

OTHER POLICIES

Miscellaneous

Bulletin Boards

Bulletins and bulletin board(s) are our "official" way of keeping everyone informed about new policies, changes in procedures and special events. Information of general interest is posted regularly on the bulletin board(s). Please form the habit of reading the bulletin board(s) regularly so that you will be familiar with the information posted on it.

Only authorized personnel are permitted to post, remove or alter any notice on the bulletin board(s). If you want to have notices posted on the diocesan office bulletin board(s), see the Director of Administration for instructions.

Communications

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all diocesan office methods of communication, including this Employee Manual, bulletin boards, discussions with the Bishop, Assistant Bishop, Canon Missioner or Director of Administration, memoranda, staff meetings, newsletters, training sessions and e-mail.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family may know more about your job and your benefits.

Computer Equipment

All personal computer equipment is provided to assist you in performance of your job duties. Use of diocesan computer equipment for other than diocesan business is prohibited. All software on diocesan machines is to be approved and installed by the diocesan computer consultants. Installation or downloading of any other software is prohibited in order to make the best use of diocesan resources and to insure the integrity of the diocesan computer network.

Access to the world wide web is provided for all employees. Web use is for diocesan business purposes only and this privilege should not be abused. Misuse of diocesan computer equipment including inappropriate use of the web and playing computer games may result in disciplinary action up to and including dismissal.

Computer Software (Unauthorized Copying)

The diocesan office does not permit the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a Federal crime. Penalties include fines of as much as \$250,000, and jail terms of up to five years.

- The diocesan office licenses the use of computer software from a variety of outside companies. The diocesan office does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
- With regard to use on local area networks or on multiple machines, the diocesan office employees shall use the software only in accordance with the license agreement.
- The diocesan office employees learning of any misuse of software or related documentation within the diocesan office shall notify the Director of Administration or the diocesan office legal counsel.
- According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. The diocesan office employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include dismissal.

Dispute Resolution Procedure

Our goal is to maintain a comfortable working environment for all employees. Whenever you have a problem or complaint, we expect you to speak up and communicate directly with the Director of Administration or your supervisor. We are committed to listening and responding to your questions, concerns and comments.

The Director of Administration is familiar with you and your job and is, therefore, in the best position to assist you. Your Director of Administration will work closely with you and is interested in seeing that you are treated fairly and properly. If the grievance is with another employee, the involved employees may request that the Director of Administration assign a mutually acceptable mediator in an attempt to resolve the issue. If the Director of Administration cannot help you resolve the matter, communicate your concerns to the Assistant Bishop or Canon Missioner who will give your problem or complaint prompt consideration. If the Assistant Bishop or Canon Missioner feels that the situation warrants further review, the

Bishop's assistance will be requested. If the employee is not satisfied, a written appeal to the Bishop may be made. The Bishop will make a written response which he will have reviewed by the Standing Committee.

Remember -- it is always best to resolve problems right away. Little problems tend to turn into big problems; facts become confused; resentment and anger builds up. It is always best to resolve issues before they get out of hand.

Dress Code/Personal Appearance

Diocesan employees are expected to dress and groom yourself in accordance with accepted social and business standards. Since the employees in the diocesan office are in an office environment that is accessible to the public, normal office attire is proper, with due regard for the sensitivities of a Christian community. You are expected to be suitably attired and groomed during working hours or when representing the diocesan office. The Director of Administration has the sole authorization to determine an appropriate dress code, and anyone who violates this standard will be subject to appropriate disciplinary action.

If the Director of Administration, Assistant Bishop, Canon Missioner or Bishop determines your attire is not in compliance with the dress code you may be asked to leave your workplace until you are properly attired. You will not be paid for the time you are off the job for this purpose.

E-Mail Policy

The diocesan e-mail and internet services are designed to facilitate diocesan communication. Since no computer system is completely secure, e-mail is not intended to transmit confidential information. The system is intended for diocesan business only. Employees should not use the diocesan equipment for personal email. All data and electronic messages within the diocesan system are the property of the Diocese of Pittsburgh. As such, no communications of any type through the diocesan e-mail system can be considered private.

All users must be authorized to use the system. The retention period for e-mail should be no longer than 30 days. Electronic records, including e-mail records, are discoverable in litigation and should be treated like all other diocesan records.

There are two categories of e-mail records:

- Transitory records such as meeting notices, reminders, informal notes and messages. Records which fall into this category should be read, discarded and not saved.
- Significant records used in connection with the transaction of diocesan business. For this category of e-mail records, users must generate a paper copy to be filed appropriately and retained in accordance with approved record retention schedules.

Electronic mail works best when the following practices are followed:

- Check e-mail daily.
- Do not save transitory records.

- Make paper copies of significant records.
- Keep messages short and to the point.
- Be professional and careful regarding what you say about others.
- Include a signature footer at the bottom of the message with your name, your title, organization name and e-mail address.

Entry After-Hours

You are not allowed to enter the diocesan office property after normal working hours for any reason without the prior approval of the Director of Administration.

Exit Interviews

In instances where an employee voluntarily leaves our employ, the diocesan office would like to discuss your reasons for leaving and any other impressions that you may have about the diocesan office. If you decide to leave, you will be asked to grant us the privilege of an exit interview. During the exit interview, you can express yourself freely. It is hoped that this exit interview will provide insights into possible improvements at the diocesan office. All information will be kept strictly confidential and will in no way affect any reference information that the diocesan office provides another employer about you. At your exit interview you will be provided insurance conversion options and any other benefits continuation available.

Expense Reimbursement

You must have authorization (such as a requisition or purchase order, etc.) prior to incurring an expense on behalf of the diocesan office. To be reimbursed for any authorized expense, you must submit an expense report accompanied by receipts to be approved by the Director of Administration in compliance with the Accountable Reimbursement Policy adopted by the Diocesan Council. All employees are required to submit their expense statements to the Director of Administration in the month following the occurrence of the expense.

Employees who use their personal car to conduct employer's business are reimbursed at a rate established annually by Diocesan Council with consideration given to the IRS guidelines. All employees who use their personal car for business are required to verify both possession of a current, valid state driver's license, and current automobile liability insurance coverage. Employees should verify with their insurance carrier whether occasional or incidental business miles are covered without benefit of a rider to the existing policy.

Fire Drills

Fire drills are scheduled by the Oliver Building Management. We schedule drills to promote employee safety. When the fire alarm sounds you are expected to exit the building promptly and in an orderly fashion. Failure to do so will result in disciplinary action. You are expected to familiarize yourself with the fire evacuation map and procedures posted in the break room.

First Aid

Federal law ("OSHA") requires that we keep records of all illnesses and accidents which occur during the workday. The Pennsylvania state Workers' Compensation Act also requires that you report any illness or injury on the job. If you hurt yourself or become ill, please contact the Director of Administration for assistance. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact the Director of Administration for more information.

Fraud and Dishonesty Policy

Like all organizations, the diocese is faced with the risks that come from wrongdoing, dishonesty and fraud. The impact of fraud and dishonesty not only includes financial loss but damage to the reputation of the diocese, negative publicity, litigation, and damaged relationships. The discovery, reporting and documentation of such acts provides a sound foundation for the protection of innocent parties, disciplinary action against offenders up to and including dismissal, the referral to law enforcement agencies, and the recovery of assets. For purposes of this policy, fraud and dishonesty includes but is not limited to:

- Theft or other misappropriation of assets of the diocese or our parishes
- Misstatements and other irregularities in diocesan records
- Wrongdoing
- Forgery or other alteration of documents

The diocese specifically prohibits these and any other illegal activities in the actions of its employees. It is **the responsibility of every employee to immediately report suspected** fraud or dishonesty to either their supervisor, the Director of Administration, Assistant Bishop, Canon Missioner, or Bishop. Any reprisal against any employee or other reporting individual because that individual, in good faith, reported a violation is strictly forbidden. Employees not reporting suspected fraud and dishonesty are subject to disciplinary action up to and including termination.

All investigations of alleged wrongdoing will be conducted in accordance with applicable laws and diocesan procedures. Investigative activity will be carried out without regard to the suspected individual's position or level, or relationship with the diocese.

Housekeeping

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times -- it is a required safety precaution. Please report anything that needs repair or replacement to the Director of Administration.

Inspection of Packages

The diocesan office reserves the right to inspect all packages or closed containers brought into or taken out of the work area.

Keys

Access to the Oliver Building after working hours is through the use of a swipe badge issued to all full-time employees. The badge is obtained from the Oliver Building Management office upon the request of the diocese. The badge also serves as a picture ID for all employees. For security purposes all employees may be required to wear their badge in a visible location when entering and exiting the building.

Access to the diocesan offices when the doors are locked is through a push button lock combination on the back door. Employees will be given this combination. The combination will be changed frequently for security purposes.

Each female employee will be issued a key to the ladies room. These keys are issued by the Oliver Building management and employees are responsible for the cost of replacement of lost keys.

Life-Threatening Illnesses

The diocesan office recognizes that employees with a life-threatening illness, including, but not limited to, cancer, heart disease, and AIDS, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. These employees must be able to meet acceptable performance standards. Medical evidence must indicate that their condition is not a threat to other workers.

When dealing with situations involving employees with life-threatening illnesses supervisors should:

- Remember that an employee's health condition is personal and confidential, and reasonable precautions should be taken to protect information regarding an employee's health condition.
- Contact the Director of Administration if you believe that you or other employees need information about terminal illness, or a specific life-threatening illness, possible contagion, or if you need further guidance in managing a situation that involves an employee with a life-threatening illness.
- Contact the Director of Administration to determine if a statement should be obtained from the employee's attending physician that continued presence at work will pose no

- threat to the employee, co-workers, or customers. The diocesan office reserves the right to require an examination by a medical doctor appointed by the diocesan office.
- Make reasonable accommodation for employees with a life-threatening illness provided that any accommodations made do not require significant difficulty or expenses.
 - Be sensitive and responsive to co-workers' concerns.
 - Be sensitive to the fact that continued employment for an employee with a life-threatening illness may sometimes be therapeutically important in the remission or recovery process, or may help to prolong that employee's life.

Open Door Policy & Counseling

Normally, you will be expected to use the Dispute Resolution Procedure outlined earlier in this Manual to resolve a problem. However, if the problem or complaint is of a personal nature, or a very delicate matter, you may meet first with any supervisor, including the Bishop, to discuss it. He will decide if you should first discuss the problem with the Director of Administration, Assistant Bishop or Canon Missioner. If so, you will be directed to use the Dispute Resolution Procedure. If the complaint, suggestion, or question is of such a nature that resolution would be hampered by the Grievance Procedure, the supervisor you contact will take the appropriate action.

Outside Employment

Although not encouraged, Full-Time Employees are not forbidden from outside employment so long as such employment in no way hampers their giving full and undivided attention to diocesan work during their hours of employment. Where special work conditions arise necessitating extra hours of work, an employee's supervisor will give due consideration to the employee's personal situation to arrive at a satisfactory resolution.

No employee shall engage in any business activity which could work to the detriment of the diocese (such as financial involvement in any organization which does business with the diocese), nor shall any employee disclose or use confidential employer information for his personal profit or advantage, or the profit or advantage of anyone else. It is the responsibility of the employee to identify potential conflicts of interest and to get them resolved with the Director of Administration.

Personal Phone Calls, Mail, and Copying

Personal phone calls should be kept to a minimum—they must not interfere with your work. You are permitted to make limited local area calls on diocesan office telephones for essential personal business during lunch or "break" periods. Please do not abuse this privilege. Emergency calls regarding illness or injury to family members, changed family plans, or calls for similar reasons may be made at any time. Incoming urgent calls will be directed to you by the receptionist. Collect calls are not allowed.

Do not use the diocesan office as a personal mailing address, and do not put personal mail in the stacks that are to be run through the postage meter. Although the amount may seem small, it is still considered theft. .

Limited personal copying may be done at a cost of five (5) cents per copy. Payment must be made to petty cash fund of the Accountant.

Personal Property

The diocesan office does not assume any responsibility for loss or damage to personal property of any employee. Caution should be exercised when leaving your work area to safeguard your personal property. When leaving your office for an extended period of time such as attending services at the Cathedral or meetings use good judgment in locking your office door during your absence.

Personal Use of Diocesan Office Property

If you want to use diocesan office equipment during or after work hours for personal benefit, you must have the approval of the Director of Administration. You understand and agree that the diocesan office is not liable for personal injury incurred during the use of diocesan office property for personal use. As a diocesan office employee, you accept full responsibility for any and all liabilities for injuries or losses which occur, or for the malfunction of equipment. You are responsible for returning the equipment in good condition, and you agree that you are required to pay for any damages that occur while using the equipment or tools for personal use. Failure to return equipment will result in the value of the item being charged against your paycheck and you may be subject to disciplinary action for theft.

Property & Equipment Care

It is your responsibility to learn to operate properly the equipment you need to perform your job duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and the diocesan office. If you find that a machine is malfunctioning or in any way appears unsafe, please notify the Director of Administration immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate equipment you deem unsafe, nor should you adjust or modify the safeguards provided on the equipment.

References

The diocesan office does not respond to oral requests for references. All requests for references from the diocesan office must be in writing and on company letterhead. In the event you leave the employ of the diocesan office we may be able to provide references to potential employers, depending upon the circumstances. However, you must first sign a “reference release” waiver, allowing us to release reference information beyond merely confirming that you worked at the diocesan office for a specific period of time and your position.

As an employee, do not under any circumstances respond to any requests for information regarding another employee. If you receive a request for a reference, you should forward the request to the Director of Administration.

Return of Diocesan Office Property

Any diocesan office property issued to you, such as computer equipment, must be returned to the diocesan office at the time of your resignation or dismissal, or whenever it is requested by the Director of Administration. You are responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from your final paycheck, and you may be required to sign a wage deduction authorization for this purpose.

Safety Rules

Safety is to be given primary importance in every aspect of planning and performing all diocesan office activities. We want to protect you against injury and illness, as well as minimize the potential loss to the diocesan office.

Below are some general safety rules. The Director of Administration, Assistant Bishop or Canon Missioner may post other safety procedures in other areas of the office.

- Avoid overloading electrical outlets with too many appliances or machines.
- Use flammable items, such as cleaning fluids, with caution.
- Walk -- don't run.
- Report to your manager if you or a co-worker becomes ill or is injured.
- Ask for assistance when lifting heavy objects or moving heavy furniture.
- Keep cabinet doors and file and desk drawers closed when not in use.
- Start work on any machine only after safety procedures and requirements have been explained (and you understand them).
- Keep your work area clean and orderly, and the aisles clear.
- Stack materials only to safe heights.
- Watch out for the safety of fellow employees.
- Use the right equipment for the job, and use it correctly.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

Security

Maintaining the security of the diocesan office is every employee's responsibility. Develop habits that ensure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.

- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave the diocesan office's premises make sure that all entrances are properly locked and secured.

Seniority

Some of your benefits are determined by seniority. You must complete an Introductory Period when you are hired. During this period, you carry no seniority rights. If you are retained after the Introductory Period, you will be credited with seniority. Your seniority will reflect your length of employment beginning on the date on which you began work (anniversary date).

Smoking

Smoking is prohibited in all areas of the Oliver Building including the diocesan offices.

Solicitations & Distributions

Solicitation for any cause during working time and in working areas must be approved by the Director of Administration, Canon Missioner, Assistant Bishop or the Bishop. Persons not employed by the diocesan office are prohibited from soliciting or distributing literature on diocesan office property.

Substance Abuse

The diocesan office is committed to providing its employees with a safe workplace. You are expected to be in suitable mental and physical condition while at work, allowing you to perform your job effectively and safely. Whenever use or abuse of any mood altering substance (such as alcohol or other drugs) interferes with a safe workplace, appropriate action will be taken. The possession, sale or use of mood altering substances at the workplace, or coming to work under the influence of such substances shall be a violation of safe work practices and will be subject to disciplinary action, including possible dismissal.

The diocesan office has established the following guidelines with regard to use, possession or sale of alcohol or drugs:

- The diocesan office will maintain pre-employment screening practices designed to prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs or alcohol indicates a potential for impaired or unsafe job performance.
- The manufacture, possession, use, distribution, sale, purchase, or transfer of, or being under the influence of, alcohol or illegal drugs is strictly prohibited while on the diocesan office premises or while performing diocesan office business.
- Employees will not be permitted to work while under the influence of drugs or alcohol. Individuals who appear to be unfit for duty may be subject to a medical evaluation which may include drug or alcohol screening. Refusal to comply with a

fitness-for-duty evaluation may result in disciplinary action up to and including discharge.

- Employees undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their duties are required to report this treatment to the Director of Administration.

The diocesan office recognizes that alcoholism and drug abuse are forms of illness that are treatable. No employee shall have their job security threatened by seeking of assistance for a substance abuse problem. The same consideration for referral and treatment that is afforded to other employees having illnesses unrelated to substance abuse shall extend to them.

- Every effort shall be made to provide an early identification of a substance abuser, to work with and assist the employee in seeking and obtaining treatment without undue delay.
- Early identification of the substance abuser shall be based upon job performance and related criteria, as well as resulting impairment on his job. An employee who voluntarily seeks treatment for a substance abuse problem which requires a leave of absence for treatment shall be granted such leave of absence and further shall be eligible for benefits under the specifications of the existing insurance policy.

Nothing in this policy shall be construed to interfere with the diocese responsibility to maintain a safe and secure work environment for its employees or from invoking such disciplinary actions as may be deemed appropriate for actions of misconduct by virtue of their having arisen out of the use or abuse of alcohol or drugs or both.

Suggestions

We encourage all employees to bring forward their suggestions and good ideas about how our diocesan office can be made a better place to work and our service to the parishes, organizations and individuals we serve. When you see an opportunity for improvement, please talk it over with the Director of Administration or your immediate supervisor.

Theft

Internal theft is a serious problem for many organizations. Although taking small items of the diocesan office property may seem inconsequential, the cumulative effect can be material. Losses from theft affect our operations and credibility. Property theft of any type will not be tolerated by the diocesan office. We consider property theft to be the unauthorized use of diocesan office services or facilities or the taking of any diocesan office property for personal use.

Employees violating this policy will be subjected to discipline up to and including dismissal and prosecution.

Traffic Violations

If you are authorized to operate a diocesan office vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job duties, you will be considered solely responsible for any accidents, fines or traffic violations incurred.

Use of Diocesan Office Vehicle

If you are authorized to use a diocesan office vehicle for diocesan office business, you must adhere to the following rules:

- You must be a licensed driver.
- You must maintain accurate monthly mileage reports.
- You are responsible for following all the manufacturer's recommended maintenance schedules to maintain valid warranties, and for following the manufacturer's recommended oil change schedule.
- You are responsible for paying any moving violation tickets. Also, please park appropriately -- parking violations will not be paid by the diocesan office.
- You must keep the vehicle clean at all times, and washed and vacuumed as often as necessary. You will be reimbursed for your reasonable expense of keeping the vehicle clean. Please retain receipt for reimbursement.
- You must not allow unauthorized persons to operate or ride in a diocesan office vehicle.

Violations of Policies

You are expected to abide by the policies in this Manual. Failure to do so will lead to appropriate disciplinary action up to and including dismissal. A written record of all policy violations will be maintained in each individual's personnel file.