

**Episcopal Diocese of Pittsburgh
Diocesan Office
Lay Employee
Manual**



Approved by Standing Committee on September 20, 2004

Welcome to the Diocesan Office of the Episcopal Diocese of Pittsburgh

Dear Employee:

We're very happy to welcome you to the offices of the Episcopal Diocese of Pittsburgh. Thank you for joining us! We want you to feel that your association with the diocese will be a mutually beneficial and pleasant one.

God's vision for us as a diocese is of "One Church of Miraculous Expectation and Missionary Grace." Our work builds this vision. Practically speaking, we do this through core staff values of "servanthood, teamwork and encouragement."

Your service to the diocesan office is very important for the efficient accomplishment of our diocesan goals: "Growth in Christ Jesus, Growth in One Another, Growth in Service, Growth in Numbers." We hope you, too, will find satisfaction and take pride in your work here.

This Manual provides answers to most of the questions you may have about diocesan office's benefit programs, as well as the diocesan policies and procedures -- our responsibilities to you and your responsibilities to the diocesan office. If anything is unclear, please discuss the matter with the Director of Administration. You are responsible for reading and understanding this Employee Manual, and your performance evaluations will reflect your adherence to policies. In addition to clarifying responsibilities, we hope this Employee Manual also gives you an indication of the diocesan office's commitment to the welfare of all who work here.

From time to time, the information included in our Employee Manual may change. Every effort will be made to keep you informed through suitable lines of communication, including staff meetings, employee evaluations and written notices sent directly to you.

Compensation, ministry and personal satisfactions gained from doing a job well are only some of the reasons most people work. Most likely, many other factors count among your reasons for working -- pleasant relationships and working conditions, career development, and health benefits are just a few. The diocesan office is committed to doing its part to assure you of a satisfying work experience.

I extend to you my personal best wishes for your success and happiness at the diocesan office.

All blessings,

In Christ,

VII Pittsburgh

You're Part of Our Team...

As a member of diocesan team, you will be expected to contribute your talents and energies to improve the environment and quality of the diocese, as well as the diocese's services. In return, you will be given opportunities to grow and advance in your career.

The diocese is dedicated to two standards:

1. To provide our diocese with the best quality services and to support the vision and mission of the Episcopal Church, the Bishop's vision and Christ's commission.
2. To provide you with wages and benefits comparable to others doing similar work within the region and within non-profit organizations.

At the diocesan office, we always put service to the church and its mission first. We believe it is our duty to provide you with an adequate workplace. We also have a substance abuse policy, because you have a right to know you can depend on your co-workers.

Our mission as members of the diocesan office is to support and represent the Bishop in his ministry as "Servant Leader" of the Diocese of Pittsburgh.

Our community is nourished by a common life of prayer and Eucharist. We seek to embody our spiritual community by approaching our mission as a team. Each member fulfills their individual responsibilities in a context of mutual accountability. Because we view ourselves as brothers and sisters in Christ, we support one another in times of growth and in times of need. Because we view our work as service to the Body of Christ, we offer our best efforts and seek to be good stewards of our many gifts and resources.

The Episcopal Diocese of Pittsburgh will comply with all applicable federal, state, and local requirements established to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, sex, age, national origin, physical or mental handicap. Eligibility for positions may take into consideration questions of Christian commitment and knowledge of the Episcopal Church.

The key items required for employment, compensation, and benefits are performance and a good team attitude; however, all employment at the diocesan office is "at will."

Benefits With the Diocesan Office

You may not have thought about it, but the value of your benefits amounts to a considerable sum each year in addition to the wages or salary you earn. These are just some of the benefits the diocesan office currently provides for eligible employees each year:

- Dental Insurance
- Disability Insurance - Long-Term and Short-Term
- Disability Leave of Absence
- Education Assistance
- Funeral (Bereavement) Leave
- Group Term Life Insurance
- Health Care/Hospitalization Insurance
- Maternity/Paternity Leave of Absence
- Paid Holidays
- Paid Vacations
- Personal Leave of Absence
- Retirement Plan
- Sick Leave
- Social Security
- Workers' Compensation Insurance

Purpose of This Manual

This Manual has been prepared to inform you about the diocesan office's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee and the conduct expected from you.

No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We ask that you read this Manual carefully, and refer to it whenever questions arise. We also suggest that you take it home so your family can become familiar with the diocesan office and our policies.

Notice

No one other than the Bishop and Standing Committee may alter or modify any of the policies in this Manual. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and employee. Employees may not accrue eligibility for monetary benefits that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No statement or promise by any other individual of the diocesan office may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Manual be found to be unenforceable or invalid, such finding will not invalidate the entire Employee Manual, but only the subject provision.

This manual supersedes all previous manuals and employment agreements for the diocesan office as of September 2004.

Receipt & Acknowledgment of the Diocesan Office Lay Employee Manual

Please read the following statements and sign below to indicate your receipt and understanding of your responsibilities related to these policies including the prevention, detection and reporting of suspected misconduct in the Employee Manual.

- I have received and read a copy of the Employee Manual. I understand that the policies, rules and benefits described in it are subject to change by the Bishop and Standing Committee at any time. I understand that this manual replaces all other previous manuals for the diocesan office as of September 2004.
- I further understand that my employment is terminable at will, either by myself or the diocesan office, regardless of the length of my employment or the granting of benefits of any kind, including benefits which provide for vesting based upon length of employment.
- I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the Bishop of the Episcopal Diocese of Pittsburgh.
- I am aware that during the course of my employment confidential information may be made available to me, i.e., lists of people and addresses, policies, financial and other related information. I understand that this information is critical to the confidentiality of the diocesan office and must not be given out or used outside of the diocesan's premises or with non-diocesan employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or diocesan office.
- I understand that, should the content be changed in any way, the diocesan office may require an additional signature from me to indicate that I am aware of and understand any new policies.
- I understand that my signature below confirms that I have read and understand the above statements and have received a copy of the Diocesan Office Lay Employee Manual.

Employee's Printed Name

Position

Employee's Signature

Date

Director of Administration's Signature

Date

The signed original copy of this agreement should be given to the Director of Administration -- it will be filed in your personnel file.

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AN OVERVIEW OF THE DIOCESAN OFFICE

About the Diocesan Office

The diocese is a godly missionary structure, led by a bishop and countless others, whose purpose is to challenge, encourage, strengthen and connect local congregations for the local, regional, national and worldwide work of Jesus Christ.

History of the Diocese of Pittsburgh

During the 20 years following the creation, in 1865, of the Diocese of Pittsburgh, there was no central office established for diocesan business. Bishop John Kerfoot, when not on the road between the southern and northern borders of western Pennsylvania, often conducted meetings in his home. It was not until the episcopacy of Bishop Cortlandt Whitehead that need for a central location was addressed. In 1882, the bishop made request to diocesan convention for a diocesan headquarters “where the bishop can have his office and be found during business hours by any of the clergy and laity who may wish to see him.” He envisioned a place where clergy could meet one another, the Board of Missions, various committees of the convention, and special assemblies of the clergy and laity could gather, a church reading room could be established and facilities afforded for converse or correspondence, the books so generously given might be kept for reference or use and the registrar’s collections of journals, pamphlets and records might always be at hand. He believed that the cost would be minimal in comparison to the advantages of the inauguration and continuance of such a center of church work and interest. “In the convenience and utility of the rooms all churchmen of the diocese visiting the See City would equally share...” In April 1886, the Church Rooms, located in the Jackson Building at Penn and Sixth, were opened.

The location was changed in April, 1895 to three rooms on the fifth floor of the Lewis Block building, at the corner of Smithfield and Sixth, where they remained until 1913. At that time, the staff consisted of Bishop Whitehead, Archdeacon Charles J. de Coux and their secretary Miss Jane Cuddy. In 1913, the Church Rooms were re-established at 1411 First National Bank Building, where Fr. de Coux edited *The Church News*. A move in May 1916 to the third floor of the Jenkins Arcade provided a large assembly room, individual offices for the Archdeacons, the Bishop, the secretary and librarian of the Prayer Book Society, and a lobby/reception room. It was not until May of 1923 that Bishop Alexander Mann, in office little more than a year, moved the diocesan offices to the third floor of Trinity Cathedral. The name was changed from “the Church Rooms” to Trinity House and the quarters occupied by the diocese become known as the diocesan offices. Invitation was made through the April issue of *The Church News* for all parishioners to attend the opening and blessing at 3:30 p.m. on Ascension Day (May 10), which was followed by a Tea served by the Diocesan Women’s Auxiliary.

Since 1923 numerous changes have been made to the space, including insertion of additional walls to create more offices. The current diocesan offices consist of offices for the Bishop,

Assistant Bishop, Canon Missioner, Director of Administration, Director of Diocesan Advancement, President of Episcopal Foundation, Archivist, Director of Communications, Receptionist, Assistant Bishop's Secretary, Bishop's Secretary, Canon's Secretary, Financial Secretary and Accountant. Space has also been allocated for two conference rooms, reception area, a business machine room and an employee break room.

Bishop's Vision

“One Church of Miraculous Expectation and Missionary Grace.”

Mission of the Episcopal Diocese of Pittsburgh

The mission of the Episcopal Diocese of Pittsburgh is to live out the Gospel of Jesus Christ by:

- encouraging and strengthening ourselves and one another in this Gospel, honoring and employing the diversity God has given;
- embracing our Lord's call to reach all people with this Gospel;
- serving all people as if serving Christ himself, striving for justice and peace, and upholding the dignity of every human being;
- nurturing and strengthening the worship, leadership, ministry, witness and outreach of our congregations, organizations and programs; and
- selecting, supporting and over-seeing individuals called to serve as leaders, both lay and ordained.

Strategic Tasks of the Diocese

- REDIRECT the energies of congregations and councils from maintenance to mission;
- REBUILD the diocese in its systems, operations and vision, in order to support this re-development of our congregations;
- RECONCILE, renew and enable relationships within the Body of Christ.

The Diocesan Office Organization Chart

See Separate Chart on Web Page

Diocesan Office Expectations

What You Can Expect from the Diocesan Office

In addition to supporting the spiritual development of its employees, the diocesan offices established employee relations policy is to:

- Dedicate ourselves to providing quality services to the parishes we serve.
- Pay all employees according to their effort and contribution to the success of our office and in relationship to similar positions in the non-profit sector.
- Review wages, employee benefits and working conditions on a regular basis with the objective of providing appropriate benefits in these areas, consistent with sound practices.
- Develop competent employees who understand and meet our objectives, and who accept with open minds the ideas, suggestions and constructive criticism of supervisors and fellow employees.
- Provide an environment where employees are assured the opportunity to discuss any problem or question with their supervisor.
- Make prompt and fair adjustment of any complaints that may arise in the everyday activities of the diocesan office, to the extent that is practicable.
- Respect individual rights, and treat all employees with courtesy and consideration.
- Maintain mutual respect in our working relationships.
- Keep all employees informed of the activities of the diocesan office, as well as the diocese's overall aims and objectives.

What the Diocesan Office Expects From You

- Know your own duties and how to perform them promptly, correctly and pleasantly.
- Cooperate with supervisors and your fellow employees to maintain a good team attitude.
- Participate in the prayer life of the staff. You are encouraged to participate in the worship life of Trinity Cathedral during the work week and are expected to participate in Morning Prayer prior to staff meeting.
- Grasp opportunities for personal development that are offered to you.

EMPLOYMENT

Personnel Administration

The task of handling personnel records and related personnel administration functions at the diocesan office has been assigned to the Director of Administration. Questions regarding insurance, wages, and interpretation of policies may be directed to the Director of Administration.

Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify the Director of Administration as soon as possible:

- Legal name
- Home address
- Home telephone number
- Person to call in case of emergency
- Number of dependents
- Marital status
- Change of beneficiary
- Driving record or status of driver's license if you operate any diocesan vehicles or use personal vehicle for expense reimbursement.
- Military or draft status
- Exemptions on your W-4 tax form

Coverage or benefits that you and your family may receive under the diocesan office's benefits package could be negatively affected if the information in your personnel file is incorrect. It is also to your benefit to be sure your personnel file includes information about completion of educational or training courses, outside civic activities, and areas of interest and skills that may not be part of your current position here.

You may see information which is kept in your own personnel file if you wish, and you may request and receive copies of all documents you have signed from the Director of Administration.

Employment Classifications

At the time you are hired, you are classified as an Introductory Employee. After completing ninety (90) days of service, you will be eligible for classification as a Temporary, Part-Time or Full-Time Employee, as described below. All Employees are further classified as “exempt” or “non-exempt” because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of eight (8) hours per day or forty (40) hours per week. Non-exempt employees are entitled to overtime pay; exempt employees are not. You will be notified of your classification at the time you are hired, transferred or promoted. Your job description also contains the classification information.

Introductory Employees

An employee who has completed less than ninety (90) days of service (the “Introductory Period”) is considered an Introductory Employee.

Temporary Employees

From time to time, the diocesan office may hire employees for specific periods of time or for specific projects. An employee hired under these conditions generally will be considered a Temporary Employee. The job assignment, work schedule and duration of employment will be determined on a case by case basis. Summer employees are Temporary Employees.

Part-Time Employees

An employee who is not a Temporary Employee, who has successfully completed the Introductory Period, and who works less than a regular forty (40) hour week is considered a Part-Time Employee.

Full-Time Employees

An employee who is not a Temporary Employee, who has successfully completed the Introductory Period, and who works at least forty (40) hours per week is considered a Full-Time Employee.

Employment Policies

Anniversary Date

The first day you report to work is your "official" anniversary date. Your anniversary date may be used to compute various conditions and benefits described in this Manual.

At Will Employment

All employment with the diocesan office is "at will" which means that your employment can be terminated with or without cause, and with or without notice, at any time, at the option of either the diocesan office or yourself, except as otherwise provided by law.

Bonding Requirement

Certain positions in the diocesan office may require bonding. Although the diocesan office will pay the cost of bonding it is your responsibility to assure that you are bondable. Should you fail to maintain these qualifications, you will be subject to transfer to another position, if available, or dismissal.

Business Hours

Our regular operating hours are 8 A.M. to 4:30 P.M. Monday through Friday. However, individual employee arrival and departure times will be agreed upon with the Director of Administration. You are required to take a thirty (30) minute unpaid lunch period daily. You may not "work through lunch" in order to arrive late or to leave early or to work extra time. Individual lunch periods will be staggered to provide coverage for the diocesan office during all business hours.

Confidential Information

Our parishes, clergy and diocesan community entrust the diocesan office with important information relating to their businesses. The nature of this relationship requires maintenance of confidentiality. By safeguarding the information received, the diocesan office earns the respect and further trust of the people and organizations with whom we work. Your employment with the diocesan office assumes an obligation to maintain confidentiality, even after you leave our employ.

Any violation of confidentiality seriously injures the diocesan office's reputation and effectiveness. Therefore, please do not discuss diocesan business with anyone who does not work for us, and never discuss diocesan transactions with anyone who does not have a direct association with the transaction. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality.

If you are questioned by someone outside the diocesan office and you are concerned about the appropriateness of giving them certain information, remember that you are not required to

answer. Instead, refer the request to the Assistant Bishop, Director of Administration, Canon Missioner or the Bishop.

No one is permitted to remove or make copies of any diocesan records, reports or documents without approval from your supervisor. Because of its seriousness, disclosure or misuse of confidential information could lead to dismissal.

Background Check

In compliance with the *Policies and Procedures Regarding Allegations and Incidents of Sexual Misconduct and Child Abuse by Clergy, Employees and Volunteers in the Episcopal Diocese of Pittsburgh* Manual the diocese conducts a complete background check on applicants who accept an offer of employment. Background checks include inquiries of former employers, a Pennsylvania Child Abuse History Clearance, driving record check, a Pennsylvania State Police Criminal Record Check and a credit record check. In addition, all diocesan employees are required to complete the diocesan approved training on adult misconduct, child abuse and anti-racism. These classes are provided by the diocesan office.

Customer Relations

The success of the diocesan office depends upon the quality of the relationships between the diocesan office, our employees, the parishes and clergy, our suppliers and the general public. All of these relationships represent our “customers.” Our customers’ impressions of the diocesan office and their interest and willingness to work with us is greatly formed by the people who serve them. In a sense, regardless of your position, you are the diocesan office’s ambassador. The more goodwill you promote, the more our customers will respect and appreciate you, and the diocesan office.

Driver’s License and Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver’s license and a driving record acceptable to our insurer. You may be asked to submit a copy of your driving record to the diocesan office. If your work requires operation of a motor vehicle, any changes in your driving record must be reported to the Director of Administration immediately. Failure to do so may result in disciplinary action, including possible dismissal.

Equal Employment Opportunity

The diocesan office will provide equal employment opportunity without regard to race, color, sex, age, national origin, or physical or mental disability that does not prohibit performance of essential job functions. Eligibility for positions may take into consideration questions of Christian commitment and knowledge of the Episcopal Church.

The policy applies to all areas of employment, including recruitment, hiring, training and development, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

It is the policy of the diocesan office to comply with all the applicable provisions of the Americans with Disabilities Act (ADA). The diocesan office will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. The diocesan office also will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

Management is primarily responsible for seeing that the diocesan office's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and applied uniformly to everyone.

Note: Throughout this Employee Manual, masculine pronouns such as he, his, or him shall be construed so as to include both sexes.

Harassment Policy

The diocesan office intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort - verbal, physical, visual - will not be tolerated. Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

All diocesan employees have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the Director of Administration, Canon Missioner, Assistant Bishop or the Bishop for appropriate investigation and disciplinary action if substantiated.

The Episcopal Diocese of Pittsburgh has a specific published policy (*Policies and Procedures Regarding Allegations and Incidents of Sexual Misconduct and Child Abuse by Clergy, Employees and Volunteers in the Episcopal Diocese of Pittsburgh*) which defines in detail the response process to any notification of harassment or abuse and training requirements for diocesan lay employees.

Health Examinations

The diocesan office reserves the right to require an employee to participate in a health examination to determine the employee's fitness to perform his or her essential job functions. All such health exams shall be paid for by the diocesan office.

Introductory Period

Your first ninety (90) calendar days employment at the diocesan office are considered an Introductory Period, and during that period you will not accrue benefits described in this Manual unless otherwise required by law. During the Introductory Period, the diocesan office will evaluate your suitability for employment, and you can evaluate the diocesan office as well. At any time during this first ninety (90) days, you may resign without any detriment to your record. If, during this period, your work habits, attitude, attendance or performance do not measure up to our standards, we may release you. The Introductory Period may be extended to an additional ninety (90) days upon recommendation of the Director of Administration and approval of the Bishop. If you take approved time off in excess of five workdays during the Introductory Period, the Introductory Period may be extended by the period of your approved time off.

At the end of the Introductory Period, your supervisor will discuss your job performance with you. This review will be much the same as the normal job performance review that is held for regular full-time or part-time employees on an annual basis. Completion of the Introductory Period does **not guarantee** continued employment for any specified period of time. A former employee who has been rehired after a separation from the diocesan office of more than one (1) year is considered an Introductory Employee during their first thirty (30) days following rehire.

Knowledge of the Diocesan Office

After having learned to competently perform your own duties, your next step is to familiarize yourself with other diocesan office activities. This can prove valuable to you, our customers and the diocesan office as well. The diocesan office may provide additional “cross-training” to familiarize you with other office functions and to assist in providing coverage for all diocesan services when other employees are out of the office.

Ministry Descriptions

The Director of Administration maintains a ministry description for each position in the diocesan office. A periodic review of ministry descriptions is conducted to insure that any changes in the duties and responsibilities of each position is recognized and adequately compensated.

Proof of U.S. Citizenship and Right to Work

Federal regulations require that before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form, and all applicants who are hired need to present documents of identity and eligibility to work in the U. S.

Relatives

If you and members of your immediate family are employed by the diocesan office, one may not supervise the other nor may they work in the same department.

Standards of Conduct

Rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a responsibility to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary.

All staff are expected to participate in Morning Prayer prior to scheduled staff meetings. All staff are encouraged to participate in other worship services at Trinity Cathedral. Attendance at designated worship services is counted as work time, not time off the job, for all employees. Lay persons are invited to participate as readers and intercessors.

Disciplinary Actions

Unacceptable behavior which does not lead to immediate dismissal will be dealt with first through oral warning(s), and then written warning(s) leading to possible dismissal.

Written warnings will include the reasons for the supervisor's dissatisfaction and any supporting evidence. You will have an opportunity to defend your actions and rebut the opinion of your supervisor at the time the warning is issued. Disciplinary actions may also include suspensions or other measures deemed appropriate to the circumstances.

All pertinent facts will be carefully reviewed, and the employee will be given a full opportunity to explain his or her conduct before any decision is reached. The Bishop, Assistant Bishop or the Canon Missioner will be consulted concerning the unacceptable behavior before dismissal is authorized.