

**ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK REVISIONS FOR
DIOCESAN EMPLOYEES**

By signing below, I acknowledge receipt of the December 2016 Addendum to Lay Personnel Employee Handbook. I understand that the sections set forth in the Addendum replace those contained in the June 2015 edition of the Handbook, which I was previously given.

I further acknowledge that the specific revised and new sections in the Addendum are as follows:

- Revised Sick Pay Policy
- Revised Vacation Policy (effective July 1, 2017)
- Revised Fingerprinting/Background Policy
- Revised Medical Family Leave Policy
- New Anti-Retaliation Policy
- New Workplace Violence Policy

I understand and agree that it is my responsibility to read and familiarize myself with all the policies and procedures contained in the Addendum, as well as all others contained in the Lay Personnel Handbook, and to follow them at all times during my employment with the Diocese.

Employee's Signature

Date

Print employee's name

Employee's work location

ANTI-RETALIATION POLICY

Purpose

The Sacramento Roman Catholic Diocese's policy prohibits unlawful retaliation. Employees who engage in activities protected by law, such as reporting harassment, discrimination, or other violations of local, state, or federal law or providing information or testimony during an investigation or prosecution of such a violation, shall not be retaliated against for such conduct.

Policy Guidelines

If an employee feels that he or she has been retaliated against, he/she must promptly contact his/her Human Resources Manager or must follow the steps detailed in Diocese's Employee Complaint Resolution procedure, which can be found in the Employee Handbook. If the employee is not comfortable using the Employee Complaint Resolution procedure, he/she may call the Ethics Toll-Free Hotline at 1-844-300-1077 to report the retaliation. The employee may remain anonymous; however, it is beneficial to the Organization's investigation of the incident to have as much information as possible. Notwithstanding the employee's obligation to follow this procedure, supervisors or managers who receive complaints or who observe retaliatory conduct should promptly inform the Human Resources Manager. All complaints of retaliation shall be investigated and remedial action taken where necessary.

Violations of Policy

Employees who violate this policy are subject to disciplinary action up to and including discharge.

Expense Reimbursement Policy

Meals

Personal meals are defined as meal expenses incurred by the employee when traveling on behalf of the Sacramento Roman Catholic Diocese dining on an out-of-town business trip (90 miles or more one way). Approximate meal expense guidelines are as follows:

- \$10/day for breakfast
- \$15/day for lunch
- \$25/day for dinner

Business Meals Taken With Other Employees

Employees will be reimbursed for business-related meals taken with other employees only in the following circumstances:

- When a client is present
- When at least one diocesan employee is from out of town
- On the occasion of a new employee's first day (Director and new employee).

Complete documentation is required in order to gain reimbursement from the Diocese. This documentation is also required by the IRS in order to be considered a non-taxable business expense reimbursement. Complete documentation includes:

- Detailed meal receipt
- List of all guests and purpose of meeting written on the back of the receipt or attached to the receipt

Approximate meal expense guidelines are as follows:

- \$10/day for breakfast for each person
- \$15/day for lunch for each person
- \$25/day for dinner for each person

Please note that employees will not be reimbursed for entertaining other employees unless there is a direct reporting relationship between them.

Department Meals

A Director may take their department to breakfast or lunch once a year. Prior planning must be approved with the Chancellor.

Documentation identical to the above must be submitted for reimbursement and/or payment.

Standard meal allowance amounts are to be adhered to as follows:

- \$10/day for breakfast for each person
- \$15/day for lunch for each person.

In addition, the Director may purchase items for staff birthdays such as cake, donuts, bagels, ice-cream, etc.

8.0 FINGERPRINTING/BACKGROUND CHECKS

Consistent with both California law and the Charter for the Protection of Children and Young People adopted by the U.S. Conference of Catholic Bishops, employees that are hired to positions that entail regular contact with minors, including supervisory or disciplinary contact, are required to obtain fingerprint (criminal background check) clearance through the California Department of Justice. Fingerprinting is also required for individuals who move from a job at one parish to a job at another parish, or from a position that does not involve contact with minors to one that does.

It is the further policy of Employer to conduct background checks in connection with hiring or transferring individuals to fill certain positions; this also includes volunteers* that fill certain positions. The purpose of performing such checks is to determine the qualifications and suitability of individual for the particular position, and to assure that individuals in certain responsible positions are worthy of the trust placed in them. Specifically, a background check will be conducted where the position is being filled:

- Will confer signing authority on a bank account maintained by Employer;
- Will involve the handling of cash or checks on a regular basis; or
- Will provide access to financial activities or operations of Employer.

*Volunteers in positions such as a Bookkeeper or Office Manager will require a background check.

Policy Regarding Visitors in the Workplace

Statement

It is the policy of the Diocese of Sacramento to place protective parameters around workplace visits from individuals that do not have legitimate business purposes. This policy is intended to prevent disruptions and to provide a safe, secure work environment for employees.

Policy Guidelines

To ensure the safety and security of employees and facilities of the Diocese of Sacramento, all visitors must enter the Pastoral Center offices at the reception area. Employees should therefore direct any expected visitors to the main entrance to the building and the receptionist. Visitors must sign-in and wear a badge at all times while on the premises. Visitors will receive directions or be escorted to their destination.

Visitors to the Pastoral Center for reasons unrelated to business purposes (such as friends or children of employees) should be kept to a minimum. Young children must be accompanied by an adult other than the employee. Unaccompanied young children will not be admitted without prior approval from the Office of Lay Personnel. Employees are responsible for the conduct and safety of their visitors.

Government agency inspectors, such as Occupational Safety and Health Administration (OSHA) inspectors or the Fire Marshall, must be admitted to the premises after showing proper identification.

If an unauthorized individual is observed on the premises, employees should immediately notify their supervisor or direct the individual to the reception area.

Violations of Policy

Employees who violate this policy are subject to disciplinary action up to and including discharge.

Diocese of Sacramento — Human Resources Services

MEDICAL / FAMILY LEAVE POLICY

It is the policy of the Parish/School/Diocese to provide up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions.

Eligibility: To be eligible for leave under this policy, an employee must (1) have completed at least 12 months of employment with the Parish/School/Diocese, and (2) have worked at least *1200 hours* during the 12-month period preceding the date the leave would begin.

Permissible purposes of leave: Leave may be requested for one or more of the following reasons:

- To address the employee's serious health condition that prevents the employee from performing one or more of the essential functions of his or her position.
- To care for the employee's spouse, child, or parent who has a serious health condition; or
- *Baby bonding following* the birth of the employee's child, or placement of a child with the employee for adoption or foster care.

Pregnancy Disability Leave is provided for under a separate policy in addition to this Medical / Family Leave Policy.

Calculating the leave period: Eligible employees may request up to 12 weeks of medical/family leave during a 12 month period. The 12 weeks of leave will be measured using a "rolling" 12-month period measured forward from the date an employee's first medical/family leave begins.

Under this measurement formula the 12-month period during which 12 weeks of leave may be taken can only begin with the first day of a qualifying absence following 12 consecutive months in which no Medical/Family Leave has been taken. No carryover of unused leave from one 12-month period to the next 12-month period is permitted. For example, if an employee starts medical family leave beginning March 1, 2013 and takes 12 weeks either concurrently or intermittently within a 12-month period, the employee would not be entitled to another 12 weeks until March 1, 2014. *Occupational Disability Leave* will run concurrently and the eligible employee will be entitled to a total of 12 weeks of medical/family leave in the designated 12-month period.

Requesting medical/family leave: To request medical/family leave, an employee should first submit a PT400 Request for Leave form to his or her pastor/principal/supervisor as soon as he or she realizes the need for the leave.

If the leave is based on the expected birth, placement for adoption or foster care, or

planned medical treatment for a serious health condition of the employee or a family member, the employee must notify his or her pastor/principal/supervisor at least 30 days before leave is to begin. The employee must consult with his or her pastor/principal/supervisor regarding scheduling of any planned medical treatment or surgery in order to minimize disruptions. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, or spouse.

If the employee cannot provide 30 days' notice, the employee must inform his or her pastor/principal/supervisor as soon as is practical.

Medical certification: Medical certification supporting the need for leave is required for your own serious health condition or your family member's serious health condition before leave under this policy can be granted. A request for medical/family leave will therefore be treated initially as pending (awaiting approval) until the Parish/School/Diocese receives the required medical certification. If the leave is confirmed upon receipt of satisfactory certification, it will be recorded as approved, retroactive to the initial date of leave, as indicated by the pertinent health care provider. The Parish/School/Diocese may require recertification from the health care provider if additional leave is required after completion of any leave period.

If the medical/family leave request is made because of the employee's own serious health condition, the Parish/School/Diocese may require, at its own expense, a second opinion from a health care provider of its choice. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Parish/School/Diocese.

If the second opinion differs from the first opinion, the Parish/School/Diocese may require, also at its expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the Parish/School/Diocese and the employee. The opinion of the third health care provider shall be considered final and binding on the Parish/School/Diocese and the employee.

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- The serious health condition of the child, spouse or parent warrants the participation of the employee to provide care.

Intermittent leave: Employees may take medical/family leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee or the employee's child, parent, or spouse, and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time

that can be used for such leave is one hour.

Benefits while on leave: An employee taking medical/family leave will be allowed to continue participating in any employee benefit plans in which he/she was enrolled before the first day of the leave (for the duration of the approved leave up to the maximum of 6 months) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. The Parish/School/Diocese will continue to make the same premium contribution as if the employee had continued working, but the employee must continue to make the same monthly benefit premium payments during the leave as before the leave started.

The Parish/School/Diocese does not pay an employee during a medical/family leave but any unused accrued sick leave will be applied. (Only 50% of accrued sick time may be used for care of employee's spouse, child or parent). If the need for medical/family leave is due to the employee's disability and the disability is not work related, State Disability (SDI) will be coordinated with sick pay so that total compensation while on leave does not exceed regular pay. If an employee chooses, unused vacation may be used and coordinated with State Disability.

Employees on medical/family leave will not continue to accrue vacation and sick leave during any unpaid portion of that leave. Employees will, however, accrue vacation and sick leave on any paid time. (SDI benefits not included.)

Return from leave: Upon completion of the leave period, the Parish/School/Diocese will require certification by the employee's health care provider that the employee is fit to return to his or her job. Failure to provide certification by the health care provider of the employee's fitness to return to work will result in denial of reinstatement for the employee until the certificate is obtained.

If 12 workweeks (or less) of leave are taken by an employee in a 12-month period due to a serious health condition (not including pregnancy) or family/medical care, he/she will be returned to the previous position or will, to the extent possible, be placed in a comparable position with comparable employment benefits, pay, and other terms and conditions of employment.

Exhaustion of Leave: If an eligible employee (1) exhausts all 12 weeks of medical/family leave, and (2) has no other applicable leave available to cover the time off (e.g., vacation or sick pay), but (3) is medically unable to return to work, that employee will be subject to dismissal from employment.

Request for Employment Recommendation Policy

Any request for an employment recommendation must be submitted to the Director of Lay Personnel. The Director of Lay Personnel will then partner with the direct supervisor of the employee (or former employee) to review the request and determine the next course of action.

With the employee's permission (or former employee), the Diocese will always provide dates of employment and the last position held by the employee to those have been authorized to receive the information.

A request for an employment recommendation does not guarantee that a recommendation other than the above information will be provided for the employee.

31.3 Sick Pay Policy

General Provisions:

Employer recognizes that inability to work because of short-term illness or injury may cause economic hardship and it therefore provides sick pay to regular employees.

Regular full-time and regular part-time employees accumulate sick pay on a monthly basis at the rate of one (1) day for each month of service, up to a maximum of 30 days of sick pay. Part-time employees are entitled to accumulate sick pay on a pro rata basis based on the number of regularly scheduled hours, up to the 30-day maximum. Additional sick pay will not accrue beyond the 30-day maximum, until some sick pay is used, after which sick pay will again accumulate, up to the 30-day cap. Sick pay does not accrue during periods of unpaid leave.

Occasional part-time and temporary employees are entitled to sick pay thirty calendar days after their first day of work. Once that threshold is reached, the employee will accrue sick pay at a rate of one hour for every 30 hours worked, up to a maximum of 24 hours per year. The employee may begin to use their accrued sick leave after working 90 calendar days. The employee may carry over unused sick pay from year to year, up to a maximum of 48 hours of sick pay.

Since sick pay is designed to assist employees who are temporarily required to miss work, Employer does not provide pay in lieu of unused sick pay, and unused sick pay is not payable upon termination of employment for any reason.

Employer may give credit to rehired employees for purposes of determining sick pay balances, provided the break in service does not exceed 365 days. Under those circumstances, the employee may be credited with all of his or her prior accumulated sick pay, up to the 30-day maximum for regular full-time and regular part-time employees or up to the 48 hour maximum for occasional part-time and temporary employees as set forth above.

In case of sickness, employees should call their supervisor within one hour of the beginning of their work schedule. Failure to notify a supervisor could result in discipline, up to and including termination.

Verification From Healthcare Provider:

If an employee misses work because of sickness, illness, injury, or disability, Employer may ask the employee to provide a satisfactory statement of a qualified health care provider, verifying that the injury or disability exists/existed and its beginning and ending dates. The statement may also be required to verify the employee's ability to return to work without presenting an immediate and significant risk to his or her own health or safety or the health or safety of others, and that the employee can safely perform all of the essential functions of his or her position, with or without reasonable accommodation, before being allowed to return to work.

If hospitalized or unable to work for more than seven calendar days for an illness or injury that is not work-related, **an employee will be required to apply for State Disability Insurance (SDI) benefits**, and will also be required to apply for an approved leave of absence (e.g., medical/family leave). Any sick pay time will be coordinated with state disability benefits so that total medical leave pay does not exceed regular pay. If an employee runs out of accrued sick pay, the employee may request to use any available accrued vacation pay. Claim forms are available from the Human Resource Manager or Benefits Manager for the Diocese, or by calling the local State Employment Development Department.

Permissible Sick Pay Use:

Sick pay may be used if the employee is sick or for the employee's medical and dental appointments. Sick pay may also be used for certain approved leaves. (Please see section 32.0 – Unpaid Leave / Time Off)

An employee may also use up to 50% of his or her accrued sick pay to address illnesses of his or her child, parent, or spouse. The use of sick pay benefits for such family members is subject to the same conditions as the use of sick pay benefits for an employee's own illness. Satisfactory verification of illness from a health care provider may be requested, and when such a request is made, submission of satisfactory proof of illness will be a condition of eligibility for sick pay benefits.

In the event the employee would like to use sick pay for a medical or dental appointment for their own needs or for the needs of a child, parent, or spouse a minimum of two (2) hours of sick pay will be required to be used.

Absenteeism that is unexcused or excessive, or any other abuse of the sick pay policy, is grounds for disciplinary action, up to and including dismissal.

31.1 Vacation

Employer recognizes the importance of vacation time in providing the opportunity for rest, recreation, and personal activities and so it provides paid vacation time to regular full-time and regular part-time employees.

Employees are strongly urged to take their vacation within the year it is earned. To ensure employees are taking their allotted vacation time a cap has been placed on the number of unused vacation days that an employee can carry. The cap has been established based upon the vacation accrual rate. Please see the following schedule for the established vacation caps (new caps will be effective July 1, 2017):

From date of hire through 5th year of continuous service:	15 days
From 6th year through 10th year of continuous service:	22.5 days
From 11th year through 20th year of continuous service:	30 days
21st year and thereafter:	37.5 days

An employee may accumulate a maximum up to their correlating cap of unused vacation; he or she must, however, take at least five (5) vacation days per year. Once the cap is reached, no further vacation time will accrue until some is used. When some vacation time is used and the employee's unused balance of time falls back below the cap, vacation compensation will begin to accrue again. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap. No payments will be made in lieu of taking vacation. However employees terminating employment for any reason will receive payment for all accrued, unused vacation time, as required by law.

Regular full-time employees accumulate vacation days on a monthly basis according to the following schedule:

From date of hire through 5th year of continuous service:	.83 days/month
From 6th year through 10th year of continuous service:	1.25 days/month
From 11th year through 20th year of continuous service:	1.67 days/month
21st year and thereafter:	2.08 days/mo.

Regular part-time employees earn vacation on a prorated basis based on the number of regular hours normally scheduled. Occasional part-time and temporary employees are not entitled to time off with pay.

Employees on unpaid leave do not accrue vacation time. If a holiday occurs during an approved vacation period, an employee will not be required to apply vacation time to that day off.

Vacation time must be pre-approved by the employee's supervisor, taking into consideration staffing needs. Leave Request forms for weekly periods of vacation should be submitted at least one month in advance. Leave Request forms for individual days of vacation should be submitted at least one week in advance.

Employer will give credit to rehired employees for purposes of determining vacation benefits, provided the break in service does not exceed 365 days. Under those circumstances, the employee will be credited with all of his or her prior service and a new vacation service date will be determined.

WORKPLACE VIOLENCE POLICY

Purpose

The Sacramento Roman Catholic Diocese has a zero tolerance policy for violent acts or threats of violence against our employees, applicants, clients/customers or vendors. The organization does not allow fighting, threatening words or conduct. In addition, weapons of any kind are strictly prohibited and not permitted on Sacramento Roman Catholic Diocese's premises. No employee should commit or threaten to commit any violent act against a co-worker, supervisor or manager, applicant, client/customer or vendor; this includes discussions of the use of dangerous weapons, even in a joking manner.

All Sacramento Roman Catholic Diocese employees have the right to work in an environment free from threats and acts of violence. Management will take direct and immediate action to prevent such behavior and thoroughly investigate all reported threats and acts of violence.

The purpose of this policy is to maintain a healthy and safe work environment and to provide procedures for reporting, investigating, and resolving any threats or acts of violence involving employees, suppliers, or customers.

Scope of Policy

This policy applies to all employees of the Sacramento Roman Catholic Diocese's, including supervisors and managers.

Definitions

Employees refer to all Sacramento Roman Catholic Diocese employees, including coworkers, supervisors, management, and officers.

Threat refers to an expression of intention to scare, frighten, terrorize, or harm another. This includes hand gestures, words, and body language.

Violence refers to an act of physical force used to harm or injure another.

Prohibited Activities

The following conduct is strictly prohibited:

- Employees may not explicitly or implicitly threaten or commit an act of violence against another person.
- Employees may not make threatening remarks either orally or in writing to another person.

Violent or threatening behavior includes, but is not limited to:

- Making threats of physical violence against oneself or others, whether the threats are verbal, written or part of a physical gesture or action.
- Displaying threatening, physically aggressive, or violent behavior that intimidates or instills fear in others.
- Engaging in other hostile behavior, including belligerent speech that may reasonably provoke a physical reaction.
- Using any object in a threatening or violent manner.

- Sabotaging or defacing the organization's property or causing physical damage to the Company's facilities.
- Bringing firearms, explosives, or weapons of any kind onto the organization's property or possessing the same while conducting business for the organization. This prohibition is applicable to any employee-owned vehicle parked on the organization's property, such as parking lots, except where expressly permitted by law. There are **no** circumstances where employees are permitted to bring firearms, explosives, or weapons of any kind into a Sacramento Roman Catholic Diocese's facility.

Supervisor Responsibility

Each supervisor is responsible for creating an atmosphere that will prevent threatening behavior and acts of violence. These responsibilities include:

- Monitoring the work environment for signs of inappropriate behavior.
- Counseling all employees on the types of prohibited behavior and the procedure for reporting and resolving complaints. Supervisors must also inform employees that complaints reported anonymously cannot be investigated.
- Stopping any observed prohibited acts by taking the appropriate steps to intervene, documenting the incident, and reporting the incident to the Human Resources Director, who will then conduct an investigation and resolve the situation as quickly as possible.
- Taking immediate action to limit further contact between individuals when misconduct is either observed or reported.

Employee Responsibility

Every employee is responsible for assisting in the prevention of threatening behavior and acts of violence. This includes:

- Refraining from participation in or the encouragement of actions that could be perceived as threatening or violent.
- If comfortable doing so, telling the person(s) who makes the threat that his/her actions are unwelcome and offensive.
- Assisting an employee whom confides in you that he/she is a victim and encouraging him/her to report the incident to a supervisor or manager.

Reporting Procedures

If you are threatened, a victim of a violent act in the workplace, or if you observe behavior that is violent or potentially violent, report it immediately to your supervisor, your Human Resources Director, or any other member of management. This includes threats or violent acts by coworkers, customers, visitors, or others who have come onto our premises.

The following procedure should be used to report complaints:

- Employees should report any threat of violence to a supervisor or manager as soon as possible, even if they discussed the matter directly with the individual(s) involved.
- If the supervisor or manager is involved in the threat or if the employee is uncomfortable reporting the matter to his/her supervisor or manager for any reason, it should be reported to his/her Human Resources Director.
- If the above options are not suitable for the employee or if he/she has difficulty reporting workplace violence issues to someone locally, he/she should call the Human Resources

department directly or use the Ethics toll-free hotline 1-844-300-1077. The Ethics Hotline is accessible 24 hours a day, 7 days a week and is operated by an independent company. All calls are anonymous unless the caller chooses to identify himself/herself. Keep in mind that complaints reported anonymously cannot be investigated.

- Employees may be asked to provide the following information when reporting threats or threatening conduct:
 - The date(s), time(s) and location(s) of the incident(s) that took place.
 - A description of the incident including any physical contact made and what was said and/or done.
 - The name(s) of anyone present during the incident.
- It is imperative the employee immediately reports conduct that he/she feels is threatening. Any such complaint will be investigated promptly and, if found to have merit, immediate steps will be taken to end the threat(s) or threatening conduct and, where appropriate, disciplinary action up to and including discharge will be taken.
- The complaint and the complainant's identity will be revealed within the organization strictly on a "need to know" basis and, under no circumstances, will the complainant be subject to retaliation for registering the complaint.

The Sacramento Roman Catholic Diocese does not tolerate retaliation against an employee who reports workplace violence. All reports of workplace violence will be taken seriously and will be thoroughly investigated, and all complaints reported will be treated with as much confidentiality as possible. Moreover, we will not tolerate retaliation against any employee who in good faith reports workplace violence, potential threats of violence, or who in good faith serves as a witness or otherwise in good faith participates in an investigation. If the organization determines that workplace violence has occurred, the organization will take all appropriate action it deems necessary and appropriate under the circumstances. Such action may include, but is not limited to:

- Suspension, termination or other disciplinary action as appropriate.
- Removal from the premises or withdrawal of consent to enter or be present on the premises pending the outcome of an investigation and thereafter, if required.
- Notification of security and law enforcement agencies of any threats and violent acts, and initiation of criminal arrests and prosecutions.
- Reassignment/relocation of personnel or job duties, if required.
- Termination of any business relationship.
- Any other action the company deems to be necessary or required under the circumstances.

An employee who believes that he or she may have a problem that could lead to violent behavior is encouraged to use the Sacramento Roman Catholic Diocese's confidential employee assistance program (EAP). EAP can be reached at 1-888-293-6948. For further information regarding this program, please contact the Human Resource Director.

Violations of Policy

Employees who violate this policy are subject to disciplinary action up to and including discharge.