually worked.

All hours worked in excess of the regular full-time schedule in a calendar week are to be approved in advance by the pastor, principal, administrator or appropriate agency director. Unapproved overtime must still be compensated in accordance with policy, but can be addressed through disciplinary action.

Compensatory Time (“Comp Time”)

Non-exempt employees are not eligible to receive comp time under any circumstances. Comp time may be granted to exempt employees at the discretion of the pastor, principal, administrator or appropriate agency director as long as the practice is applied consistently, in a non-discriminatory manner, to all applicable employees at that location.

Comp time for exempt employees refers to time off granted in the future for time currently worked. It is advised that pastors and supervisors require that comp time be taken within a relatively short period of time (e.g. 60 business days) and that the specific time taken be pre-approved. Comp-time should be granted only in recognition of an extraordinary commitment of time. It is not intended, and must not be used, as a means of paying overtime to exempt employees on a routine basis.

VI. EMPLOYMENT EXPECTATIONS

Standards of Conduct

In any organization, there are rules and responsibilities, which contribute to a harmonious work environment for its employees and guests. Cooperation with these rules and responsibilities is the responsibility of all Archdiocesan personnel because, as Church, we are held to a higher standard of fair treatment. It is the responsibility of every member of the staff to act in an honest and forthright manner in all workplace concerns; to treat co-workers, supervisors, volunteers, parishioners and visitors with respect; and to conduct oneself in a moral and ethical manner consistent with Catholic principles. Ministerial personnel must teach and/or act in accordance with the doctrine and moral teaching of the Catholic Church. All church personnel are to exhibit the highest ethical standards and personal integrity.

Violations of these standards of conduct may result in disciplinary action, including discharge.

Some of the actions which violate this policy on standards of conduct include, but are not limited to:

- falsification of employee or institutional records;
- unauthorized possession of co-workers', parish, school or Archdiocesan property;
- immoral or unethical conduct when such conduct has an adverse impact on the Church;
- insubordination;
- possession of unauthorized weapons on premises;
- misappropriation of funds or other assets of the Archdiocese, parish, school or agency;
- sale, possession or use of illegal substances while on the job or on the employers' premises;
- abuse or harassment in any form, directed at supervisors, subordinates, co-workers, visitors or those whom we serve.

Supervisory Treatment of Subordinate Employees

All supervisors are expected to treat their employees with dignity and respect. Serious, continued or deliberate violations of this policy by any supervisor at any level will be grounds for disciplinary action, including discharge. Supervisors are expected to refrain from:

- publicly reprimanding or criticizing subordinate employees;
- making unreasonable demands which cannot be met;
- retaliating against any subordinate employees who exercise their rights to file work related claims with a government agency, file claims for worker's compensation or relate grievances to the personnel department or to higher levels of management;
- communicating in ways that can be construed as haranguing or harassment.

Supervisors are expected to listen with courtesy and empathy to the concerns of their employees, and provide adequate opportunity for employees to seek counsel or advice in connection with their work. Supervisors are expected to communicate clearly their expectations for their employees and the responsibilities for which employees will be held accountable.

Supervisors are expected to cooperate with and assist employees who seek to clarify responsibilities, expectations or instructions by asking questions, or by submitting a written summary of such instructions for the supervisor's confirmation and approval. Supervisors are expected to allow employees to give, without undue interruption, their side of any dispute regarding their work.

Confidentiality

Employees are not to disclose without proper authorization, or outside the normal execution of their job responsibilities, any confidential matters that come to their attention as a result of their employment with the Archdiocese of Chicago. Disclosure to anyone of such information without proper authorization, or outside the normal context of one's job, may be cause for disciplinary action, including discharge.

Confidential information includes, but is not limited to the following:

- correspondence and contributions,
- personnel and payroll matters,
- relationships between businesses and benefactors,
- bids or contractual agreements with current or potential vendors/service providers.

Conflict of Interest

Employees must avoid situations that present actual, perceived or potential conflict between their interest and the interest of the Archdiocese. The implementation of this policy implies a continuing requirement that all personnel make prompt disclosure to their supervisor or other appropriate official of any fact or circumstance that may involve a conflict of interest. Disclosure can assist in resolving honest doubts as to the propriety of a particular relationship or course of conduct. Any activities that create the appearance of a conflict of interest should be avoided.

Gifts and Entertainment

Accepting of gifts and entertainment may present potential or perceived conflicts of interest. While business courtesies are to be encouraged, employees shall not accept from anyone with whom the Archdiocese does or is seeking to do business, any personal gifts, services, travel or entertainment that may reasonably be perceived by others to affect their judgment or actions in the performance of their duties. When in doubt as to whether or not a gift is appropriate, employees are to consult their local administrator for approval.

Personal gifts of cash shall not be accepted from anyone with whom the Archdiocese does or is seeking to do business under any circumstances.

Solicitation and Fundraising

Active solicitation of funds by employees during work hours is generally not allowed. Supervisors are not to solicit subordinate employees for funds under any circumstances. Employees may actively solicit funds before and after work or during lunch and break time. Active solicitation is subject to the approval

of the supervisor. Those fundraising efforts which are sanctioned by the parish, Archdiocese or agency may occur at appropriate times including during working hours, subject to the supervisor's approval and discretion. Sanctioned fundraising includes, but is not limited to, the Cardinal's Appeal, United Way and any local fundraising initiative (e.g. parish raffle).

Smoking

To provide a healthier work environment, and in order to be in compliance with state and local ordinances, smoking is not allowed inside any building of the Archdiocese under any circumstances, nor outside the building within 10 feet of any doorway .

Alcohol and Other Drugs

Being under the influence of illegal substances, alcohol or other intoxicants while on the job is strictly prohibited. Violation of this policy may result in immediate suspension and possible dismissal. When an individual's job performance is negatively affected as a result of suspected substance abuse, the parish, school or agency is responsible for intervention.

The Archdiocese recognizes that alcohol and/or drug dependency is an illness requiring appropriate intervention and treatment. Employees with such dependency are therefore encouraged to seek treatment before a problem interferes with the performance of their job. When an employee comes forward or is suspected of this type of dependence, a pastoral approach shall ordinarily be used, i.e., conferences and treatment shall have priority consistent with the needs of the parish, school or agency.

A pastoral approach to alcohol and/or other drug dependency includes, but is not limited to:

- evaluation by substance abuse professionals, as requested by the parish, school or agency.
- application of Sick Day and Family/Medical Leave policies.

Personal Property

To ensure that personal property is returned to the employee in the event that the employee terminates or transfers, the employee should provide a list of personal property to his/her immediate supervisor at the time the property is brought to the workplace. The employee should update his/her personal property list as necessary.

Copyright

All materials created, designed or modified by Archdiocesan personnel in the course of or in connection with their employment are the property of the Archdiocese of Chicago. Materials created, designed or modified by Archdiocesan personnel at the direction of a supervisor and during work hours are Archdiocesan property. "Materials" include, but are not limited to: written works, presentations, computer programs, manuals, instructions, advertisements, bulletins, magazines, books, newsletters and newspapers.

Personal creations used in connection with work, but not directed by the employer, should be discussed with the local administrator to decide who will own such property. A written agreement should evidence whether the employee or employer owns the material.

Computer Software

Employees of the Archdiocese of Chicago shall use computer software only in accordance with the license agreement. It is sometimes illegal to use software on more than one computer, and it is always illegal to make or distribute copies of that software for any other purpose, unless specific permission has been obtained from the copyright owner.

The Archdiocese recognizes that by protecting the investment of companies who develop computer software, we also protect the interests of the Archdiocese and our employees. When software developers gain fair returns on their software development costs, they are able to produce new and even better products for us, the consumers. In addition to complying with legal requirements, there is great value in purchasing legal copies of computer software and documentation since these legal copies may entitle the user to software upgrades, technical assistance, training manuals and tutorials. (Software Use and the Law, Software Publishers Association).

Personal Appearance

The clothes an employee wears are a matter of personal preference, but should be appropriate for the duties the employee performs and the environment in which he or she works. Guidance in this area will be provided by the employee's supervisor.

VII. SEXUAL HARASSMENT

Sexual Harrassment

The Archdiocese of Chicago is committed to maintaining a work environment free of sexual harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature shall be considered harassment when:

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

All instances of alleged sexual harassment are to be reported to the immediate supervisor, or pastor, parochial administrator, principal or agency director. If any employee believes that he or she has been subjected to conduct which may constitute sexual harassment, that employee is to immediately report the offensive conduct to his or her immediate supervisor. The supervisor will then report the allegation to the pastor, principal or director, who will then report the allegation to the Office of Human Resources and/or the Office of Legal Services.

If a complaint arises because of the action of the employee's supervisor or manager, the aggrieved employee is to contact a higher level of management locally, or the Director of Human Resources who, in turn, will advise the employee and consult with the appropriate level of management to resolve the complaint.

After an immediate and confidential investigation of the employee's complaint has been concluded, the employee will be advised of the results of that investigation. Based on a finding of reasonable evidence that sexual harassment has occurred, necessary and appropriate disciplinary action, up to and including discharge, will be taken against the offending party.

Retaliation in any form against an employee who exercises his or her right to make a complaint under this section is strictly prohibited and will itself be cause for appropriate disciplinary action, up to and including discharge. Reporting sexual harassment will not affect the individual's future employment, evaluations or work assignments.

Anyone who knowingly makes false charges against an employee in an attempt to demean, harass, abuse or embarrass that individual will be subject to disciplinary action up to and including discharge. All parties involved in a sexual harassment complaint are to maintain strict confidentiality while the complaint is being investigated and evaluated.

VIII. EMPLOYMENT ISSUES

Multiple Employment Within the Archdiocese

No employee shall be permitted to hold more than one full-time position with any entity or group of entities within the Archdiocese. Where an individual is employed on a part-time basis at more than one location within the Archdiocese, one location is to assume responsibility for administration and reporting of payroll and any applicable benefits for that individual (usually the location at which the individual works the most hours on a regular basis). The other locations will be responsible for reporting attendance and salary data to the primary location, and will be responsible for reimbursing the primary location on a pro rata basis for salary, benefits, FICA and other related expenses. All parishes sharing an employee must be notified, and must approve of the arrangement in advance.

Outside Employment

Archdiocesan employees may have other employment outside the Archdiocese only to the extent that such outside employment does not create a conflict of interest. Outside employment includes consulting work and other self-employment situations. A conflict of interest occurs when additional employment unduly influences decisions made as an employee or conflicts with performance of his/her duties.

Conflict Management

The following procedures will be used to resolve misunderstandings and differences of opinion between Archdiocesan personnel.

Step I: The conflicting parties meet to seek resolution through one or more meetings, as necessary or desired. If resolved, the process ends here.

Step II: If a resolution is not achieved in Step I, the conflicting parties should meet with their mutual supervisor, or in a case where there is no mutual supervisor, with their respective supervisors. The supervisor(s) should assist the disputing parties in their efforts to resolve the conflict.

Step III: The disputing parties may request assistance from other Archdiocesan departments and agencies, beginning with Human Resources. Other departments or agencies may be engaged to assist the process.

Personnel Records

Parishes, Archdiocesan schools and outside agencies are required to maintain official personnel files on-site and in a confidential manner. Official personnel files for agencies paid through the Pastoral Center payroll will be maintained in the Office of Human Resources. All employees have the right to inspect and copy the contents of their official personnel files, excluding personal or employment references, or other documents exempted by law.

Employees who wish to exercise this right may be required to submit their request in writing or schedule an appointment, as determined by the local administrator.

IX. LEAVES OF ABSENCE

Family Medical Leave

The Archdiocese of Chicago allows a continuous family or medical leave of absence of up to six months, within any calendar year, for all employees who meet the following conditions. The employee must:

- have at least one full year of service
- have worked at least 1,250 hours in the previous year
- have been certified by a doctor to be unable to work due to medical reasons relating to themselves or an immediate family member as described below
- require the leave of absence for the birth, adoption or foster care of a child
- require the leave due to a qualifying exigency arising out of the fact that a spouse, son or daughter, or parent is on covered active duty or call to covered active duty status with the Armed Forces
- intend to return to work by the end of the approved leave

Family/medical leaves are granted for a maximum 6 months for any one qualifying event, and may not be extended beyond 6 months by nature of occurring at the end of one calendar year and the beginning of another.

Regardless of length of service, in accordance with the Illinois Human Rights Act, all employees are eligible for time off to recover from conditions related to childbirth, including a leave of absence as necessitated by pregnancy, childbirth, or any medical or common condition resulting from pregnancy or childbirth. Appropriate documentation supporting the need for time off must be provided.

For purposes of administering this policy “immediate family member” is defined as an employee’s spouse, son, daughter or parent, as prescribed by the Family Medical Leave Act. A leave of absence is only available to those employees who intend to return to work. Intermittent leave for medical reasons (e.g. every Wednesday and Friday off for treatment) will be limited to the equivalent of 12 weeks of time off, on a cumulative basis, within any calendar year.

Employees are considered to be on family or medical leave continuously from the date of the qualifying event, to the earlier of their date of return or the date six months after the qualifying event. This applies whether or not employees would normally be scheduled to work during the entire leave period. (e.g., Family/Medical Leave may begin during the summer for a school employee, and the employee would be due back to work within 6 months of the qualifying event.)

Full-time and benefits eligible part-time employees on leave due to their own illness, or the illness of a family member as described above, will be paid to the extent they have accumulated sick days available. Employees on leave for reasons other than their own illness, or the illness of a family member, will not be eligible for sick day compensation.

For example, if an employee requests a 6-month family/medical leave for maternity reasons, only that portion of the leave for which her attending physician states she is physically unable to return to work

will be eligible for sick day compensation. The remainder of her leave will be considered non-medical, and sick day compensation will not apply.

Also, in keeping with the Archdiocese's philosophy of encouraging adoption and supporting adoptive parents, employees requesting family/medical leave to adopt a child will also be eligible to use paid sick days, if available, for a portion of their leave. In such cases, an employee will be allowed to use up to six weeks of accumulated sick days. The remainder of the leave will be considered non-medical, and sick day compensation will not apply.

Employees on a family/medical leave of absence may be required to use unused personal and/or vacation days at the employer's option. Employees will not be compensated for holidays occurring while on family/medical leave, unless personal days or vacation days are used.

No additional sick days, personal days, or vacation days will be allocated to employees while on a family/medical leave. However, if the employee returns to work on a full-time or benefits eligible part-time basis within the family/medical leave period, he or she will have allocated, upon return, such paid time-off benefits as would normally have been allocated during the family/medical leave period, except holidays. During the family/medical leave period, the Archdiocese will continue to provide individual health coverage at minimal cost to the employee. However, the cost of providing family coverage, optional benefits or employee co-pay will remain the responsibility of the employee.

Employees returning from a family/medical leave of absence, due to their own illness, are required to submit a written release from their doctor before reporting to work. Employees who return to work within the prescribed time and on the full-time or part-time basis as employed prior to taking a family/medical leave will be reinstated in the same or comparable position and at the same salary as before they left. Employees who fail to return to work by the specified date of their return from family/medical leave period shall be considered to have voluntarily resigned their position. In that event, the employee will have the same options as any other terminating employee with regard to continuing benefits. Employees on leave due to their own illness, or the illness of a family member, are required to return to work when released by their doctor to do so, if earlier than the date specified on their leave of absence request.

Family/Medical Leaves must be requested in writing, using the forms and procedures as proscribed by Human Resources, including the appropriate medical certification.

This applies even for medical leaves resulting from an on-the-job injury or illness for which a Worker's Compensation claim has been filed. Leaves taken without proper documentation and/or medical certification will be considered unauthorized leave, and will be subject to disciplinary action, including discharge.

Personal Leave

The Archdiocese of Chicago may allow a personal leave of absence of up to 90 calendar days, subject to prior approval by the pastor, parochial administrator, principal or agency director, for all full-time and benefits eligible part-time employees who have at least one full year of service, and who request time off for other than family or medical reasons. A leave of absence is only available to those employees who intend to return to work. Employees on a personal leave of absence will be required to use unused personal and vacation days. The remaining personal leave shall be without pay.

Employees will not be compensated for holidays occurring while on personal leave. No additional sick days, personal days or vacation days will be allocated to an employee while on a personal leave. However, employees who return to work on a full-time or benefits eligible part-time basis will have allocated to them, upon their return, such benefits as would normally have been allocated to them during the personal leave period, except holidays.

During the personal leave period, the Archdiocese will continue to provide individual health coverage at minimal cost to the employee. The cost of providing family coverage, optional benefits and employee co-pay will remain the responsibility of the employee. Employees who return to work within the prescribed time and in the same full-time/part-time status, will be reinstated in the same or comparable position at the same or comparable salary.

Employees who do not return by the prescribed date will be considered to have voluntarily resigned their position. At that time, the employee will have the same options as any other terminating employee with regard to continuing benefits.

Personal leaves must be requested and approved on an official Leave of Absence Request Form, available from the local administrator. Leaves taken without such documentation and approval will be considered unauthorized leave, and will be subject to disciplinary action, including discharge.

X. DISCIPLINE AND DISCHARGE

Discipline and Discharge

The Archdiocese of Chicago is an “at will” employer. “At will” means that while involuntary terminations will generally be preceded by prior counseling, the Archdiocese may exercise its legal right to terminate an employee with or without cause, and with or without prior notice, where such termination does not violate the employee’s rights under applicable state or federal employment laws. Regardless of whether or not the Archdiocese will ever need to exercise this right, it is important that we reserve it as a means of dealing with situations that must be resolved quickly, but do not seem to fit the usual process.

Generally, discipline problems will be handled through one or more appropriate procedures, including verbal warnings, written warnings, disciplinary memos, suspension and possible termination. Each case will be handled on its own merits, based on the severity of the situation. In most cases, a clearly worded written warning with steps for remediation should precede a suspension or discharge, and sometimes more than one written warning may be appropriate. However, other cases may require more immediate action and if necessary, may result in suspension or discharge without prior warning.

Discharged employees will be paid for any unused vacation days from the current year and vacation days accrued for the next year, in addition to their regular earnings through their termination date. More information about other benefit options is available from your local administrator or the Office of Human Resources at the Pastoral Center.

Copies of forms and memos documenting disciplinary situations are to be issued to the employee and placed in his/her personnel file. The employee will have the right to respond, in writing, to any written complaints. Ordinarily, prior to suspension or discharge, the pastor, parochial administrator, agency director or principal should consult with the Office of Human Resources, the Office of Legal Services or the Director of Personnel Services.

XI. OTHER TERMINATIONS

Other Terminations

Employees terminating for any reason will be paid for any unused vacation days from the current year, and vacation days accrued for the next year, in addition to their regular earnings through their termination date. Information about other benefit options is available from your local administrator or the Office of Human Resources at the Pastoral Center.

Notice for Involuntary Termination

Involuntary terminations for reasons other than misconduct or layoffs, will require that the pastor, principal or agency director give the employee either two weeks prior notice or two-weeks pay in lieu of notice. The local administrator will decide whether to give notice or pay.

Termination for Medical Reasons

Active employees who are certified by their physician to be no longer able to work due to poor health will be considered terminated employees as of the date directed by the physician. Such employees will not be eligible for Family or Medical Leave. However, they will have included in their final pay, payment for all unused sick days they had accrued as of the date of their termination. Such employees may also apply for long-term disability benefits after the 180-day elimination period.

Voluntary Termination

Employees terminating voluntarily are expected to give at least two weeks' notice. Prior to the employee's last day, the pastor, parochial administrator, agency director, principal or his/her delegate should conduct an exit interview.

Staff Reductions or Closings

Full-time and benefits-eligible part-time employees who are terminated as a result of closing, consolidation, elimination of their positions or other staff reduction programs will be eligible for 90 days continued health coverage under the same conditions as before they were terminated. Non-contractual employees having at least one full year of service will also be eligible for severance compensation equal to the greater of 2 weeks, or 1 week for every whole year of service, up to a maximum of 12 weeks. Other benefit options may also apply. More information is available from the local administrator or the Office of Human Resources at the Pastoral Center.

Full-time and benefits eligible part-time employees whose schedule is involuntarily reduced are eligible for pro-rata severance compensation, and are eligible for 90 days continued health coverage under the same conditions as before their schedules were reduced if the reduction results in a transition to part-time non-benefit status.

XII. BENEFITS PROGRAM

Eligibility

Full-time and benefits eligible part-time employees are eligible for all employee benefits provided for their respective group (e.g. lay, religious, archdiocesan priests). Benefits are not to be offered or withheld on a selective basis. Further, no parish, school or agency is authorized to add to or subtract from the regular employee benefits authorized by the Archdiocese of Chicago. No parish, school or agency may pay the employee cost of benefits.

Those who are not full-time or benefits-eligible part-time may not participate in any Archdiocesan benefits programs under any circumstances, except as may be required by law.

Eligibility and accrual of employee benefits continues for employees who transfer between parishes, schools and agencies without a break in service. Terminated employees who are rehired by any parish, school or agency of the Archdiocese of Chicago within six months will be allowed to carry over to the new employing unit the same level of vacation benefits and the amount of accumulated sick days to which they had been entitled at the time of their termination from the previous employing unit. There will also be no waiting period for participation in any health, life, dental or disability benefits in which such employees had been enrolled at the time of their termination. Health benefits during the interim period will be available only if the employee had applied for extended health coverage.

Open Enrollment

Employees shall be given the option to change their benefit enrollment and coverage during the annual open enrollment period. Procedures are communicated by Human Resources annually.

Summary of Benefits

Eligible employees are offered the following benefit options:

- Health insurance for employees and their eligible dependents
- Dental insurance for employees and their eligible dependents
- Life Insurance provided by the Archdiocese
- Supplemental Life Insurance (optional benefit)
- Long Term Disability Insurance provided by the Archdiocese
- Short Term Disability Insurance (optional benefit)
- Flexible Spending Accounts for Health and Dependent Care (optional benefit)

Eligible employees may enroll as of the first of the month following completion of one calendar month of service.

The Archdiocese of Chicago subsidizes the cost of the premium for medical insurance coverage with all eligible lay and religious employees and eligible extern priests. The level of the subsidy and the cost paid by staff is determined annually. Employees may enroll in single or family coverage under the medical

and dental insurance plans at the time of hire or transfer to benefits-eligible status, when they first become eligible, at open enrollment, or any time during plan year if a qualifying life event occurs. However, late enrollments for other reasons will be not allowed. Benefit programs are updated annually; contact the Human Resources office for additional information.

Husband and Wife Working for the Archdiocese

Where a husband and wife both work for the Archdiocese and are both eligible for benefits, the single coverage premium for one may be credited toward the dependent coverage deduction if one individual voluntarily waives his/her single employee coverage. The amount of such credit will be equal to the lesser of the cost of single coverage or the cost of dependent coverage for the selected plan.

For men and women religious who elect to be covered through their religious congregation, the congregation will be reimbursed up to the amount normally paid for individual coverage through the Archdiocese's health insurance plan.

Pre-Tax Payment of Premiums (Section 125 Plan)

All lay employees who select benefit options requiring payroll deductions for health or dental premiums shall have those deductions taken on a pre-tax basis, unless they elect at the time of enrollment to have such deductions taken on an after-tax-basis.

An employee who has pre-tax deductions will have his/her gross pay reduced by the amount of eligible premiums before state, federal and FICA taxes are calculated. The result will be a greater amount of net pays each payday, but this may reduce the amount of future pension and social security benefits, which are based on W-2 earnings.

An employee who chooses post-tax deductions will have his/her net pay reduced by the amount of eligible premiums after state, federal and FICA taxes are calculated.

Defined Benefit Pension Plan

For employees hired on or before June 30, 2007, the defined benefit pension plan has been frozen at the level of benefits accrued through June 30, 2007. Employees who were participants in the defined benefit pension plan who were not vested as of June 30, 2007 will continue to accrue vesting service if they remain employed in a benefit eligible position. Employees must have completed 5 full years of continuous service in a benefit eligible position to have a vested benefit. Employees hired into a benefit eligible position on or after July 1, 2007 are not eligible for the defined benefit pension plan.

For Religious staff, the parish, school or agency will make an annual contribution to the congregation's pension plan for each religious staff member in the amount indicated in the annual Compensation Guidelines.

When an employee is planning to commence pension benefits, he/she should notify Human Resources no later than 3 months prior to retiring to ensure that benefits will begin at the desired time.

Defined Contribution 403(b) Retirement Plan

The Defined Contribution 403(b) Retirement Plan for the Lay Employees of the Archdiocese of Chicago ("the 403(b) plan") provides you with the opportunity to save for your retirement on a tax-deferred

basis. When you contribute to the plan, you will also receive matching contributions from the Archdiocese if you are in a benefits eligible position.

The funds contributed by you and matched by the Archdiocese of Chicago accumulate over the course of your career, and will help to provide you with financial security in retirement along with Social Security benefits and any other sources of retirement income you may have.

All lay employees may contribute to the 403(b) plan through payroll deferrals. For full-time and benefits-eligible part-time employees, the Archdiocese will match employee contributions at \$0.50 per \$1.00 for the first 4% of annual gross earnings contributed. Employees may contribute any percentage of their gross earnings up to statutory limits, but only the first 4% of earnings are eligible for matching contributions. Employee contributions are pre-tax for state and federal taxes, but post-tax for FICA and Medicare taxes. Non-benefits eligible employees may participate in the pre-tax retirement savings opportunity provided by the 403(b) plan, but are not eligible for employer matching contributions.

Information and enrollment materials are available from the Human Resources website, from your local administrator, or from Human Resources at the Pastoral Center.

403(b) Automatic Enrollment

The 403(b) plan includes an Auto Enrollment feature to help employees increase their savings and maximize the employer match. All newly hired benefits eligible employees are automatically enrolled at 3% salary deferral rate to the 403(b) plan. Employees may choose to opt out of the 403(b) plan, or may choose to participate at a contribution level other than 3%, by following the procedures outlined by Human Resources.

Employees who are auto enrolled in the plan have 90 days to opt out of the plan with a refund of their contributions. After 90 days, you may elect to stop contributing to the plan, but contributions already made will stay in your account.

Employees are always fully vested in their own contributions and any earnings on those contributions. However, vesting in the employer matching contributions will be at the rate of 25% per year of benefits-eligible service, so that you will be fully vested after 4 years. Those wishing to change their deferral election may do so by following the procedures outlined by Human Resources.

403(b) Automatic Deferral Increase

In 2009, the Archdiocese implemented the Auto Deferral Increase feature. Under this feature every January 1st, benefits-eligible employees participating in the 403(b) plan at a level below 4% will have their deferral increased by 1%. Employees who have set their deferral election at 0% or at any level above 4% will not be affected by the Auto Deferral Increase.

Any employee who has not opted out and is not currently participating at or above 4% will have their deduction increased by 1%. For example:

- 1% will increase to 2%
- 2% will increase to 3%
- 3% will increase to 4%

Any employee who DOES NOT want to have their deferral percentage automatically increased AND has not previously opted out of auto enrollment MUST take action within the timeline required by following the procedures outlined by Human Resources.

Effective July 1, 2007, the Archdiocese implemented the Share Plan contribution to replace the defined benefit pension plan for all full-time and benefits-eligible part-time employees. Under the Share Plan, the Archdiocese will make a quarterly contribution to the eligible employees' 403(b) retirement plan accounts based on total gross earnings. For eligible employees hired on or before June 30, 2007, the quarterly contribution will be an age-weighted percentage of the employee's gross earnings, and that percentage will increase as employees advance in age, based on age as of January 1st each year.

Share Plan contributions for employees who became eligible or were hired on or after July 1, 2007 will be based on a flat percentage of gross earnings, regardless of age. The flat contribution may range from 1.25% to 5.0% as determined annually by the Archdiocese.

The Share Plan has a 5-year cliff vesting schedule; eligible employees will be fully vested after 5 consecutive years of benefits-eligible service, but will have no vesting for less than 5 consecutive years of benefits-eligible service.

Share Plan contributions will be invested in the appropriate age based Target Retirement Date investment option based on the employee's age and projected retirement date

Vacation

The Archdiocese of Chicago shall provide paid vacation for full-time and benefits eligible part-time employees, based on years of service as of the beginning of either the fiscal or calendar year as determined locally, in accordance with the schedules below.

Non-exempt Personnel Vacation Accrual:

- Less than one year of service: 1 day per full month of service to a maximum of 10 days to be allocated at the beginning of the fiscal or calendar year following the employees date of hire.
- Fewer than 5 years: 2 weeks per year
- At least 5 years, but less than 15 years: 3 weeks per year
- 15 or more years: 4 weeks per year

Exempt Personnel Vacation Accrual:

- Less than one year of service: 1.5 days per full month of service to a maximum of 15 days to be allocated at the beginning of the fiscal or calendar year following the employees date of hire.
- Fewer than 5 years: 3 weeks
- 5 or more years: 4 weeks

Years of service shall be based on the date the employee began his/her most recent period of continuous full-time or benefits eligible part-time service with any parish, school or agency of the Archdiocese of Chicago. If a transfer is made without a break in service greater than six months, years of service will be based on the employment date from before the transfer.

Vacation benefits are not to be used in increments of less than 1/2 day.

This policy will not have the effect of reducing the vacation days per year for anyone already employed as of June 30, 1997.

The accrual rate shall increase effective on the fourth anniversary, so that during the benefit year in which an employee reaches his/her 5th or 15th year of service, the employee shall accrue the additional week of vacation as of his/her anniversary date.

Terminating employees are to be paid for any unused and accrued vacation days. Employees for whom vacation benefits were granted without a waiting period will be eligible only for unused days at the time of termination.

For benefits eligible part-time employees, vacation is calculated on a pro-rated basis. (i.e. if an employee works 26 hours per week, then the value of a vacation week is 26 hours.) Regular part-time employees who are not benefit eligible do not receive paid vacation benefits. All vacation requests shall be subject to the approval of the pastor, parochial administrator, principal or agency director.

Personal Days

The Archdiocese of Chicago provides all full-time and benefits eligible part-time employees 2 personal days as of the beginning of the benefits year. New full-time employees and benefits eligible part-time employees will not enjoy this benefit until the beginning of the next benefits year following their date of hire (i.e. July 1 or January 1 as determined locally).

Personal days are not to be used in increments of less than 1/2 day.

Personal days for benefits eligible part-time employees are to be compensated in accordance with their regular work schedules for those days. Personal days may be used for any reason but are subject to prior approval by the pastor, principal, parochial administrator or agency director in order to ensure adequate staffing.

Unused personal days are not compensable at the end of the year or upon termination of employment, and they do not accumulate or carry over from one year to the next.

Teachers and principals will need to refer to their OCS policies, for further explanation of how this benefit applies to them.

Sick Days

The Archdiocese of Chicago provides all full-time employees 10 paid sick days as of the beginning of the benefits year. Benefits eligible part time staff are provided hours of sick time per a two week schedule. In their first year of service, full-time employees and benefits eligible part-time employees shall be allowed as many paid sick days as there are full months remaining in the benefits year as of their hire date, up to a maximum of 10 days.

Sick days for benefits eligible part-time employees shall be compensated in accordance with their regularly scheduled hours for those days. Non-exempt employees may use sick days in 1/2 day increments. Exempt employees may not be charged for absences less than a whole day, except as provided under the Family Medical Leave Act.

Sick days shall be used only for the illness of the employee or an immediate family member who requires the care of the employee. They shall not be used as vacation days or for other personal business, except for certain bereavement absences according to policy.

For purposes of administering this benefit, immediate family member is defined as a spouse, son or daughter, parent, dependent living in the same household, or another member of a religious congregation residing in the same household.

Employees using five or more consecutive sick days, whether paid or unpaid, shall be required to provide a release from their doctor if their absence is due to their own illness, or an acknowledgment from the doctor that the family member was under his/her care if their absence is due to the illness of an immediate family member, before returning to work.

Unused sick days are not compensable at the end of the year, or upon termination. The only exception to this applies exclusively to employees who are no longer able to work due to poor health, as directed by their doctor. However, sick days will accumulate from year to year, up to a maximum of 120 days. Sick days accumulated through employment with one parish, school or agency of the Archdiocese will carry over to employment at another parish, school or agency of the Archdiocese if a transfer is made without a break in service greater than six months, as long as the employee remains benefits eligible.

Teachers and principals will need to refer to their OCS policies for further explanation of how this benefit applies to them.

Holidays

The number and choice of paid holidays are to be determined locally by the parish, school or Pastoral Center, and are made available to all full-time and benefits eligible part-time employees.

Holidays for benefits eligible part-time employees are compensated in accordance with their regular work schedules for those days. Eligible employees who are required to work on a paid holiday are to be given an alternate day off with pay within a given timeframe as determined locally.

The holiday schedule should minimally include the following standard national holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

XIII. OTHER BENEFITS

Jury Duty

The Archdiocese encourages its employees to fulfill their civic responsibility when summoned to jury duty or subpoenaed to serve as a witness in a legal proceeding. Employees receiving a court summons for jury duty or a subpoena must notify their supervisor immediately so that necessary arrangements for substitute personnel can be made while they are serving. Employees will be paid their regular salaries while serving on jury or witness duty.

Employees whose jury pay or witness fees are \$20.00 per day or less will be paid their full salaries and will not be required to remit their jury pay or witness fee to the local administrator upon their return to work. Employees whose jury pay or witness fees are greater than \$20.00 per day, will have the option of either:

1. keeping their jury pay or witness fee and not being compensated by the Archdiocese for that time, or
2. submitting their jury pay to their local administrator upon their return to work and receiving their regular pay for that time.

While serving on jury or witness duty, employees shall report to work whenever they are released by the court early enough to do so.

Military Duty

Employees, who are members of the National Guard or a reserve unit of the U.S. Armed Forces and who are required to report for temporary training, will be allowed time off from work with pay for such training up to a maximum of 4 weeks. This shall not apply to time off for training or other duties in which the employee participates on a voluntary basis, nor to time off for training or other duties for active service of an indefinite period.

Employees must submit the pay they receive from the government to the local administrator upon their return in order to be eligible to receive pay from the Archdiocese for this time. In the event the government pay is higher, the employee may choose to keep the government pay and be docked by the Archdiocese.

Voting Time

The Archdiocese shall comply with all applicable voting laws. Current law provides for up to two hours off without pay to vote if the employee requests it and does not have at least two consecutive hours off outside the regular work day when the polls are open.

Bereavement

The Archdiocese of Chicago shall grant all full-time and benefits eligible part-time employees up to ten days off, with pay, in the event of the death of a spouse or child; and up to five days off for a parent or sibling. Two days off for the death of other close family members or friends may be permitted with the written permission of the supervisor.

According to family need, and with supervisor's approval, employees may use up to ten days of accrued sick days in addition to the bereavement days. When travel of more than 200 miles from a work site is required, an additional paid bereavement day may be added.

If the Vicar of Administration, pastor or principal permit employees to attend the funeral of a co-worker, those employees attending the funeral service should record that time as "Paid Bereavement Time" on their time sheets.

School Conferences

Parents may be asked to consult with their children's teachers from time to time throughout the year. The School Visitation Act requires employers, including the Archdiocese, to allow their employees time off for parent-teacher conferences.

Time-off will be provided without pay except for exempt employees who cannot legally be docked for an absence of less than a full day. Non-exempt employees may use vacation or personal days to be compensated for this time-off.

Schedules may be adjusted during the same work week so that non-exempt employees may make up lost time and wages.

Worker's Compensation

The Archdiocese complies with the Worker's Compensation Act of Illinois. Employees must immediately report all work related illnesses and injuries to the local administrator and an Employer's First Report of Injury or Illness (Form 45) must be completed by the administrator from data provided by the employee. The report may be completed by calling xxx.

Bills for medical treatment resulting from a work related worker's illness or injury must be given to the local administrator for submission to the workers compensation administrator at Gallagher and Bassett.

Bills for such treatment arising from a work related illness or injury must not be submitted to the employee's group health provider. Employees are encouraged, but not required, to use the Affordable Health Care Network as suggested by Gallagher Bassett Services.

Employees who are unable to work as a result of a job-related injury or illness will be subject to the Archdiocese's Family/Medical leave policy. Therefore, such employees must complete a Leave of Absence Request Form and provide medical certification of their inability to work. Leaves of absence for medical reasons, including on the job injuries and illness will be limited to a maximum of 6 months. Employees who are unable to return to work within this time frame will be terminated. However such termination will not affect their ability to receive Worker's Compensation benefits.

Unemployment Compensation

The Archdiocese, though not required to do so by law, participates in Illinois' Unemployment Compensation program. The State of Illinois determines eligibility, not the Archdiocese. Ordinarily, misconduct and voluntary resignations disqualify the employee for unemployment compensation.

Retreat

Religious employees and certain lay employees in ministry positions shall be eligible for religious retreat on an annual basis. Positions eligible for this benefit are cited in the Compensation Guidelines, which are distributed annually to pastors, principals and other local administrators. Eligible employees may take up to one week off with pay for a structured religious retreat, and may use their professional growth allowance to pay the cost of participation.

Professional Growth

Employees in certain professional and ministry positions will be eligible for a professional growth allowance each year. The professional growth allowance may be used for retreats, education, job related programs, book and materials selected by the employee and approved by his/her supervisor. Positions eligible for this benefit and the amount allocated are cited in the Compensation Guidelines, which are distributed annually to pastors, principals and other local administrators.

Graves and Crypts

All full-time and benefits eligible part-time employees shall be entitled to an employee discount on crypt and grave selections in the Catholic cemeteries of the Archdiocese of Chicago, in accordance with the current schedule provided by Catholic Cemeteries.