



Archdiocese of Galveston - Houston

The Archdiocese of Galveston-Houston

Ethical and Personal Policy



Archdiocese of Galveston-Houston

The Archdiocese of Galveston-Houston Authority to Promulgate Rules and Regulations

The Archbishop of Galveston-Houston in consultation with the Presbyteral Council and others shall from time to time issue mission statements, policies, and guidelines for the Archdiocese necessary and proper to carry out its duties which are applicable to clergy, religious, lay employees and volunteers.



Archdiocese of Galveston-Houston

WELCOME

One of the highest priorities for an employee in the Archdiocese of Galveston-Houston is to assist the Archbishop, Bishop, pastors, and principals in meeting the needs of the faithful by being courteous, friendly, prompt, and helpful at all times. Every employee helps make the Archdiocese successful and it is our prayer that employees throughout the Archdiocese will identify with this excerpt from Matthew 20:28:

"...the Son of Man came not to be served but to serve..."

A person working for the Catholic Church enjoys a vocation built not only on ethical conduct but on the Gospel of Jesus Christ, as well as public trust and confidence. The success of our mission depends on a favorable perception of the conduct of Archdiocesan personnel by parishioners, as well as the public at large. Clergy, religious, and lay leaders have a responsibility to uphold standards of the Catholic Church, but they cannot be the only guardians of Church ethics. All Archdiocesan personnel must understand and live by sound Catholic moral standards in their day to day work.

The Ethical and Personal Conduct Policies (Policies) have been prepared to provide employees with a general understanding of policies, work rules, and benefits. It is not intended to address all possible applications of, or exceptions to, the Archdiocesan employment policies and practices. Every employee within the Archdiocese is responsible for becoming familiar with the Policies. These Policies will answer many questions an employee may have about employment with the Archdiocese so it is important to become familiar with this as soon as possible.

These Policies supersede all previous Ethical and Personal Conduct Policies. No one except the Archbishop or his designated representative is authorized to alter, amend or modify the provisions of the Policies, whether through verbal or written statements or promises. The Archdiocese reserves the right to amend these policies from time to time and will post changes on the Archdiocesan website.

We hope that your experience with the Archdiocese of Galveston-Houston will be challenging, enjoyable, and rewarding.

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GENERAL POLICIES

A. AT WILL EMPLOYMENT RELATIONSHIP

The Archdiocesan Ethical and Personal Conduct Policies (Policies) are NOT a contract of employment. Except as provided otherwise in written agreements, the employer-employee relationship with the Archdiocese is employment "AT WILL" where either the Archdiocese or the employee can terminate the employment relationship at any time, for any reason, with or without notice. The relationship does not imply a guarantee of employment or any contractual obligation.

B. ETHICS POLICY

Employees of the Archdiocese should conduct themselves fairly, impartially, in an ethical and proper manner, and in compliance with all policies and procedures, as well as in compliance with applicable laws and regulations. Employees should aspire to conduct themselves with integrity in all relationships, including those with co-workers, parishioners, volunteers, visitors, contractors, and vendors. The highest standard of ethical conduct is expected of Archdiocesan employees in performance of their responsibilities. Employees shall avoid any action, whether or not specifically prohibited in the Policies, which may result in or reasonably be expected to create an appearance of using ones position for private gain; giving preferential treatment to any person or entity; and/or adversely affecting the confidence and integrity that pastors, principals, and parishioners expect of Archdiocesan employees.

Employees are responsible for asking questions, seeking guidance, and reporting suspected violations and concerns regarding compliance with this Policy.

C. SAFE ENVIRONMENT POLICY

The Archdiocese strives to implement policies, procedures, and training that may help protect the safety of children, young people and vulnerable adults who are enrolled in our parish schools, religious education classes, and other programs. Priests, deacons, clergy, employees, and volunteers are called at all times to engage in Christ-Centered and professional behavior. The background screening and Safe Environment training of all priests, deacons, clergy, employees, and volunteers is a requirement of the Archdiocese and assists in upholding our Safe Environment Policies.

Abuse of children is immoral and reprehensible and will not be tolerated by the Archdiocese. The law requires that anyone who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must report his or her suspicions to the Texas Department of Human Services or a local state law enforcement agency. When Archdiocesan personnel are involved in child abuse, the Archdiocese's ability to carry out its mission is undermined.

All Archdiocesan personnel must comply with applicable laws regarding incidents of actual or suspected child abuse including abuse involving child-on-child conduct.

Failure to report suspected physical or mental abuse or neglect of a child in Texas is a crime punishable by fine, imprisonment, or both.

PERMISSION TO MAKE A REPORT IS NOT REQUIRED OR EXPECTED. ERR ON THE SIDE OF MAKING A GOOD FAITH REPORT RATHER THAN FAILING TO DO SO. Use the following link to access the Office of Child and Youth Protection reporting requirements: www.archgh.org/ocyp

Education is a key element of the Safe Environment program. All clergy, employees, contracted school personnel, and volunteers over the age of 18, who work in any capacity with or around children, the elderly, and adults with special needs are required to complete the Archdiocesan Safe Environment Training. A criminal background check must be submitted and reviewed before they may begin employment or volunteer at schools or with ministries, groups, movements, and organizations. In addition, the mandatory renewal training must be completed every 5 years and a new background check submitted. **The Archdiocese of Galveston-Houston Safe Environment compliance training and renewal training is a condition of employment and for volunteer ministry in the Archdiocese of Galveston-Houston.**

I. EMPLOYMENT POLICIES AND PRACTICES

A. EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Archdiocese complies with all applicable federal, state, and local equal employment opportunity laws and regulations. Employment decisions will not be made on the basis of race, color, national origin, disability, genetic information, sex, age, pregnancy, military or veteran status. However, the Archdiocese reserves the right to make employment decisions based on principles of Catholic moral teaching, religious preferences, and other religious needs, criteria, and policies. Some employees involved in ministerial work may not be subject to these laws and regulations. Children under the age of 18 years are not eligible for employment in the Archdiocese of Galveston-Houston.

B. SEXUAL HARASSMENT POLICY

The Archdiocese strives to maintain a work environment where all employees are treated with dignity and respect. The Archdiocese expects its employees to exhibit behavior that is professional and free of bias, prejudice, and sexual harassment. This policy applies to all employees, as well as vendors, parishioners, visitors, volunteers, contractors, and anyone else engaged in Archdiocesan business or activities, both on and off Archdiocesan premises.

1. SEXUAL HARASSMENT

It is the policy of the Archdiocese that sexual harassment and sexual misconduct by personnel is contrary to Christian principles and outside the course and scope of employment of all Archdiocesan personnel. All Archdiocesan personnel must comply with applicable laws regarding incidents of actual or suspected sexual harassment, sexual misconduct and the following provisions.

This Policy prohibits harassment based on sex or any other applicable protected category. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal, written or physical conduct of a sexual nature when, for example (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting such employee; or (3) conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.

These behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; threats, intimidation or hostile acts based on a personal characteristic; negative stereotyping; commentary about an employee's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Sexual harassment subverts the mission of the Archdiocese, and threatens the careers, educational experience, and well-being of all affected persons. In both obvious and subtle ways, the very possibility of sexual harassment is destructive to individuals and to the Church community as a whole. When through fear of reprisal a person submits, or is pressured to submit, to unwanted sexual attention, the ability of the Archdiocese to carry out its mission is undermined.

2. REPORTING DISCRIMINATION AND SEXUAL HARASSMENT

Christian charity and Catholic moral and ethical standards require that sexual misconduct or sexual harassment be reported immediately. Any employee who believes that he or she has been subject to discrimination or sexual harassment should immediately report the conduct to his or her supervisor, other person of authority, or to Human Resources. If the conduct continues after the employee has complained about the conduct, the employee should complain to another person of authority or Human Resources. It is the employee's responsibility to continue to complain about the conduct until the conduct stops. Employees are expected to cooperate with an investigation of alleged discrimination or sexual harassment.

3. RETALIATION PROHIBITED

There will be no retaliation against anyone for reporting a concern regarding any type of discrimination or harassment. Retaliation against an employee for the good faith reporting of discrimination or harassment, or for participating in an investigation of discrimination or harassment, is a serious violation of this policy. Acts of retaliation should immediately be reported to Human Resources.

C. ACCOMMODATION FOR DISABILITIES

The Archdiocese complies with the applicable provisions of the Americans with Disabilities Act (ADA), as amended, and is committed to providing equal employment opportunities to qualified employees with disabilities. The Archdiocese will provide a reasonable accommodation to disabled employees if the reasonable accommodation would allow the employee to perform the essential functions of the job, unless doing so would create an undue hardship.

An employee may make a request for a reasonable accommodation verbally or in writing to Human Resources. The Archdiocese is not required to make the specific accommodation requested by the employee and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Archdiocese.

D. EMPLOYMENT APPLICATIONS

The Archdiocese relies on the accuracy of the information supplied on an employment application. The Archdiocese expects that applicants and those providing references will give accurate and truthful information during the hiring process. If it is later discovered that any information provided is misleading, false, or was left out intentionally, the Archdiocese may reject an applicant from further consideration. If the individual has already been hired, the discovery of such information may result in disciplinary action, up to and including termination of employment.

E. BACKGROUND CHECK

Offers of employment are conditioned upon receipt of background check results that are acceptable to the Archdiocese. All prospective employees must have cleared the background check and the pastor or principal must have received notice from the Office of Human Resource with authorization to move forward with the offer of employment. The Archdiocese also reserves the right to conduct background checks for current employees as deemed appropriate by the Archdiocese. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act and other applicable laws.

F. WORKPLACE SEARCHES

Employees have no expectation of privacy with respect to their persons or belongings while working or while on Archdiocesan premises. The Archdiocese reserves the right to periodically, and without prior notice, search the property and/or work area assigned to its employees, including inspection of the employee and the employee's personal effects, as well as the employee's private vehicles, while parked on Archdiocesan Premises, for the purpose of determining that an employee is in compliance with these Policies.

"Archdiocesan Premises" include all properties and buildings, including parking areas, grounds, Archdiocesan vehicles, personal vehicles used for Archdiocesan purposes, and all locations where employees are acting within the course and scope of their employment on behalf of the Archdiocese or conducting Archdiocesan business.

Employees should have no expectation of privacy with respect to any of their activities while using Archdiocesan devices or equipment. The Archdiocese reserves the right to review and search any data, information, or communications including email and text messages sent, received, or stored on the Archdiocese's computer systems, telephones, or other devices or equipment.

Failure to cooperate with this Workplace Searches policy or a refusal to submit to an inspection or search may result in disciplinary action, up to and including termination of employment.

G. RECORDS RETENTION POLICY

The Archdiocese churches and schools generate records in both paper and electronic format. Some of these records have long-term administrative or historical value, while other records must be maintained for certain periods for financial or legal reasons. To ensure compliance with state and federal record-keeping requirements, the Office of the Archives oversees the collection of non-current records, the secure destruction of non-historical records that have met the required retention periods, and the preservation of records that have historical value. As a reminder, employees may not discard or destroy records on their own initiative. Employees with questions about their records, or about the process of establishing records retention guidelines should contact the Director of the Office of Archives.

H. PERSONNEL RECORDS AND ACCESS

Employees are responsible for notifying their supervisor and then updating and making any changes to their personal data via the current payroll system. This data may include, but is not limited to, items such as mailing addresses, email addresses, phone numbers, banking/direct deposit, income tax withholding, emergency notification information, marital status, dependents' information. Employee personnel files are the confidential property of the Archdiocese. An employee may request to review their own personnel file employee by seeking the permission from the pastor, principal, or Human Resources.

I. SEPARATION OF EMPLOYMENT

1. Resignation

In order to help facilitate a smooth transition, employees who intend to resign from employment are encouraged to provide two weeks' written notice to their supervisor.

2. Termination

Employees of the Archdiocese are employed on an "at will" basis, and the Archdiocese retains the right to terminate an employee at any time, for any reason, with or without notice.

3. Job Abandonment

Employees who fail to report to work or contact their supervisor for three consecutive workdays shall be considered to have resigned from employment due to job abandonment.

J. RETURN OF ARCHDIOCESAN PROPERTY

Employees must return all Archdiocesan property at the time of separation of employment. Archdiocesan property includes but is not limited to items such as keys, credit cards, equipment, and office supplies, as well as any documents or files, whether hard copy or electronic.

K. GRIEVANCE POLICY

Employees are encouraged to resolve any concerns directly with the others involved and in Christian charity. The Archdiocese has a Grievance Policy, which is in place to assist in the resolution of any concerns, grievances or disputes. While the Grievance Process is designed to accommodate all employment relationships, it is understood that situations may arise which require flexibility. Nothing in the Grievance Policy shall be construed to vary the terms of the Employment "At Will" relationship. The full text of the Grievance Policy is available at <https://www.archgh.org/offices-ministries/administration/human-resources/policies/>

L. RE-EMPLOYMENT POLICY

Employees who leave the Archdiocese in good standing may apply and be considered for open positions along with other applicants. Employees who leave without giving at least two weeks' notice or who were terminated for cause may not be eligible for rehire.

M. EMPLOYMENT REFERENCE AND VERIFICATION POLICY

Any reference requests, either verbal or written, regarding a present or former employee of the Archdiocese should be directed to the pastor, principal or Human Resources. Likewise, any verification of employment requests should be directed to Human Resources. Human Resources is the only department authorized to complete verifications of employment.

N. EMPLOYMENT OF RELATIVES AND PERSONAL RELATIONSHIPS

The employment of relatives is permitted with the following restrictions:

- Relatives may not work in the same department.
- A relative is not permitted to supervise another relative.
- A relative may not be a business manager or bookkeeper with access to finance, accounting, or payroll.
- A relative may not be in a position to influence or recommend employment decisions.
- Relative is defined as: spouse, brother, sister, parent, child, step-child, grandparent, grandchild, uncle, aunt, nephew, niece, son/daughter-in-law, brother/sister-in-law, mother/father-in-law, or cousin.
- A person in a dating relationship may not work for the other person in that relationship or supervise the other person. The Archdiocese reserves the right to take action if an actual or potential conflict of interest arises involving relatives and/or persons involved in a dating relationship.

- If two employees become relatives, or if employees start a dating relationship and one of the employees supervises the other, both employees are required to tell the pastor, principal, or Human Resources. The Archdiocese may decide that one or both of the employees will be reassigned or if necessary, terminated from employment.

O. VISITORS AND CHILDREN AT WORK

Visitors can disrupt workflow and be a distraction. Employees are expected to keep personal visitors to a minimum. Except as a brief visit, children regardless of age, are not permitted at work for any reason. Employees are responsible for finding appropriate care for their own children and it will not include bringing a child to work for any reason. **Children under the age of 18 years are not eligible for employment in the Archdiocese of Galveston-Houston.**

P. OUTSIDE EMPLOYMENT AND OTHER WORKING RELATIONSHIPS

There may be instances where an employee has a part-time job in addition to his or her regular full-time position with the Archdiocese. An employee's outside employment or work must not interfere with his or her current position with the Archdiocese.

If the Archdiocese determines that an employee's outside employment or work interferes with his or her employment with the Archdiocese, the employee may be asked to terminate the outside employment or job in order to remain employed with the Archdiocese.

No Archdiocesan personnel shall serve as a director of a board or be part of any organization which advocates positions in direct conflict with the teachings and moral standards of the Catholic Church. If any Archdiocesan personnel, or any member of his or her immediate family has any financial interest in any transaction or proposed transaction with the Archdiocese, such person shall promptly disclose to his or her pastor, principal, or Human Resources, the nature of the financial interest and the related transaction or proposed transaction.

Q. NON-SMOKING POLICY

The Archdiocese does not permit smoking inside the Chancery, church or school buildings.

II. WORKPLACE CONDUCT

A. UNACCEPTABLE CONDUCT

The purpose of this policy is to outline what the Archdiocese expects from its employees in terms of appropriate behavior.

While it is impossible to list every action that is considered a violation of the Policy, the following are examples of unacceptable conduct which may result in disciplinary action, up to and including termination of employment.

- Engaging in conduct that is contrary to, disruptive, or detrimental to the Archdiocese, including Archdiocesan offices, policies, or procedures.

- Threatening or attempting to inflict bodily injury toward another person.
- Being convicted of a crime of moral turpitude or a felony.
- Reporting to work or working under the influence of illegal drugs and/or alcohol.
- Possessing, distributing, selling, transferring, illegal drugs or alcohol at work, while performing the employee's duties, or while operating Archdiocesan-owned vehicles or equipment.
- Engaging in theft or misuse of Archdiocesan property or the personal property of another.
- Falsifying or misrepresenting the recording of time or any other Archdiocesan record, including an application for employment.
- Using Archdiocesan time, materials, tools, property, telephones, computers, mail system, or other Archdiocesan-owned equipment in an unauthorized manner.
- Misusing or disclosing confidential information in an unauthorized manner.
- Engaging in insubordination or other disrespectful conduct.
- Refusing to cooperate with the investigation of a work-related matter.
- Having excessive tardiness or absenteeism, regardless of the reason; not including eligible and approved STD and FMLA medical leave of absence.
- Teaching or espousing doctrines contrary to the Faith or promotion of causes in direct conflict with the teachings of the Catholic Church.

B. PROGRESSIVE DISCIPLINE POLICY

It is the policy of the Archdiocese to maintain a qualified work force which is dedicated to the goals of the Church and committed to exemplary conduct and superior performance. To this end, all Archdiocesan personnel are to be informed by their supervisors of what is expected in the performance of their jobs; how to conform to Archdiocesan rules, policies, and standards of conduct and behavior; and how the Archdiocese views their performance and level of contribution.

An employee whose conduct or performance does not meet the Archdioceses' standards may be subject to disciplinary action up to and including termination of employment. The Archdiocese generally strives to follow the progressive disciplinary steps that are written below although other disciplinary steps may be taken. In addition, not all disciplinary steps may be followed; the particular disciplinary action will depend on the situation. **Nothing in this Progressive Discipline Policy affects or limits the "At Will" nature of the employer-employee relationship with the Archdiocese.**

Progressive discipline means that your supervisor would normally take steps in the following order:

1. A first offense is a Verbal Warning – a meeting with the employee detailing the issues and stating the expectations going forward. A memo, to the employee, restating what was discussed and agreed to in the meeting is recommended.
2. A second offense is a Written Performance Warning – a meeting with the employee notifying of continued issues and the failure to meet the expectations from the Verbal Warning. This step may include a Written Performance Warning and notice of further corrective action up to and including termination of employment. The employee signature will be added indicating participation in the meeting and receipt of the written warning.
3. Continued poor performance and/or repeated offenses- may include further corrective action or termination of employment.

Nothing in the above Progressive Discipline Policy affects or limits the "At Will" nature of the employer-employee relationship with the Archdiocese.

IV. **INTERNET ACCESS AND USE AND MEDIA POLICIES**

Internet access is provided to employees based upon business needs to benefit the Archdiocese through connection to worldwide information resources. All aspects of Archdiocesan technology and communications systems, including but not limited to hardware, software, and all files and email, are the property of the Archdiocese. These technology and communications systems are business tools provided by the Archdiocese, for Archdiocesan business purposes. Employees are responsible for using these resources in a professional, ethical, and lawful manner, and are expected to exercise good judgment in all email and Internet transmissions.

The Archdiocese reserves the right to access and monitor all messages and files on the computer system at any time. An employee's access code or password does not give the employee any right to privacy with respect to using Archdiocesan email and Internet systems. Violations of the Internet Access and Use Policy may result in disciplinary action, up to and including termination of employment. The full Media Policy is at www.archgh.org/media/7748/media-policy-010918.pdf

A. SOCIAL MEDIA

When posting on social media sites, employees are encouraged to do so with a Christ-centered outlook, tone, and attitude. Employees may not post confidential information pertaining to the Archdiocese, its employees, parishioners, volunteers, or vendors on websites, including social media sites. Violations of the Social Media Policy may result in disciplinary action, up to and including termination of employment. Any questions regarding the proper use of social media should be directed to the employee's supervisor, pastor, or principal. The full Social Media Policy is at www.archgh.org/media/9453/social_media_policy_06-2017.pdf

B. PUBLIC STATEMENTS

In order that public statements made on behalf of Archdiocesan churches, schools and all its subsidiaries have the benefit of current policy and to assure consistency, all statements to the media on behalf of the Archdiocese will be handled by a member of the Chancery office designated by the Bishop, Auxiliary Bishop or Moderator of the Curia. With respect to parish affairs, the Pastor determines how to address public statements after consultation with the Secretariat Director of the Archdiocesan Office of Communications.

C. ADVERTISING POLICY

All Archdiocesan personnel involved in the preparation and distribution of advertising for the Church shall insure that the content and impact of all media presentations made by or on behalf of the Archdiocese, or its subsidiaries are in accordance with sound Catholic moral values and done respectfully and in good taste.

D. USE OF LETTERHEAD

It is inappropriate for any Archdiocesan personnel to use official stationery for personal or non-job related purposes, particularly when such use implies endorsement by the Archdiocese, or makes reference to Archdiocesan employment in matters of personal dispute.

V. CONFIDENTIALITY POLICY

Archdiocesan employees are exposed to confidential information as part of their employment with the Archdiocese. Confidential information includes but is not limited to: compensation data, financial information, personal information concerning those who have sought the guidance of the Archdiocese and its employees, medical and personal information, passwords and/or security codes to computer workstations, email accounts, sound systems, security systems, etc., and employee personnel information including adverse employment decisions.

Confidential information should not be disclosed to those who do not have a legitimate business need to know the information. If an employee questions whether certain information should be shared, the employee should first verify with the employee's supervisor, pastor, principal or Human Resources.

The misuse or unauthorized disclosure of confidential information, to parties to whom such information would not otherwise be available, may result in disciplinary action, up to and including termination of employment.

Under no circumstances does this Confidentiality Policy supersede your obligation to report suspected child abuse or neglect.

VI. WORKPLACE SAFETY AND HEALTH

A. WORKPLACE SAFETY AND VIOLENCE POLICIES

Employees are expected to take an active role in promoting workplace safety. The Archdiocese will not tolerate any acts of workplace violence, including any threats of violence. Acts of

violence at work against a person or property may result in disciplinary action, up to and including termination of employment. Given the nature of the conduct, the matter may be referred to legal authorities. Any employee who experiences or witnesses an act of violence towards another person or property must notify his or her supervisor, pastor, principal, or Human Resources.

B. HANDGUNS AND OTHER PROHIBITED WEAPONS

Employees should refer to and comply with the weapons policy and any handgun and/or weapons-related signage for their particular parish, school, or facility. Other weapons, such as explosive devices and switchblades are prohibited and should not be brought onto Archdiocesan Premises and /or in Archdiocesan vehicles under any circumstances.

Violations of this policy, or refusal to consent to a search pursuant to this policy or the Workplace Searches Policy, may result in disciplinary action, up to and including termination of employment.

C. SUBSTANCE ABUSE POLICY

The Archdiocese has an interest in maintaining safe, healthy, and efficient working conditions for its employees. Accordingly, it is the expectation of the Archdiocese that no employee will report to work or work while under the influence of illegal drugs, or any substance that would affect an employee's ability to perform the job in a safe manner.

The Archdiocese prohibits the use, possession, transfer, sale, purchase, or offer to sell illegal drugs while working, or while on Archdiocesan Premises.

The Archdiocese reserves the right to require employees to submit to a drug and/or alcohol test if there is reasonable suspicion that the employee is under the influence of drugs. An employee's refusal to submit to a drug and/or alcohol test may result in disciplinary action, up to and including termination of employment.

Employees have no expectation of privacy in their persons or belongings while they are working or while on Archdiocesan Premises. Consistent with the Workplace Searches Policy, the Archdiocese reserves the right to periodically, and without prior notice, search the property and/or work area including desks and lockers assigned to its employees, inspection of the employee and the employee's personal effects, as well as the employee's private vehicles, while parked on Archdiocesan Premises, for the purpose of determining that an employee is in compliance with this policy.

The appropriate use of non-prescription medications and the appropriate legal use of prescription drugs as prescribed by a licensed physician, are not prohibited by this policy. Abuse of prescription drugs, not in compliance with the physician's directive, is a violation of the policy. An employee must inform Human Resources immediately if the prescribed medication impairs the employee's ability to safely perform his or her employment duties. Violation of the Substance Abuse Policy may result in disciplinary action, up to and including termination of employment.

VII. EMPLOYEE PAY, CATEGORIES, AND BENEFITS

A. WAGE AND HOUR COMPLIANCE

The Archdiocese's compensates employees for time worked in compliance with the Fair Labor Standards Act (FLSA) and all other applicable laws and regulations. To ensure that employees are properly paid for hours worked, and that no improper deductions are made, employees must review their paychecks promptly and report any errors to the bookkeeper or payroll processor. Errors will be promptly corrected.

- **Non-exempt employees** will receive overtime pay at the rate of one and one-half the regular rate of pay for any hours worked over 40 hours in a workweek.
- **Exempt employees** are exempt from the FLSA and not eligible for overtime pay.

Non-exempt employees must record all hours worked and non-exempt employees may not work any hours without reporting those hours. No "off the clock" work is permitted. "Off the clock" work means work a non-exempt employee performs but fails to report on his or her time record. If the non-exempt employee is asked to work without reporting his or her time by any supervisor or other individual, that employee must report the request immediately to the pastor, principal or Human Resources. If an employee believes there is a mistake in his or her pay or if there are any questions about pay, the employee should contact the bookkeeper or payroll processor.

Employee reports will be investigated and employees will be promptly reimbursed if improper deductions from wages, errors in payment for all hours worked or other errors relating to pay are discovered. Retaliation against any employee for making a report of wage or pay error is prohibited.

B. EMPLOYMENT CATEGORIES

It is important that employees understand employment categories and classifications. These categories and classifications help determine employment status and eligibility for benefits. These categories do not guarantee employment for any specified period of time. **Both the employee and the Archdiocese retain the right to terminate the employment relationship "At will." "At Will" employment means that either the Archdiocese or the employee can terminate the employment relationship at any time, for any reason, with or without notice.**

In addition to being classified as a non-exempt or an exempt employee, employees also belong to one of the following Archdiocesan employment categories:

- **Full-Time:** Employees who are not in a temporary or seasonal position who are regularly scheduled to work 30 or more hours per week are considered full-time employees and are eligible for all employee benefits, subject to the terms, conditions, and limitations of the benefit program.
- **Part-Time:** Employees who are not in a temporary or seasonal position who are regularly scheduled to work less than 30 hours per week are considered part-time employees and are generally not eligible for employee benefits. Part-time employees who work more

than 20 hours per week may be eligible for pension benefits, subject to the terms, conditions and limitations of the benefit program.

- **Temporary:** The Archdiocese defines a "temporary" employee as an employee who is scheduled to work for a limited duration of time. The Archdiocese generally does not permit temporary employment to last more than 12 weeks. While temporary employees receive all legally mandated benefits such as workers' compensation benefits and social security, they are not eligible for any of the other benefits programs of the Archdiocese.
- **Seasonal:** The Archdiocese defines a "seasonal" employee as an employee who is hired to work on a single project or in a specific role because of the needs of the season or liturgical calendar. The Archdiocese generally does not permit seasonal employment to last more than three weeks. While seasonal employees receive all legally mandated benefits such as workers' compensation benefits and social security, they are not eligible for any of the other benefit programs of the Archdiocese.

C. TIME KEEPING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Archdiocese to keep accurate records in order to properly calculate employee pay and benefits. Altering, falsifying, or tampering with time records, or recording another employee's time record may result in disciplinary action, up to and including termination of employment. All exempt employees are required to submit a record of time in order to determine benefits eligibility and PTO deductions. If an exempt employee is absent from work for personal reasons, the time is coded as PTO. All exempt employees must follow the procedures required for time entry at their location regardless of employment classification.

Absent without pay may not be permitted unless the absence is due to an authorized medical leave or FMLA determined by the Short Term Disability insurance carrier. **The Archdiocese does not permit Work from Home, Compensatory Time (comp time), or employee flextime.**

D. OVERTIME PAY

Overtime pay will be paid to non-exempt employees at the rate of one and one-half the regular rate of pay for any hours worked over 40 hours in a workweek. Overtime requests must be approved by the employee's supervisor prior to being worked. All hours of work, including overtime hours, will be paid; however, an employee who engages in unauthorized overtime work may be subject to disciplinary action, up to and including termination of employment.

E. UNEMPLOYMENT INSURANCE

According to Texas Labor Code 201.066 employment does not include service in the employ of a church; a convention or association of churches; or an organization that is operated primarily for religious purposes and that is operated, supervised, controlled, or principally supported by a church or a convention or association of churches. The Archdiocese of Galveston-Houston is covered by the exemption. <https://statutes.capital.texas.gov/Docs/LA/htm/LA.201.htm#201.066>

F. WORKERS' COMPENSATION

The Archdiocese Worker's Compensation coverage is effective the first day of employment and provides protection to workers who may suffer occupational disabilities, accidents arising out of and in the course of employment and occupational illnesses acquired as a direct result of the occupational work being performed. Employees must report all accidents to their supervisor immediately, regardless of how minor.

G. HEALTH AND DENTAL PLAN

The Archdiocese currently offers eligible, full-time employees and the employees' eligible dependents access to the Archdiocese of Galveston-Houston Health and Dental Plan, subject to the terms, conditions and limitations of the benefit program. Current health plan information can be found at www.archgh.org/benefits and information will be provided during open enrollment.

H. CONTINUATION OF BENEFITS (COB)

Former employees who have existing coverage under the Archdiocese of Galveston-Houston Health and Dental Plan may apply for up to 3 months of continuation coverage at the employee's expense. The Archdiocese is not subject to the Consolidated Omnibus Benefits Reconciliation Act (COBRA) and may eliminate COB at any time.

I. SHORT-TERM DISABILITY (STD) INSURANCE

The Archdiocese currently offers STD insurance for eligible employees. STD benefits are paid to eligible employees who cannot work because of qualifying disability conditions caused by a non-work related injury or illness. Full-time employees may participate in the STD insurance coverage subject to the terms and conditions of the agreement between the Archdiocese and its insurance carrier. If a disability is covered by workers' compensation, it is not covered by the STD plan. Current STD information can be found at www.archgh.org/benefits and will be provided during open enrollment.

J. LONG-TERM DISABILITY (LTD) INSURANCE

The Archdiocese provides LTD insurance to eligible full time employees who have an illness or injury that results in a long-term absence rendering the employee unable to return to work. Full time employees may participate in the LTD insurance coverage subject to the terms and conditions of the agreement between the Archdiocese and its insurance carrier. Current Long-Term Disability information can be found at www.archgh.org/benefit and will be provided during open enrollment.

Once an employee is approved by the LTD carrier, the employee is terminated from employment and all employee benefits end, subject to COB.

VIII. OFFICE CLOSURE, HOLIDAYS, AND PAID TIME OFF

The Archdiocese recognizes that employees need to have time away from work for a variety of purposes including rest, relaxation, illness, and personal business. Employees should refer to their

particular parish, school, or facility Paid Time Off policy and questions may be answered by the employee's supervisor.

A. HOLIDAYS/HOLYDAYS

The Archdiocese observes certain holidays and holy days throughout the year. Exempt employees who work on a holiday or holy day will not receive additional compensation or an alternate day off. Non-exempt employees working on a designated holiday will be paid the regular rate of pay for those hours worked. No additional holiday or holy day pay will be provided. If the holiday or holy day falls on a day that the employee is not normally scheduled to work, that employee will not receive the holiday pay, any additional pay, or an alternative day off from work.

B. SEVERE WEATHER CONDITIONS

In the event of severe weather conditions, it may be necessary to adjust the normal work schedule. The decision to close a parish, school or facility will be based on the best information available. Employees should contact their supervisor, pastor, or principal if they feel unsafe commuting to work due to severe weather.

If an employee is unable to get to work due to severe weather and the parish, school, or facility is open, available PTO will be deducted. If the employee does not have available PTO, the employee will not be paid for that specific date.

If the parish, school, or facility closes before the normally scheduled closing time, employees will be paid for the entire scheduled workday. If the parish, school, or facility closes for an entire day of business, and the employee is normally scheduled to work that day, the employee will be paid for that day. If the employee is not scheduled to work the day that the parish, school or facility is closed, then that employee does not receive additional compensation or an alternate day off from work.

C. JURYDUTY

Jury duty is part of an employee's civic responsibilities. Jury duty will not be considered hours worked or count toward eligibility for overtime pay. It is the employee's responsibility to notify his or her supervisor, pastor, or principal if the employee receives a summons for jury duty. It is also the employee's responsibility to keep his or her supervisor, pastor, or principal informed as to the expected duration of jury service. The employee must submit the jury service certificate, provided by the court, to his or her supervisor, pastor, or principal to properly document the absence. If an employee is not selected for jury duty, he or she should report to work promptly after dismissal from jury selection.

VIII. FAMILY MEDICAL LEAVE ACT (FMLA)

FMLA is a non-paid Federal Leave which protects eligible employees who need to take leave for any of the following reasons:

- The employee's own serious health condition,

- To care for the employee's immediate family member with a serious health condition,
- The birth of a son or daughter, or to bond with a newborn, or newly placed (adoption or foster care) son or daughter (newborn leave),
- For qualifying exigency when an employee's immediate family member is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status), or,
- To care for a covered service member with a serious injury or illness if the employee is the immediate family member, or next of kin, of the covered service member (referred to in this policy as "military caregiver leave").

Employee's Rights and Responsibilities can be found at www.archgh.org/forms or at www.dol.gov/fmla.

Employees are required to use available PTO while on FMLA leave; it may not be reserved. Employees do not accrue PTO while on approved FMLA.



**ACKNOWLEDGEMENT OF RECEIPT OF THE ARCHDIOCESE OF
GALVESTON-HOUSTON ETHICAL AND PERSONAL POLICY**

I have received my copy of the Ethical and Personal Policy.

I have carefully read and understand the information contained in the Archdiocese of Galveston-Houston Ethical and Personal Policy (Policies). I agree, as a condition of my employment with Archdiocese of Galveston-Houston (Archdiocese), to comply with these policies and procedures and any revisions made to them. I further understand that any violation of the policies and procedures set forth in this document may result in disciplinary action, up to and including termination of employment.

I understand that the policies and procedures are not intended to create contractual obligations of any kind. I understand that the employer-employee relationship with the Archdiocese is employment "At Will" where either I or the Archdiocese can terminate the employment relationship at any time, for any reason, with or without notice.

I understand and agree that all funds and property received from and administered by the Archdiocese are entrusted to it through faithful financial stewardship. I agree to exercise prudence and care to the extent that I am responsible for any entrusted funds and property. I agree to abide by the highest ethical and moral standards in all actions that I take on behalf of the Archdiocese.

Employee Name (printed)

Date

Employee Signature

This page to be retained in employee's personnel file.