



Archdiocese of San Antonio
Employee Handbook
February 2024



Ven, Holy Spirit, Ven!

Dear Employee of the Archdiocese of San Antonio,

Thank you for your service as an employee of the Archdiocese of San Antonio. As a member of the Archdiocesan staff, you belong to a team of dedicated women and men who serve God's people in the 19 counties that comprise our Archdiocese.

Together, using a ministry model of "Pastoral de Conjunto," or "Serving Together," that emphasizes accountability, collaboration and unity, we carry out the command of Christ to love our neighbor and serve all those in need. We listen prayerfully to the Holy Spirit as we proclaim the Gospel in our actions and our words. Your service directly contributes to fulfilling this mission and enhances our ability to discern to what and to whom God is calling us.

As our co-workers, co-responsible with us, you serve Christ in His people. We hope your work will be challenging, rewarding and enjoyable. We urge you to place your daily responsibilities in the hands of our Lord and to pray that the Holy Spirit will guide you in faithfully carrying out your work.

The purpose of the employee handbook is to acquaint you with the Archdiocese of San Antonio and inform you of the present policies, practices, procedures and benefits which may apply to you as a member of one of our Archdiocesan office or agency staff.

We trust that in your work with us you will experience personal development and spiritual growth. May God bless you and your service of His Church and may Our Blessed Mother Mary walk with you each day.

Sincerely in Christ,

Most Reverend Gustavo Garcia-Siller, M.Sp.S.
Archbishop of San Antonio

Most Reverend Michael Boulette, D. Min.
Auxiliary Bishop, Vicar General and
Moderator of the Curia

Most Reverend Gary W. Janak
Auxiliary Bishop, Vicar General and
Chancellor

History of the Archdiocese of San Antonio

The first recorded Mass in Texas was offered on May 16, 1675 during the Bosque de Larios expedition at a site north of present day Del Rio. In 1718, Fray Antonio de Olivares moved the Mission of San Francisco Solano, located near the Old Presidio of San Juan Bautista to San Antonio de Padua near the San Pedro Springs. He renamed the mission San Antonio de Valero and this mission later became known as the Alamo.

Later, in 1720, Fray Antonio Margil de Jesus founded the Mission of San Jose y San Miguel de Aguayo a few miles south of Mission San Antonio de Valero. In 1731, the east Texas missions were relocated along the San Antonio River. These included Mission Nuestra Señora de la Purisima Concepcion de Acua, Mission San Juan Capistrano, Mission San Francisco de la Espada. On May 9, 1731, the cornerstone for the first parish church, San Fernando, was laid and after much effort to raise money, the church was completed in 1749. Around 1793 the church was secularized with the Mission of San Antonio de Valero becoming barracks for Spanish soldiers. The property of the other missions was divided among the Native Americans.

On May 4, 1847, the Diocese of Galveston was created with Odin appointed Bishop which originally spanned more than 104,000 square miles. Bishop Odin successfully restored the former church lands to the Church by an act of the Texas Legislature in 1841. On April 19, 1861 Bishop Odin was named Archbishop of New Orleans and Fr. Claude Dubai's was appointed the second bishop of Galveston, Bishop Dubis served during the Civil War and Reconstruction.

As the Catholic population grew in Texas, the Vatican decided a second diocese was needed and on August 28, 1874, the Diocese of San Antonio was established by Papal Decree. The new diocese was named in honor of St. Anthony and its episcopal see designated as San Antonio. On September 2, 1874, Pope Pius IX named Father Anthony Pellicer as the first bishop of this new diocese. Bishop Pellicer had increased the Catholic population from 30,000 to 47,000; the number of churches to fifty; the chapels to eight; and the priests to serve them to thirty eight. He died on April 14, 1880. Following his death, the then-current Vicar General, Father John Claude Neraz was selected to be the new bishop. Bishop Neraz is remembered, among other accomplishments, for selling the Alamo to the state of Texas for \$20,000 and was the first bishop to be consecrated in San Fernando Cathedral.

Father John Anthony Forest succeeded Bishop Neraz as third bishop of San Antonio. During his fifteen years as bishop he built and expanded the diocese with flourishing religious congregations and educational institutions also grew. After Bishop Forest, Father John William Shaw was appointed as the fourth bishop of San Antonio. Bishop Shaw served for seven years and founded St. John's Seminary, built an orphanage, and managed the church during the early part of the Mexican Revolution.

Fr. Arthur Drossaerts was named the fifth bishop and first Archbishop of San Antonio on December 8, 1918. On August 3, 1926 the Church in San Antonio was raised to Metropolitan status for the province of five suffragan dioceses elevating Bishop Drossaerts to Archbishop. Archbishop Drossaerts worked on the preservation of the old Spanish Missions, continued a policy from Bishop Shaw of offering hospitality to refugees from religious persecution in Mexico during the revolution and guided the Church through the Great Depression until his death in 1940.



Coat of Arms of the Archdiocese of San Antonio

The insignia of the Archdiocese of San Antonio shows the large cross of Christ Faith, its center enlarged and squared to receive the cross peculiar to St. Anthony, called by heralds the TAU cross because of its resemblance to the Greek letter of that name.

It is derived from the short crutch which the saint slipped under one arm to support his tired body during long vigils. Above the cross is the 'Lone Star' of the State of Texas.

Crowning the Shield is the Miter, the liturgical headdress worn by bishops as a symbol of their special dignity and prominence in the church.



History of the Archdiocese of San Antonio Cont'd

The second Archbishop of San Antonio was Robert E. Lucey who was installed in San Fernando Cathedral on January 24, 1941. Archbishop Lucey expanded the Church's role in education and social welfare. He integrated the Catholic schools in 1954, promoted membership in unions and other organizations that advanced Hispanic people. He retired on June 4, 1969 after twenty-eight years as Archbishop.

On August 6, 1969, Francis J. Furey became the third Archbishop and became the first in the nation to be given the authority by the Holy See to designate laymen as extraordinary ministers of Holy Communion. The San Antonio Missions National Historical Park was established on November 10, 1978 in partnership with the Texas Parks and wildlife Department, the San Antonio Conservation Society, and the United States Department of the Interior. This collaborative venture was aimed at the preservation of the Missions.

Shortly after Archbishop Furey's death in 1979, Bishop Patricio F. Flores, Bishop of El Paso, was named fourth Archbishop of San Antonio. He had previously served for a short time as Auxiliary Bishop of San Antonio and when named to this position in 1970, was the first Mexican American Bishop in the United States. One of his best known accomplishments was having St. Pope John Paul II visit San Antonio in 1987. In 2004, Archbishop Flores retired and on December 29th, Bishop José H. Gomez, Auxiliary Bishop of Denver, was named fifth Archbishop of San Antonio. In 2006, San Fernando commemorated its 275th anniversary and Pope Benedict XVI proclaimed a jubilee year and in 2007, the Archdiocese marked the 20th anniversary of the Pope's 1987 visit.

Archbishop Gomez had a strong commitment to Catholic education and he created the Archbishop's Medallion to honor one senior student from each of the Catholic High Schools, he also created the Catholic Community Foundation, Hope for the Future, and the reconstituting the Mexican American Cultural Center as the Mexican American Catholic College reinvigorating its focus on the development of Hispanic ministers and ministry. The new residence hall at Assumption Seminary, Flores Hall, was built and dedicated as well along with a new residence for the Archbishop.

The sixth Archbishop of San Antonio, Archbishop Gustavo Garcia-Siller, M.Sp.S. was installed on November 23, 2010. He had previously served as Auxiliary Bishop in Chicago. After his installation, he visited each of the deaneries, celebrating Mass in each and spending time with the people. His early days were spent visiting parishes and getting to know his priests and people. In order to set the direction for the Archdiocese, Archbishop Gustavo initiated a visioning process which lasted over a year and involved listening sessions all over the archdiocese. This process resulted in the articulation of the Archdiocesan vision, priorities, and goals.

Archbishop Gustavo is committed to working for unity in the Archdiocese and on the first Saturday of each November, he convenes the Archdiocesan Assembly. Parishioners from all over the archdiocese gather for prayer, instruction, socializing and celebration of their Catholic faith. He has strengthened Catholic Charities and made it a major player in addressing the ongoing and pressing challenges presented by current emergencies which include immigration, human trafficking, human life, rising housing costs and overall poverty. In 2017, after more than sixty years, he launched a capital campaign, *!On the Way – Andale!*, to raise needed funds for future growth and development.



Faith and Morals Policy

All Christ's faithful people, by virtue of their baptism, are called by God to contribute to the sanctification and transformation of the world. They do this by fulfilling their own particular duties in the spirit of the Gospel and their Christian missionary discipleship. Serving in the Church is a path of Christian discipleship to be encouraged. Those who work within our Church structure continue the mission and ministry of Christ. Their service is unique and necessary for the life and growth of the Church. This has been our tradition from the beginning, as echoed in the words of St. Paul who worked with and relied on other men and women in the work of spreading the Gospel. St. Paul was known to acknowledge and thank them, at time calling them, "my co-workers in Christ Jesus" (Romans 16:3-16).

The people of our Church need the service of dedicated leaders who minister with a clear knowledge and proper understanding of the teachings of the Church and with a firm adherence to those teachings, and whose words and deeds are in conformity with the Gospel. While this is true of priests, deacons and religious, it is no less true of the lay faithful who are employed or otherwise serving in our parishes, Catholic schools and other institutions, as co-workers in the vineyard of the Lord.

Persons associated with the ministry of the Church are rightly expected to be practicing Catholics whose faith is an essential part of their daily lives, and who participate fully in the communal worship and life of the Church. We recognize non-Catholic persons are also called by the Lord to stand before the world as a witness to his love, either implicitly or explicitly. We, therefore, welcome collaboration with such persons of good will who share our Catholic vision. Those non-Catholics who collaborate with us in our work and ministry must understand the teachings of the Catholic Church and uphold the Catholic vision on important social, moral and ethical issues.

Our Catholic religious beliefs provide the basic framework for our moral, ethical and social teachings. It is important for anyone interested in collaborating with us in our work and ministry to have an understanding of these teachings.

The Catholic Church has a special commitment to the poor, the oppressed and the immigrant. We are committed to promoting a "Culture of Life" from the moment of conception to the moment of natural death. We believe in the inherent dignity of the human person, created in the image and likeness of God, and possessing basic rights endowed by God, including the right to life, the right to religious liberty, and the right to be treated justly with dignity and respect. We believe that conjugal love and human procreation are gifts from God to be shared only by those joined in marriage. In addition to following particular ecclesiastical laws that govern the marriage of Catholics, we believe that marriage in all cases is a covenant by which a man and a woman establish between themselves a partnership of the whole of life and which is ordered by its nature to the good of the spouses and the procreation and education of offspring. We believe that all persons are called by God to live chaste lives by



virtue of their own dignity and according to their state of life. We believe in the right of workers to just working conditions and, to just wages and benefits. We oppose all forms of oppression and exploitation, including racism, sexism, pornography, sexual abuse and harassment, and unlawful discrimination.

The Catholic Church embraces everything contained in God's word, written or handed down in Sacred Tradition and proposed as divinely revealed and calling for faith and, as well, all authoritative teaching on faith and morals. We reject anything contrary, including:

- Abortion, euthanasia, assisted suicide, and the unnecessary use of capital punishment;
- Pornography and obscenity, adultery, cohabitating in sexual relationships of any nature outside of marriage and homosexual activity;
- Any restriction of religious liberty;
- Violence or the use of force to resolve social, political or religious problems.

Must Church employees, volunteer ministers, and members of leadership boards share the Church's vision and witness the Catholic faith in their life and work?

Yes. Every member of the Church must stand before the world as a witness to the life and resurrection of the Lord Jesus. This is particularly important for those persons who work and minister in the name of the Church. In our daily affairs and our work, we, as faithful disciples of the risen Christ, must be guided by a Christian conscience, since even in secular business there is no human activity that can be withdrawn from God's dominion.

Does the obligation to share the Church's vision also pertain to employees who are not Catholic?

Yes. Even if a person is not Catholic, he or she remains called by the Lord to stand before the world as a witness to God's love.

We are all affected by sin, and except in cases where our actions violate specific policies or place at risk vulnerable persons, personal sin for which we have repented is not ordinarily an obstacle to ministry or employment within the Church. At the same time, persons who do not witness to the teachings of the Church, by virtue of their voiced or publicly lived objections, do not meet the basic criteria to work in the Church.

Those unable to authentically witness the Catholic faith by their lives may wish to reflect and seek pastoral guidance in order to exercise their ministry or be employed by the Church. They may also wish, through learning opportunities offered by the Archdiocese of San Antonio, to come to understand and support the Church's teaching.



PROCLAMATION OF THE PASTORAL VISION OF THE ARCHDIOCESE OF SAN ANTONIO

To all of Christ's faithful people, the priests, deacons, consecrated women and men religious, and lay faithful of the Archdiocese of San Antonio:



LIVING AS A SYNODAL CHURCH
COMMUNION. PARTICIPATION. MISSION.

ON THE 18TH DAY OF MAY, 2013, as we gathered at San Fernando Cathedral to celebrate the Feast of Pentecost, I proclaimed in your presence, a Pastoral Vision for the Archdiocese of San Antonio:

ENCOUNTERING CHRIST

UNITED AS CHURCH

SENT BY THE SPIRIT

This vision celebrates who we are and places before us the question put to Peter in Jerusalem on the first Pentecost, "What must we do?" (Acts 2:37) As we are called into discipleship through the encounter with Christ, we cannot be passive. Illumined by the guiding principles and spirit of the Apostolic Exhortation *Evangelii Gaudium*, we recognize that our following of the Lord calls us to build a welcoming Culture of Encounter as disciples and missionaries as well as, recently summoned by the invitation of Pope Francis to live as a Synodal Church:

Seeking to live in sacramental communion with one another, the Archdiocese of San Antonio exists to make disciples and missionaries of Jesus Christ to prepare for the promise of Eternal Life.

Living deeply our core values of:

Prayerfulness

We conform our lives to Christ through faithful meditation on God's will and loving presence as we fulfill the responsibilities of discipleship.

Stewardship

Always grateful for the resources entrusted to us, we use them wisely, being transparent and responsible to God and one another.

Unity

Grounded in the Eucharist, we embrace diversity among persons, cultures and apostolates, and foster the bonds of charity that reflect the Trinitarian relationship of God, creating a culture of encounter that leads to communion.

WE CONTINUE TO BE LED BY THE HOLY SPIRIT to whom we each consecrated ourselves and together consecrated our Archdiocese of San Antonio. We continue to experience great pastoral growth. As I consider our shared progress, I am grateful for you and proud of you. Together, we are energized by the spirit of the V Encuentro and the zeal for modeling a Listening Church, the Holy Spirit has provided confirmation for this course, sending us to share the fruits that have been bestowed upon us. You have also encouraged me to continue focusing on our priorities already proclaimed:

PRIORITIES

THE NEW EVANGELIZATION

Through our shared encounters with Christ, proclaiming the Good News with joy, zeal, and renewed spirit!

CATECHESIS AND FORMATION

Growing in faith and in knowledge of Jesus Christ through our shared encounter!

YOUTH AND YOUNG ADULTS

As Missionary Disciples, strengthened by our shared encounters with Jesus Christ!

I also heard you express the individual concerns and dreams of your parishes, schools, and families. You desired to see this vision come to life in particular ways in your own parishes. I believe that our unity in vision and purpose will be expressed most effectively and most energetically in the context of each parish's particular character and needs.

ON THIS SOLEMNITY OF THE ANNUNCIATION OF THE LORD, I invite each parish to embrace this call of becoming a Synodal Church and continue working on your previously identified parish goals. When they are met, I encourage you to discern new ones that are also in alignment with the priorities and vision that we share in the unity of our Pastoral Vision. These are supported by our Capital Campaign, all achieved in a Culture of Encounter for a Church that strives to listen more and from that listening discern God's will for us and our mission. I commend you for the goals you have achieved, especially those serving the needs of the most vulnerable among us.

I commit my continued support for each dean and each pastor as you lead this new phase of our Pastoral Vision. I also offer you the ongoing support of the Pastoral Ministry Center in this process. I hope that each person in the Archdiocese will embrace this revised vision as a way of being in our local Church. I invite all communities of faith: families, Catholic schools, universities, associations, and communities of consecrated women and men to join us as we, compelled by the Holy Spirit, live as a Synodal Church.

Therefore, IN THE PRESENCE OF GOD'S HOLY PEOPLE, I, Gustavo Garcia-Siller, a Missionary of the Holy Spirit, the sixth Archbishop of this local Church, on the occasion of the Solemnity of the Annunciation of the Lord, hereby renew these strategies so that we may live out our Mutually Shared Vision for Missionary Discipleship in a Culture of Synodal Encounter in our beloved Archdiocese of San Antonio. SIGNED AND SEALED in San Antonio, Texas on the 25th day of March, 2022. ¡Ven Holy Spirit Ven!

+ Gustavo Siller
m.sps

MOST REVEREND GUSTAVO GARCÍA-SILLER, MSPS
ARCHBISHOP OF SAN ANTONIO



REVISED PROCLAMATION MAR 25, 2022

+ Gary W. Janak

MOST. REVEREND GARY W. JANAK, JCL
CHANCELLOR



Notice to Employee

The following are the personnel policies and procedures for archdiocesan personnel in the Archdiocese of San Antonio herein known as “ArchSA”. It is the responsibility of all ArchSA employees to abide by these policies and procedures. The ArchSA reserves the sole right to change, modify, suspend, interpret or cancel this handbook and any of the policies or practices of the ArchSA, in whole or in part. When feasible, changes will be set forth in writing and properly publicized before implementation. A copy of this handbook of policies and procedures will be made available to all personnel.

It is expected that, to the maximum extent possible, all ArchSA personnel to include all individuals whom perform work or volunteer on behalf of the ArchSA adhere to these policies to the extent the policies are not in conflict with canon law or other applicable laws, letters of agreement or contracts. Although these policies were revised within the context of the ArchSA Pastoral Ministry Center structure, the procedures are written in such a manner as to be applied within all ArchSA entities. It is the inherent responsibility of the appropriate pastor, principal, or agency director to ensure these procedures are implemented and enforced at the local level.

By virtue of creating this employee handbook, the ArchSA in no way surrenders its civil law rights. Nothing in this Employee Handbook creates or is intended to create an agreement promising or guaranteeing employment for any specific period of time, any particular work location, position, compensation, benefit, working condition, employee benefit, fringe benefit, or other privilege of employment. All ArchSA personnel are considered at-will employees and may be terminated at any time.



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Closing Letter from Human Resources/Employee Handbook Acknowledgment and Receipt



Section 1: Employment

1.01 – Employment at Will

Employment with the ArchSA is at will. This means that either the employer or employee can terminate employment with the ArchSA at any time, for any reason or no reason, with or without cause, and with or without advance notice. This also means that compensation, benefits, job title, duties and responsibilities, and other terms and conditions of employment are subject to change at the discretion of the ArchSA.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period or for any purpose.

1.02 – Equal Employment Opportunity

The ArchSA provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ethnicity/national origin, sex, marital status, pregnancy, age, disability, use of family and medical leave, military status or genetic information except where disability or religion relate to bona fide occupational qualifications. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

The ArchSA reserves the right to make employment decisions based on the principles of Catholic moral teaching, religious preferences, and other religious needs, criteria, and policies.

1.03 – Americans with Disabilities Act of 1990 (ADA)

The ArchSA is committed to the fair and equal employment of individuals with disabilities under the ADA. It is the ArchSA policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the organization. The ArchSA prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may initiate a request for an accommodation from the Human Resources Office and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The ArchSA then will review and analyze the



request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, or if any other possible accommodations are appropriate. The ArchSA is not required to make a specific accommodation requested by an employee and may be able to provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the ArchSA. The employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of the ArchSA to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. The ArchSA prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should follow the procedures described in the Harassment in the Workplace section to report any harassment, discrimination, or retaliation they have experienced or witnessed.

1.04 - Pregnant Workers Fairness Act (PWFA)

As required by the federal Pregnant Workers Fairness Act (PWFA), the ArchSA will provide reasonable accommodations to employees and applicants with known limitations related to pregnancy, childbirth or related medical conditions, unless the accommodation will cause undue hardship to ArchSA operations. An employee or applicant with a limitation may initiate a request for an accommodation from the Human Resources Office and should specify what accommodation is needed and submit supporting documentation, to the extent permitted and in accordance with applicable law. The ArchSA then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, or if any other possible accommodations are appropriate. The ArchSA is not required to make a specific accommodation requested by an employee and may be able to provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the ArchSA. The employee is responsible for providing medical documentation regarding the limitation and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of the ArchSA to prohibit harassment or discrimination based on limitation and/or disability or because an employee has requested a reasonable accommodation. The ArchSA prohibits retaliation against employees for exercising their rights under the PWFA or other applicable civil rights laws. Employees should follow the procedures described in the Harassment in the Workplace section to report any harassment, discrimination, or retaliation they have experienced or witnessed.



1.05 – Age Discrimination in Employment Act of 1967 (ADEA)

The ArchSA complies with the Age Discrimination in Employment Act of 1967 (ADEA), prohibiting workplace discrimination based on age. The ArchSA will not discriminate regarding hiring, promoting, discharge, wages, job training, benefits or any other aspect of employment against any qualified applicant or employee who is 40 years of age or older.

1.06 – Fair Labor Standards Act of 1938 (FLSA)

The ArchSA complies with the Fair Labor Standards Act (FLSA). The FLSA is the federal law that sets standards for child labor, minimum wage, overtime pay and equal pay (added under the 1963 Equal Pay Act) for men and women performing the same jobs.

1.07 – Provide Urgent Maternal Protections Nursing Mothers Act (PUMP Act)

The ArchSA complies with the FLSA and provides reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. The ArchSA provides a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

The ArchSA provides paid break time of up to 30 minutes every 4 hours to nursing employees to express breast milk. Non-exempt employees taking breaks beyond 30 minutes every 4 hours will be unpaid and recorded on timesheets. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, tampering or loss.

1.08 – Immigration Reform and Control Act of 1986 (IRCA)

In compliance with federal immigration laws, the ArchSA only hires workers who are and continue to be eligible to work in the United States. All employees hired after November 6, 1986 are required, as a condition of employment, to document this eligibility by completing Form I-9: Employment Eligibility Verification. The ArchSA participates in the federal E-Verify program.

The IRCA requires employers to certify (using the I-9 form) within three days of employment the identity and eligibility to work of all employees hired. Employees who do not provide appropriate documentation to verify employment eligibility by the end of the third day cannot continue employment or be hired.

The IRCA also prohibits discrimination in employment-related matters on the basis of national origin or citizenship. Discriminatory actions include, but are not limited to, requesting additional documents beyond those required, refusing to accept valid documents or consider



an applicant who is suspected of being an illegal alien or harassing or retaliating against employees for exercising their rights under the law.

1.09 – Employee Orientation

The Human Resources Office or the respective location will conduct a general orientation regarding employment, benefits, job description, responsibilities, and policies and procedures within the ArchSA. All employees should review and sign a job description within the first 30 days of hire.

1.10 – Initial Period of Employment/Introductory Period

The 90-day introductory period applies to new hires, former employees rehired more than one year after separation, employees moving from one location to another and/or promoted into new roles. This is a time for the employee to familiarize themselves with the work environment, fellow employees, leadership and their job duties and responsibilities. At the end of this period a performance review may be conducted to determine job fitness. If job expectations are not met during the introductory period the supervisor, in consultation with Human Resources, may extend introductory period for an additional 30 days or may lead to a separation of employment. Completion of the introductory period does not guarantee employment with the ArchSA for any length of time. Employment with the ArchSA is at will.

During the introductory period, new and rehired employees will not be eligible to utilize paid time off. Paid time off will still accrue at the employee's specified rate and can be used after the 90-day period (See Absences and Time Off for clarification).

1.11 – Background Check

In compliance with the Fair Credit Reporting Act (FCRA), the ArchSA will conduct background checks on all ArchSA personnel to include all individuals who perform work or volunteer on behalf of the ArchSA.

Prior to performing work on behalf of the ArchSA, employees, prospective employees, and volunteers will be required to submit to a criminal background check. A prior criminal conviction is not an absolute bar to employment, and all relevant factors will be considered in accordance with the law and the policies of the ArchSA.

All background checks will be conducted in accordance with local, state, federal and canon law where applicable, including the provision of appropriate notices to unsuccessful applicants, as required by law or regulation. All ArchSA personnel are responsible for notifying Human Resources of any criminal convictions while employed with the ArchSA. All personnel will be required to renew and authorize a criminal background check every 3 years.



1.12 – Employment of Relatives (Nepotism)

The ArchSA generally permits the employment of employee relatives, and each instance will be reviewed by Human Resources on a case by case basis. Relatives will not be employed or contracted in positions in which conflicts may arise, including but not limited to:

- actual or perceived conflicts of interest would be created;
- a direct reporting relationship would exist;
- one employee would occupy a position which would have influence over the other's employment and/or salary administration and
- one employee would have access to the personnel records of the other.

Definition of Relative – A relative is defined as a spouse, parent, children or stepchildren, siblings (including adopted, half, and “step”), grandparents, in-laws, aunts, uncles, nieces, nephews, cousins, and any individual living within the employee's household regardless of relation.

Should a relative relationship develop or occur while employed with the ArchSA, both employees should notify Human Resources immediately, failure to notify Human Resources may result in disciplinary action up to and including termination. When the relationship occurs or is discovered during employment, the Supervisor, Department Head, Priest, Principal, or Agency Director, in consultation with Human Resources, will determine the disposition of the affected employees. Similarly, management will contact Human Resources if the situation creates an actual or perceived conflict of interest.

If a situation that runs contrary to this policy is created due to a promotion, transfer, or marriage, the affected individuals will have two (2) months to settle the issue voluntarily, to include a transfer (provided a vacancy is available, the employee applies for the position, and is selected for the position) or resignation. If the individuals are unable to resolve the issue on their own, the Human Resources Office will review it at the end of the two-month period and make a determination. Human Resources will assist the Supervisor, Department Head, Priest, Principal, or Agency Director in making the necessary personnel decision, which may include the termination of one of the employees. The decision will be based on the business needs of the ArchSA.

1.13 – Confidentiality

Due to the nature of the work of the ArchSA, much of the business conducted in the office is extremely confidential. Confidential information is information and data of any kind concerning matters affecting or relating to the ArchSA, the operations of the ArchSA, and/or the plans, processes, issues, records, finances, personal details or other data of the ArchSA not generally known or available outside of the ArchSA. By accepting employment, an employee agrees that the ArchSA will own all inventions that, in its opinion, are made on company time or with company assets, that relate to the ArchSA business, or that are required to meet its obligations,



and that the employee will assist the ArchSA in perfecting and protecting its title to these inventions.

This policy outlines how the ArchSA expects employees to protect the confidentiality of any information or materials obtained through employment with the ArchSA.

- Employee will hold the confidential information received from the ArchSA in strict confidence and will exercise a reasonable degree of care to prevent disclosure to others
- Employee will not disclose or divulge either directly or indirectly the confidential information to others unless first authorized to do so in writing by the ArchSA management
- Employee will not reproduce the confidential information nor use this information for any purpose other than the performance of his/her duties for the ArchSA
- Employee is prohibited from falsifying or discussing confidential information with an outside source
- Employee will, upon request or upon termination of his/her employment with the ArchSA, deliver to the ArchSA any drawings, notes, documents, equipment, and materials received from the ArchSA or originating from employment with the ArchSA
- The ArchSA reserves the right to take disciplinary action, up to and including termination of employment, for violations of this policy in addition to pursuing civil or criminal penalties
- This policy will be interpreted under and governed by the laws of the State of Texas.

1.14 – Personnel Files

The ArchSA is required to maintain accurate and secure records which generally contain all initial hiring, pay and performance documents, etc. Various records are maintained in files other than personnel files including but not limited to payroll and medical records. All medical files are to be maintained in compliance with the Health Insurance Portability and Accountability Act (HIPAA). Personnel files will be maintained and stored electronically in the ArchSA Human Resources Information System (HRIS), Paylocity. Information needed for business and legal purposes will be contained in the files and is confidential property of the ArchSA. Personnel files are not to be removed or deleted without authorization from the Human Resources Director. An employee, Supervisor, Department Head, Priest, Principal, or Agency Director may view personnel files during regular scheduled office hours with advance written notice.

Access will be given to government agencies, pursuant to a legal requirement, court order or subpoena and may be given to third parties with written authorization. Under no circumstances will an employee alter or remove any information. Employees are responsible for informing the Human Resources/Location Office of any changes in their personnel status that may alter payroll or benefits status immediately. All notices, including those required by law, will be sent



to the last address on file. All changes must be submitted through the Paylocity self-service portal.

Section 2: Hiring Policies/Practices

2.01 – Selection of Personnel

Applicants interested in employment with the ArchSA must be at least 18 years of age. The selection of personnel will be made by an objective evaluation of each applicant to ensure that all recruitment is conducted in an ethical, professional, and non-discriminatory manner. In most cases employment opportunities will be posted through the ArchSA applicant tracking system for a minimum of three days in compliance with best business practices.

In an effort to encourage and promote career development and professional advancement, the ArchSA will consider internal applicants who meet the requirements of the position. Performance and attendance will be factors considered in determining eligibility. While evaluating an internal applicant for a position, written evaluations and references provided will be held in confidence by all hiring officials and staff.

2.02 – Rehiring Former Employees

Applications received from former employees will be processed and given the same consideration as external applicants. The ArchSA will review the personnel files and circumstances surrounding a prior termination of employment with the ArchSA to determine eligibility for rehire.

2.03 – New Position at a New Location

Employees interested in applying for another position within any of the ArchSA entities must be in their current position for at least 90 days, be in good standing with no attendance, performance or disciplinary issues and give appropriate notice (see Separation from Employment for clarification). Employees hired into another ArchSA location will have vacation leave paid out following the maximum rollover amount. Sick leave will not be paid out or transferred to the new location (See Absences and Time Off for clarification). There will be no gap in coverage for any benefit eligible employee starting at the new location within the same month.

2.04 – Shared Employees

Current employees who wish to apply for additional employment within the ArchSA must seek approval from their current immediate supervisor and Human Resources. A written shared agreement must be completed and submitted to Human Resources for review to ensure compliance with federal and state labor laws. Contact Human Resources to obtain the required documents to submit a shared agreement.



An employee is not permitted to hold more than one full-time position with the various entities that comprise the ArchSA. (e.g., Pastoral Ministry Center, Catholic Charities, Mexican American Catholic College, Mission Concepcion Sports Park, Catholic Cemeteries, Assumption Seminary, parishes, schools, etc.)

While there is no set limit to the total hours to be worked per week, we encourage supervisors to consider the personal commitments of employees and ensure a proper work life balance.

Typically, a regular work week is comprised of 40 hours worked per week. Per the Fair Labor Standards Act (FLSA) any non-exempt employee working beyond 40 hours per week is paid at an overtime rate of time and a half. Overtime will be paid at the rate of the job and by the location in which the overtime was earned.

If an employee is hired as a part-time employee at more than one location, then the location in which the employee works the most hours on a regular basis will assume responsibility for administration of any applicable benefits and be considered the primary location. The primary location will invoice the other location(s) for reimbursement of benefits on a pro-rated basis.

Employees who work 30 or more hours per week through combined ArchSA employment at multiple locations will be offered health insurance benefits. The health insurance will be effective when the employee becomes benefit eligible as per the Affordable Care Act (ACA).

Example of full-time eligibility for health insurance benefits:

- Part-time hours at location 1 – Working 5 hours a week
- Part-time hours at location 2 – Working 25 hours a week

Part-time employees who work at least 20 hours per week at one location will be eligible for pro-rated vacation, sick, holy day and holiday time (see Absences and Time Off for further clarification).

A written shared agreement must be completed and submitted to the Human Resources Office for review to ensure compliance with federal and state labor laws. The agreement must document all terms of the arrangement including, but not limited to, the designation of the employee's primary location, the expected work schedule for each location, the amount and schedule for repayment of health insurance benefits between multiple locations. All shared agreements must be submitted to Human Resources and reviewed prior to the employee starting employment with additional locations. Employee performance issues including but not limited to disciplinary action and termination at one location, will be applicable to all additional locations.

Contact Human Resources to obtain the required documents to submit a shared agreement.



Section 3: Compensation

Compensation is based on the duties and responsibilities of the role, skills and experience, and job performance as described in the job description.

3.01 – Employment Status Definitions

In order to determine eligibility for benefits and overtime status and to ensure compliance with local, federal, state laws and regulations, the ArchSA classifies its employees as shown below. The ArchSA may review or change employee classifications at any time.

- Full-Time – Employees who regularly work a minimum of 30 hours weekly and maintain continuous employment status. Full-Time employees are eligible for participation in all benefit programs offered through the ArchSA and are subject to the terms, conditions, and limitations of each benefit program.
- Part-Time – Employees who regularly work 29 hours or less per week, and maintain continuous employment status. Part-time employees who work at least 20 hours weekly are eligible for some benefits offered through the ArchSA and are subject to the terms, conditions, and limitations of each benefit program.
- Temporary – Employees who are hired for a period not to exceed three months and who are not entitled to regular benefits. All temporary employees will have a start and end date stated on their offer letter when first hired. The assignment may be extended based on business need if found necessary by a management official and approved by Human Resources. If there is no approved extension an employee will automatically be terminated. Employment beyond any initially stated period does not in any way imply a change in employment status. A temporary employee may work full-time or part-time hours.
- Seasonal – Employees who are hired for a specific period of time for a specific season. Seasonal employees (i.e. Coaches, Vacation Bible Study staff, etc.) are not entitled to benefits.

3.02 – Employment Classification

In accordance with the Fair Labor Standards Act, all employees are classified as exempt or non-exempt. This classification determines the eligibility for overtime pay. The following guidelines apply:

- Exempt - Employees who are employed in positions of a executive, administrative, or professional nature as prescribed by federal and state labor statutes and which are exempt from overtime pay. These employees are not paid hourly but rather paid by salary and are not eligible for overtime time pay for hours worked in excess of 40 hours during the work week.



- Non-Exempt - Employees who are employed in positions of a clerical, technical, or service-oriented nature as defined by statutes and are covered by provisions for overtime pay. These employees are paid on an hourly basis and are eligible to receive overtime pay for working more than 40 hours per week.

3.02.1 – Overtime

On occasion, employees may be asked to work overtime. The scheduling of overtime will be offered in advanced based on business needs. Overtime is actual hours worked in excess of 40 in a single workweek. Non-exempt employees will be paid overtime compensation at the rate of one-and one-half times (1.5) their regular rate of pay for all hours worked over 40 hours in a single workweek. Paid leave, such as holy days, holidays, vacation, sick, bereavement time, and jury duty do not apply towards work time.

All overtime work must be approved in advance by a supervisor or manager and documentation must be submitted to the payroll administrator by the Friday before the assigned pay date. Unapproved or unauthorized overtime worked may result in disciplinary action up to and including termination of employment.

3.02.2 – Guidelines for Exempt Employees

- Exempt employees who work more than 40 hours in a work week, do not receive overtime pay or compensatory time off.
- A supervisor may choose to grant flex time within the pay period to an exempt employee(s) who is continuously working in excess of 40 hours per week for special projects or events.
- This time does not accrue, cannot be banked, and is in no way intended to be an hour-for-hour exchange. There is no payout for “flex” time at separation.

Section 4: Pay Administration

4.01 – Payroll

The ArchSA complies with the Fair Labor Standards Act (FLSA) with respect to all payroll policies and procedures. All lay employees within the ArchSA are paid on a bi-weekly basis and priests are paid monthly. The standard workweek is from Saturday through Friday. The pay period ends the week before the scheduled pay date. Employees are paid through direct deposit. Any edits regarding pay need to be submitted through the Paylocity self-service portal by the Friday prior to the assigned pay date.

All employees must accurately report and approve all time worked in the Paylocity self-service portal. In compliance with the FLSA, non-exempt employees are required to enter and approve hours worked in real time to include all arrivals and departures. Under no circumstances



should an employee enter and approve another employee's hours. Employees are responsible for reviewing their own pay statement and reporting any errors or discrepancies on paychecks to the local payroll administrator. A payroll schedule is available through the Paylocity self-service portal.

4.02 – Deductions

Payroll deductions for employees are made in accordance with federal, state, and local laws. An employee must authorize other personal payroll deductions. For wage garnishment purposes, the ArchSA must withhold funds from an employee's paycheck according to an established formula when garnishments, levies, or support orders are received. Withholdings will cease upon receiving proper notification from the submitting organization.

If an employee believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to the payroll administrator. The report will be promptly investigated and if it is found that an improper deduction has been made, the employee will be reimbursed for the improper deduction.

4.03 – Business Expense Reimbursements

This policy establishes the reimbursement procedures for travel, professional development, entertainment, hospitality, and other ministry expenses ("business expenses") incurred during the conduct of Church business. It is policy to reimburse employees only for ordinary, necessary, and reasonable expenses when directly related to the ministry of the Church.

This policy applies to each ArchSA entity, defined as parishes, schools, cemeteries, agencies, offices, organizations, and ministries, herein referred to as "Entity", which includes:

- Individuals authorized to expend Diocesan funds, regardless of the source of funds
- Employees who make entertainment arrangements for their entity or the ArchSA
- Employees who review, approve, process, or record business expenses
- Employees authorized and using an entity-issued credit card for business travel

This business expense reimbursement policy meets the Internal Revenue Service (IRS) definition of an accountable plan. As a result, expenses and reimbursements that conform to this policy are not reported as taxable income to the individual.

Definitions

Directly-related

- There is the expectation of deriving some current or future benefit for the Church;
- The employee is actively engaged in a meeting or activity necessary to the performance of the employee's job duties; and
- There is a clear ministry purpose for the expense



Reasonable

- Business expenses that are conservative and consistent with an employee's normal living standards under the auspices of good stewardship for the financial resources for which we are entrusted.
- Employees are expected to exercise prudent judgment regarding expenses covered by this policy.

The Entity should advise that those who travel on church business or are reimbursed for other expenses make every effort to keep costs within reasonable limits and to follow consistent policy and procedures with respect to the reimbursement of these expenses. The provisions of this policy must be applied consistently to all reimbursable expenses incurred by individuals, whether lay employees, volunteers, deacons, seminarians or priests. Additional restrictions may apply to travel expenses funded by grants.

Classification of Reimbursable Expenses

Reimbursable Expenses

- Lodging
- Airfare
- Reasonable airline luggage fees for one checked bag
- Train fare, bus, taxi, and related tips
- Meals, including tips between 15-20%
- Business telephone, fax, and internet connection costs
- Rental of meeting rooms, presentation materials, and resources
- Car rental or Mileage for use of personal vehicle (see Mileage Reimbursement Policy)
- Parking and tolls
- Conference and convention fees
- Business meals for others-related to the mission of the Church

Non-reimbursable Expenses

- Alcohol
- Meals in excess of the ArchSA -stated per diem
- Food supplements
- Tips in excess of 20%
- First class airfare
- Upgrades (air, hotel, car, etc.)
- "No-show" charges for hotel and car service
- Insurance costs such as life insurance, flight insurance, personal automobile insurance and baggage insurance
- Lost baggage
- Loss or theft of cash advance money, airline tickets, personal funds or property



- In-flight movies or refreshments
- Hotel room movies and other forms of personal entertainment
- Movies, newspapers, magazines
- Additional personal excursions, meals, entertainment associated with a conference but not mandatory to the conference content or training subject
- Purchase of luggage or briefcases
- Toiletries
- Child care costs and/or pet care costs
- Airline club dues
- Program dues for frequent flier miles, hotel, and car rewards
- Personal grooming services (barbers, hairdressers and shoe shines)
- Fines, parking tickets or traffic violations
- Personal automobile maintenance and repairs (see Norms for Priest Compensation regarding reimbursements to priests)
- Personal clothing
- Dry cleaning/clothes laundering
- Personal credit card annual fees, late fees or interest
- Personal telephone charges

For more information regarding business related expenses, reference the Business Expense Reimbursements Policy.

Section 5: Benefits

The ArchSA recognizes the value of benefits to employees and their families. The ArchSA supports employees by offering a comprehensive and competitive benefits program. Eligible employees are offered a wide range of benefits according to the terms and condition of each applicable benefit plan. Types of coverage included:

- Medical
- Dental
- Vision
- Life Insurance/Accidental Death and Dismemberment (AD&D)
- Short-Term Disability (STD) and Long-Term Disability (LTD)
- Pension and Retirement plan
- Employee Assistance Program (EAP)

Benefits are subject to change or be discontinued at any time at the discretion of the ArchSA, unless otherwise required by applicable law. Employees will be given notice of any changes to benefits in advance when possible. For more information regarding benefit programs, please refer to the benefit guide in the Paylocity self-service portal.



5.01 – Benefit Eligibility

Full-time employees are eligible on the first of the month after date of hire or first of the month after the employee becomes benefit eligible. Converted part-time employees working 30 hours or more per week consistently over a one-year period are eligible for insurance on the first of the month after they become benefit eligible. To keep coverage in force, every insured employee must work a minimum of 30 hours per week.

5.02 – Enrollment

An employee must elect their benefits through Paylocity within 30 days from the date of hire or becoming benefit eligible. The initial enrollment period is the employee's opportunity to select health benefit elections and coverage level.

Employees will not be permitted to make any changes to their benefits elections until the next annual open enrollment unless they experience a Qualified Life Event (QLE) as defined by the IRS Section 125 Guidelines.

5.02.1 – Open Enrollment

Open enrollment is held annually in May and is a period in which an employee can make changes to their benefits without having a qualifying life event change. The effective date for open enrollment changes is July 1st. Procedures for open enrollment are communicated by Human Resources.

5.02.2 – Qualifying Life Event

An employee that experiences a qualifying life event as defined by the IRS is permitted to make changes to benefits outside of the open enrollment period. The employee must submit the request for benefit changes and must upload acceptable documentation through the Paylocity self-service portal within 30 days of the date the qualifying life event occurred.

A qualifying life event change includes:

- Marriage, divorce or legal separation
- Birth or adoption of a child
- Death of a dependent
- You or your spouse's loss or gain of coverage through our organization or another employer

5.03 – Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires group health plans to offer continuation coverage up to 18 months for eligible employees and their dependents when group health coverage would otherwise be lost due to certain events. COBRA sets rules for how and when plan sponsors must offer and provide continuation coverage, how employees and their families may elect continuation coverage, and what circumstances justify terminating



continuation of coverage. Those enrolling in COBRA will be responsible for paying the full premium, plus a 2% administration charge. The employee will receive a COBRA packet explaining their monthly premiums within fourteen days of their termination date. If an employee chooses to participate, coverage will begin the first day after the effective termination.

5.04 – 401(a) Pension Plan

The ArchSA offers a 401(a) Pension plan to all active full-time employees. Part time employees participating in the plan prior to July 2014 without a break in employment are grandfathered in the plan as a part time participant.

The ArchSA contributes 5% of gross earnings that is calculated from bi-weekly earnings for each eligible employee. This is a non-contributory plan. Pension distributions occur after termination of employment and in order to receive benefits the employee must meet pension plan requirements.

The vesting schedule is as follow:

20%	after 3 years of employment
40%	after 4 years of employment
60%	after 5 years of employment
80%	after 6 years of employment
100%	after 7 years of employment

5.05 – 403(b) Retirement Plan

All full-time and part-time employees working 20 hours or more are eligible to participate in the 403(b) Retirement Plan and can contribute a pre-tax dollar amount bi-weekly to this plan. Fund is eligible for qualified rollover at termination of employment.

For more information regarding benefit programs, please refer to the benefit guide in the Paylocity self-service portal.

Section 6: Absences and Time Off

6.01 – Holy Days/Holidays

Full-time and part-time employees working at least 20 hours or more are eligible for holy day and holiday pay. Employees will be paid on a pro rata basis according to an employee's regular workweek. If an employee is not regularly scheduled to work the day the holy day/holiday occurs, no holy/holiday time will be paid. If a non-exempt employee works as scheduled by their supervisor on a day in which a holy day/holiday occurs, the employee will be paid time and a half. If the employee does not have a regular set schedule, it is at the discretion of the supervisor to approve holy day/holiday pay.



Holy day/holiday pay eligibility for full-time and part-time employees are available upon hire. To receive holy/holiday pay, an eligible employee must be at work or taking an approved, scheduled, and paid absence on the workdays immediately preceding and immediately following the day on which the holy day/holiday is observed. All holy day/holidays except holy days that fall on a weekend will be observed on the Friday or Monday nearest the holiday. Holy days that fall on a weekend will not be observed as a day off.

Holy days/holidays typically observed are:

New Year's Day
Martin Luther King, Jr. Day
Good Friday
Battle of Flowers Parade
Memorial Day
Independence Day
Assumption of Mary
Labor Day
All Saints Day
Thanksgiving Day
Day After Thanksgiving
Immaculate Conception
Christmas Eve
Christmas Day

Holy day/holiday calendars will vary based on assigned location. Employees may find a copy on the Paylocity self-service portal or may request a copy from their supervisor.

6.02 – Vacation

The ArchSA provides paid vacation time to full-time (30 hours or more per week) employees. Part-time employees who are regularly scheduled to work 20 or more hours per week will be eligible for paid vacation on a pro rata schedule.

Employees may not use vacation leave until they have earned or accrued the vacation time. Although new employees accrue vacation leave at the start of employment, they may not use any vacation leave until they have completed the 90-day introductory period. Vacation leave accrued will not be paid out if employee resigns or is terminated during the introductory period.

Full-time employees will accrue paid vacation leave at one (1) day for each month of work for the first year of employment plus two extra days for each 12 months of employment in each succeeding year, up to a maximum of 20 working days per year.

Part-time employees working 20-29 hours per week will accrue one (1) day per month of vacation time. This one (1) day per month will equate to the employee's average work hours per day.



Please see illustration below:

Vacation		Average Hours Per Day																	
Years of Service	Annual Days Earned	Part-time Policies (based on 40-55 average hours per pay period)								Full-time Policies									
		4		4.5		5		5.5		6		6.5		7		7.5		8	
		Annual Hours	Bi-weekly Accrual	Annual Hours	Bi-weekly Accrual	Annual Hours	Bi-weekly Accrual	Annual Hours	Bi-weekly Accrual	Annual Hours	Bi-weekly Accrual	Annual Hours	Bi-weekly Accrual	Annual Hours	Bi-weekly Accrual	Annual Hours	Bi-weekly Accrual	Annual Hours	Bi-weekly Accrual
0 - 1	12	48	1.8462	54	2.0769	60	2.3077	66	2.5385	72	2.7692	78	3.0000	84	3.2308	90	3.4615	96	3.6923
1 - 2	14	56	2.1538	63	2.4231	70	2.6923	77	2.9615	84	3.2308	91	3.5000	98	3.7692	105	4.0385	112	4.3077
2 - 3	16	64	2.4615	72	2.7692	80	3.0769	88	3.3846	96	3.6923	104	4.0000	112	4.3077	120	4.6154	128	4.9231
3 - 4	18	72	2.7692	81	3.1154	90	3.4615	99	3.8077	108	4.1538	117	4.5000	126	4.8462	135	5.1923	144	5.5385
4 +	20	80	3.0769	90	3.4615	100	3.8462	110	4.2308	120	4.6154	130	5.0000	140	5.3846	150	5.7692	160	6.1538

If an employee changes from full-time to part-time or vice-versa, the rate at which the employee previously accumulated time off will change. All vacation previously accrued will remain available for use. All eligible employees are allowed to carry over a maximum of 20 days' vacation leave from one anniversary year to another.

Any accrued vacation days in excess of the maximum amount carried over will be forfeited and will not be paid. Vacation hours over 20 days must be used by the pay period before the anniversary date of employment, see example below:

John's anniversary date is December 15, John will need to use his vacation by the pay date of 12/17. Any vacation in excess of 20 working days will be lost.

Pay period	Pay Date
11/13 – 11/26	12/3
11/27 – 12/10	12/17
12/11 – 12/24	12/31

The maximum balance of accrued vacation leave that will be paid at the time of termination, retirement, or resignation will also follow the maximum carry over amount of 20 days. In counting days of leave, Saturdays, Sundays, holy days, and holidays are excluded.

When an employee moves from one location to another, vacation time will be paid out following the maximum amount of rollover. The previous employment service will count in determining years of service for purposes of vacation time accrual and they do not have to complete an additional three months of service if they have already fulfilled this requirement by being employed for at least three months prior to their change in location.

An employee who separates from employment and is later re-employed by another ArchSA entity will accrue vacation time according to the accrual schedule of a new position if the break in employment service is greater than twelve months. If the break in employment service is twelve months or less, then the previous employment service will count in determining years of service for purposes of vacation time accrual and they do not have to



complete an additional three months of service if they have already fulfilled this requirement by being employed for at least three months prior to their separation of employment.

Scheduling of Vacation Days:

- Employees should request leave via the Paylocity self-service portal at least two weeks ahead of the planned vacation leave and must be approved by an immediate supervisor prior to actual day(s) unless in case of an emergency.
- Vacation leave must not exceed one week at a time unless at the discretion of a supervisor and a 30 days' notice for over one week.
- Scheduling for all employee's vacation will be at the discretion of their immediate supervisor.
- Every effort will be made to schedule vacations according to personal preference unless operational needs require otherwise.
- Vacation requests will be approved on a rotational first come first serve basis and based on operational need.
- Exempt employees working at least four hours a day do not need to submit vacation hours in the Paylocity self-service portal but must still seek prior supervisor approval. Vacation hours may be applied for continued use of partial or half days at the discretion of the Department Head, Priest, Principal, or Agency Director. Exempt employees continuously working partial or half days may cause a review of full-time employment status.
- Vacation leave requested by non-exempt employees must be used at a minimum of (2) hours and scheduled with advanced notice and supervisor/manager approval.
- Employees on leave will not be eligible for paid early dismissal.

6.03 – Sick Leave

The ArchSA provides full-time and part-time (working 20-29 hours) employees with paid sick days. Sick days are not to be used as a substitute for vacation days. Sick leave provides time off for employees in the event of their own illness, physical inability to work, as well as for the illness of other immediate members of their family (spouse, child, stepchildren, and parents). Sick leave may also be used for routine care such as physicals, immunizations, and health related appointments. Sick leave will not be used to makeup time not worked in the pay period if the absence is not related to the usage of sick leave. New employees accrue paid sick at the start of employment but may not take any sick leave until they have completed the 90-day introductory period.

For full-time employees, sick leave is accrued at the rate of one (1) day for each month worked from date of employment. Sick leave shall accrue and carry over up to a maximum of 90 days, from one anniversary year to another.

Part-time employees working 20-29 hours per week will receive one (1) day per month of sick time. This one (1) day per month will also be averaged using the same formula as listed for vacation time and will equate to the employee's average work hours per day. Part-time



employees may also accrue and carry over up to a maximum of 90 days from one anniversary year to another.

Please see illustration below:

Sick		Average Hours Per Day																
		Part-time Policies (based on 40-55 average hours per pay period)								Full-time Policies								
Annual Days Earned	4		4.5		5		5.5		6		6.5		7		7.5		8	
	Annual Hours	Bi-weekly Accrual	Annual Hours	Bi-weekly Accrual	Annual Hours	Bi-weekly Accrual	Annual Hours	Bi-weekly Accrual	Annual Hours	Bi-weekly Accrual	Annual Hours	Bi-weekly Accrual	Annual Hours	Bi-weekly Accrual	Annual Hours	Bi-weekly Accrual	Annual Hours	Bi-weekly Accrual
12	48	1.8462	54	2.0769	60	2.3077	66	2.5385	72	2.7692	78	3.0000	84	3.2308	90	3.4615	96	3.6923

Any accrued sick leave in excess of the maximum amount carried over will expire. The balance of accrued sick leave is not paid at the time of termination, resignation, or retirement. Sick leave is not transferable when changing job locations.

Sick leave requested by non-exempt employees must be used at a minimum of (2) hours. Exempt employees working at least four hours a day do not need to submit sick hours in the Paylocity self-service portal but must still seek prior supervisor approval in instances where they must leave early for a doctor’s appointment or become ill during the day. Sick hours may be applied for continued use of partial or half days at the discretion of the Department Head, Priest, Principal, or Agency Director. Exempt employees continuously working partial or half days may cause a review of full-time employment status.

When the need to use sick time is unforeseeable, employees should notify their supervisor by phone as soon as possible under the circumstances. Emails, voicemails and/or text messages are not acceptable. If employees’ supervisor is not available, employee should continue to contact their next level of management until the employee is able to speak with somebody directly. Before returning from sick time lasting (three) 3 or more consecutive workdays, employees may be required to provide a doctor’s excuse to return to work.

6.04 – Family and Medical Leave Act (FMLA)

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Any employee or supervisor with FMLA related questions should reach out to Human Resources. Eligible employees are entitled to:

Twelve workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee’s spouse, child, or parent who has a serious health condition;



- a serious health condition that makes the employee unable to perform the essential functions of the job;

Employee Eligibility – The FMLA defines eligible employees as employees who:

- Have worked for the organization for at least 12 months.
- Have worked for the organization for at least 1,250 hours in the previous 12 months.

Basic Leave Entitlement – The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave.

Use of Leave – An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so it doesn't unduly disrupt the employer's operations. Leave due to qualifying conditions also may be taken on an intermittent or reduced work schedule basis.

A leave of absence is only available to those employees who intend to return to work. Intermittent leave for medical reasons (e.g. every Wednesday and Friday off for treatment) will be limited to the equivalent of 12 weeks of time off.

Married couples working for the same employer are entitled only to a combined total of 12 work weeks of FMLA leave for birth or placement of their child for adoption or foster care in order to care for their child afterward.

The employee will be required to use any accrued sick time, followed by vacation time, which will run concurrently with any available FMLA leave. If the employee has short-term or long-term disability the employee may use it instead of utilizing all of sick or vacation time; if the employee is receiving disability the employee will be required to combine disability with applicable sick and vacation time. Such paid leave runs concurrently with and reduces any available FMLA leave.

Employee Responsibilities – Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable. The employee should be in communication with Human Resources and inform supervisor of absences.

Medical Certifications – Employees must provide sufficient information for the organization to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Medical certification is due no later than 15 calendar days from the date an employee notifies Human Resources of their request for leave. Employees also are required to provide a certification and periodic recertification supporting the need for leave and intent to return to work. The organization also may require a second, and if necessary, a third opinion and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The organization also may delay or deny approval of leave for lack of proper medical



certification.

Maintenance of Health Benefits – The employer will maintain group health insurance for covered employees on FMLA leave on the same terms as if they were still working. Please note medical premiums will be deducted from any sick, vacation or holiday time paid to the employee while on FMLA leave. Once all sick and vacation time has been exhausted, employees must make arrangements to pay their portion of health insurance premium. While on unpaid FMLA leave the employee is responsible for getting in contact with the local pay administrator to make insurance premium payments within 30 days. Failure to provide payment within 30 days will result in loss of coverage.

Leave Benefits while on FMLA – Although not required by law, employees will be paid holy days/holiday time for those holy days/holidays that occur during the employee's FMLA period. To receive holy/holiday pay, an eligible employee must be taking an approved paid absence on the workdays immediately preceding and immediately following the day on which the holy day/holiday is observed. Sick and vacation leave will not accrue while on unpaid FMLA leave.

Company Responsibilities – The organization will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If employees are not eligible, the organization will provide a reason for the ineligibility. The ArchSA will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement.

If the organization determines that the leave is not FMLA-protected, the organization will notify the employee.

Reinstatement of Employment – Employees who have been released to return to work from FMLA have the right to be restored to the position of employment held when their leave began. When the leave is a result of the employee's own serious health condition, a medical release to return to work is needed by Human Resources.

Job Restoration – Unless the employee is a key employee, upon return from FMLA leave, the employee will be placed in the same position held at the time the leave began or in an equivalent position with equal benefits, pay, and other terms and conditions of employment. An employee's use of FMLA leave will not result in the loss of any employment benefits that accrued before the leave began. Sick and vacation leave will not accrue while on unpaid FMLA leave.

If the position has been eliminated through layoff, the employer will treat the employee the same as if they were not FMLA, and the same as similarly situated employee(s) following policies. If the employee is unable to perform an essential function of the position with or without reasonable accommodation, the employee may be subject to termination under applicable law, rule, or policy.



6.05 – Parental Leave

Parental leave is intended to assist the employee for the birth, adoption or placement of a foster child and will run concurrently with the Family Medical Leave Act. The ArchSA offers up to three (3) weeks of paid parental leave, separate from Sick and Vacation Leave. Parental Leave requests must be submitted in writing 30 days in advance and preapproved by Human Resources. Additional paid time off may be used following Parental Leave.

Eligibility – Eligible employees must meet the following criteria upon date of event:

- Have worked for the organization for at least 12 months.
- Have worked for the organization for at least 1,250 hours in the previous 12 months.

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a legal spouse of a women who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave:

- Eligible employees will receive a maximum of 3 weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 3-week total amount of paid parental leave granted for that event. If a married couple are both employed by the ArchSA, each employee is entitled to 3-weeks each.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
- Approved paid parental leave must be initiated and taken within 3-months immediately following the birth, adoption or placement of a child with the employee.
- Employees must take paid parental leave in one continuous period; any unused paid parental leave will be forfeited.
- Upon termination of the individual's employment at the organization, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

6.06 – Unpaid Leave of Absence

In an effort to recognize the need of employees who require time off in addition to other types of leave, the ArchSA may consider an unpaid leave of absence for up to a maximum of 8 weeks. Any unpaid leave exceeding 8 weeks must be approved by Human Resources and the Department Head, Priest, Principal, or Agency Director.

Eligibility – All full-time and part-time employees employed by the ArchSA for a minimum of 6



months are eligible to apply for an unpaid personal leave of absence.

Several factors determine whether this leave will be approved, including:

- Reason for the request
- Job performance, disciplinary, and attendance records
- Previous leaves and their length/purpose
- Commitment to return to service immediately following leave
- Organizational needs

If applicable, vacation and sick leave must be exhausted along with other relevant leaves before an unpaid leave of absence can be granted.

Requesting Leave –An eligible employee must submit a request in writing at least 30 days prior to the beginning date of the requested leave, except in an emergency situation to Human Resources.

Employee Responsibilities –The employee must make arrangements to pay their portion of health insurance premiums while on an unpaid leave of absence and maintain communication regarding status with Human Resources.

Documentation – For medical leave employees must provide documentation to Human Resources from their healthcare provider. Employees returning from an unpaid medical leave will be required to provide a work clearance to Human Resources from a healthcare provider with or without restrictions prior to returning to work.

Reinstatement – Unpaid leave is not a job-protected leave. Due to operational conditions the ArchSA cannot guarantee that an employee will be reinstated to the employee's position held at the time leave began. Every effort, however, will be made to place an employee returning from an extended unpaid leave into the same or a comparable job as the employee held before leaving. There is no guarantee as to the type of position, pay, benefits and work hours required to which a returning employee might be reinstated. Upon return, an employee's previous seniority and service credits will be reinstated, however, the employee's seniority will not continue to accumulate during the unpaid leave of absence, nor will an employee who is on unpaid leave be eligible to receive holy day/holiday pay for any holidays that fall during the unpaid leave. Vacation and sick leave does not accrue during an unpaid Leave. Those not returning to work on the first regular working day following the end of the approved unpaid leave will be considered abandoning their job and are not eligible for rehire.

6.07 – Bereavement Leave

The ArchSA offers bereavement leave to full-time and part-time employees working 20 hours or more. Bereavement leave is available upon hire, employees are allowed up to three paid days off in the event of a death in their immediate family.

"Immediate family members" are defined as an employee's spouse, parents, stepparents,



siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild or any relative regularly residing in the immediate household. Documentation may be requested for bereavement leave.

An employee requesting to take time off due to the death of an immediate family member must notify their supervisor as soon as possible. If employee leaves work early on the day he or she is notified of the death, that day will not count as bereavement leave. In addition to bereavement leave, an employee may, with their supervisor's approval, use any available vacation for additional approved time off as necessary.

Payment for bereavement leave is compensated at the employee's normal pay rate and regularly scheduled workday. Employees should indicate bereavement leave on their timesheet in the Paylocity self-service portal.

6.08 – Jury Duty

The ArchSA supports employees in their civic duty to serve on a jury. Jury duty leave is paid upon submission of proof of jury service. Full-time and part-time employees working 20 hours or more will be paid for up to three (3) days of jury duty service at their normal pay rate and regularly scheduled workday. Jury duty beyond three (3) days will be reviewed by Human Resources for additional paid time off.

Employees must submit verification of court attendance days. While serving on jury or witness duty, employees shall report to work whenever they are released by the court early enough to do so.

6.09 – Time Off for Voting

The ArchSA recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In most cases, employees will have sufficient time outside working hours to vote. If necessary, with prior approval from the employees supervisor, the employee may take up to two (2) hours paid leave from work to vote in a local, state or federal election.

Section 7: Performance Management

All employees employed by the ArchSA contribute to the overall mission of the organization. Communication between employees and supervisors or managers is key in building strong working relationships, process improvement and professional development.

7.01 – Employee Discussions

Managers are encouraged to provide direction, coaching and one-on-ones to their reports on a regular basis. The purpose is to promote communication, trust, collaboration, recognition, competence, satisfaction, and retention of team members by incorporating meetings between the team member and supervisor throughout the year.



7.02 – Performance Appraisal

The expectation is that all employees will receive an annual appraisal or evaluation. In addition, it is recommended that all new employees receive an appraisal at the end of their 90-day introductory period.

The appraisal will be documented, signed by the supervisor and employee, and submitted to the Human Resources Office. The appraisal will become a part of the employee's personnel file.

Key objectives that should have been demonstrated during the review period are to include but not limited to:

- Identifying employee strengths
- Identifying areas for opportunities
- Suggesting improvements for work performance
- Expectations and goals for the following year
- Obtaining employee feedback
- Reviewing and updating job description

7.03 – Progressive Disciplinary Process

Disciplinary Actions

This Disciplinary Actions Policy applies to all employees and allows for a fair and consistent process for improvement. Progressive discipline is a process for dealing with job-related behavior that does not meet expected and communicated performance standards. The primary purpose of progressive discipline is to assist the employee to understand that a performance problem or opportunity for improvement exists. Supervisors will formally discuss all disciplinary actions with the employee to allow for the opportunity to provide a structured action process to improve employee performance.

Disciplinary Procedures

Poor performance and/or behavior in violation of any ArchSA policy, guidelines/procedures or Code of Conduct may lead to one or more of the following disciplinary procedures:

- Documented Verbal Coaching
- Written Warning
- Final Written Warning
- Termination

The ArchSA reserves the right and may find it necessary to impose immediate disciplinary action, up to and including termination of employment, without prior notice or counseling based on the severity of the violation. All disciplinary action forms will be documented in the employee's personnel file.



7.04 – Performance Improvement Plan (PIP)

A written performance improvement plan (PIP) may be issued at any time to document and outline specific measures necessary to focus on performance and improve areas of deficiencies within specified time periods outlined by the immediate supervisor. The PIP will remain in the employee's personnel file. If the employee does not agree or is unwilling to follow the PIP, they may either voluntarily resign or be terminated.

Section 8: Workplace Guidelines

The ArchSA is an organization with strong values of responsibility, integrity, and commits to a safe environment. Our Code of Conduct contains general guidelines and provides a set of standards for conduct in certain situations. Employees are expected to adhere to the moral and ethical standards of the Catholic Church in all dealings.

Failure to comply with the moral and ethical standards of the Catholic Church may result in disciplinary action up to and including termination. A copy of the code of conduct can be found at <https://www.archsa.org/>.

8.01 – Standards of Conduct

Employees have the responsibility to the ArchSA and to their fellow employees to adhere to these rules of behavior and conduct. The purpose of these rules is not to restrict employee rights, but rather to be certain that employees understand what conduct is expected and necessary.

8.01.1 Unacceptable Activities

The ArchSA expects each person to always act in a mature and responsible way. Employees that may have any questions concerning any work or safety rule, or any of the unacceptable activities listed below, please see your Supervisor, Department Head, Priest, Principal, or Agency Director for an explanation.

Note that the following list of Unacceptable Activities does not include all types of conduct that can result in disciplinary action, which may include termination. Nothing in this list alters the at-will nature of your employment; either you or the ArchSA may terminate the employment relationship with or without reason, and in the absence of any violation of these rules.

1. Violation of any of the ArchSA policies, procedures, and code of conduct.
2. Actions detrimental to the ArchSA efforts to operate profitably.
3. Fraudulence, dishonesty, or falsification of documents, data, or records.
4. Insubordination - Refusing to obey instructions properly issued by your manager pertaining to your work. Refusal to help on an assignment.
5. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work



- output or encouraging others to do the same.
6. Violation of security or safety rules or failure to observe safety rules or the ArchSA safety practices; failure to wear required safety equipment; tampering with the ArchSA equipment or safety equipment.
 7. Negligence or any careless action, which endangers the life or safety of another person.
 8. Violation of the ArchSA Drug and Alcohol policy.
 9. Violation of the ArchSA Violence and Weapons policy.
 10. Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on company premises or when representing the ArchSA; fighting, or provoking a fight on company property, or negligent damage of property.
 11. Threatening, intimidating, or coercing fellow employees on or off the premises at any time, for any purpose.
 12. Engaging in an act of sabotage; negligently causing the destruction or damage of company property, or the property of fellow employees, customers, constituents, suppliers, or visitors in any manner.
 13. Theft or unauthorized possession of company property or the property of fellow employees; unauthorized possession or removal of any company property, including documents, from the premises without prior permission from management; unauthorized use of company equipment or property for personal reasons; using company equipment for profit.
 14. Dishonesty; falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; misuse and/or falsifying reason for a leave of absence or other data requested by the ArchSA; alteration of company records or other company documents.
 15. Giving confidential or proprietary ArchSA information to competitors or other organizations or to unauthorized ArchSA employees; working for a competing business while at the ArchSA employee; breach of confidentiality of personnel information.
 16. Immoral conduct or indecency on company property.
 17. Unsatisfactory or careless work; failure to meet production or quality standards.
 18. Any act of harassment, sexual, racial, or other; telling sexist or racist jokes; making racial or ethnic slurs.
 19. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor/manager; stopping work before time specified for such purposes.
 20. Sleeping or loitering during working hours.
 21. Excessive use of ArchSA property for personal use.
 22. Excessive use of personal electronic devices for unrelated ArchSA activities to include but not limited to social media, games, personal emails, etc.
 23. Failure to report an absence or late arrival; excessive absence or lateness.
 24. Obscene or abusive language toward any manager, employee, customer or constituent; indifference or rudeness towards a customer, constituent or fellow employee; any disorderly/antagonistic conduct on company premises.



25. Failure to use your timesheet; alteration of your own timesheet or records or attendance documents; punching or altering another employee's timesheet or records, or causing someone to alter your timesheet or records.

8.02 – Harassment in the Workplace

It is the ArchSA policy to provide a work environment free of sexual and other harassment. To that end, harassment of employees by management, supervisors, coworkers, or nonemployees who are in the workplace is prohibited.

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Any harassment such as race, color, ethnicity/national origin, sex, marital status, pregnancy, age, disability, use of family and medical leave, military status and/or genetic information is prohibited. The ArchSA will report any violations to law enforcement authorities as appropriate or required by law.

Definition of Harassment – Harassment is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Definition of Sexual Harassment – "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances whether intended or not, that has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers. Sexual harassment may also include requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions. A common example is quid pro quo – occurs when a job benefit is directly tied to an employee submitting to unwelcomed sexual advances.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Complaint Procedure – Employees should immediately inform the harasser that the conduct is unwelcomed and needs to stop. If the employee is uncomfortable addressing the alleged harasser, they are requested and encouraged to make a complaint to their immediate supervisor. If the employee is not comfortable discussing the issue with a supervisor or if the complaint is against their immediate supervisor, employees should report to their next level of management and/or Human Resources.

Any employee who has witnessed any form of harassment is to make a complaint. Employees may also contact [Archdiocesan Misconduct Hotline \(AMH\)](#). If you are aware of any Church Personnel involved in Misconduct within the ArchSA, contact the ArchSA Misconduct Hotline (AMH) at (844) 709-1169 or make a report via the internet by following the links at



www.archsa.org.

Supervisors and other responsible ArchSA management who observe, are informed of, or reasonably suspect incidents of possible harassment must immediately report such incidents to Human Resources. Managers and supervisors who knowingly allow or tolerate discrimination, harassment or retaliation, including the failure to immediately report such misconduct to Human Resources, are in violation of EEOC guidelines and ArchSA policy and are subject to disciplinary action.

All reported incidents will be investigated promptly by Human Resources in accordance to the Code of Conduct and will be treated confidentially to the extent possible and information is disclosed strictly on a need to know basis. If the investigation confirms a violation of any part of the harassment policy, the ArchSA will take immediate, appropriate and corrective action, including discipline, which may include immediate termination. The ArchSA will report any violations to law enforcement authorities as appropriate or required by law.

Complaint Procedure for Religious/Clergy:

When an allegation of sexual misconduct is made, the following steps must be taken:

Notification to the Archbishop - Any employee or volunteer who believes they have been the victim of sexual misconduct should immediately report such abuse to the Archbishop. His office telephone number is (210) 734-2620. If he is unavailable or cannot be contacted for any reason, or if the victim prefers, such abuse may be reported to any of the following individuals, preference being in the order listed:

1. An Auxiliary Bishop
2. Vicar General
3. Chancellor
4. Any Priest serving in the ArchSA; School Principal; or any Agency Supervisor.

Any person receiving such a report shall immediately contact the Archbishop, or if he is for any reason unavailable, to an Auxiliary Bishop, the Vicar General, or the Chancellor. For more detailed information, please refer to the booklet entitled "Policy on Sexual Abuse on the Part of Church Personnel of the Archdiocese of San Antonio."

Retaliation – The ArchSA prohibits any act of retaliation against anyone who reports discrimination or harassment or who cooperates in an investigation of a complaint. The ArchSA will preserve confidentiality to the extent the needs of the investigation permit. Any person found to have engaged in retaliatory conduct against any person reporting a violation of this investigation of a complaint will be subject to discipline, up to and including termination of employment or removal from ministry/service. The ArchSA will report any violations to law enforcement authorities as appropriate or required by law.



8.03 – Dress Code and Grooming

Proper attire is important to the ArchSA, employee appearance contributes to the ArchSA reputation and culture. Employees should exhibit a professional appearance based on their work, location, and position unless an accommodation has been approved by Human Resources. Employees should always appear clean, maintain proper personnel hygiene and well-groomed when representing the ArchSA. Dress codes may be specific to the assigned job. Some positions may require a uniform, but all attire must meet the following criteria:

- Clothing must be neat, clean and in good repair;
- Clothing must be appropriate for the type of work you do;
- Clothing must be safe;
- Clothing must not portray offensive comments or images;
- Clothing must not be revealing and or tight fitting.

The following examples are considered inappropriate attire; however, this list should not be considered all inclusive:

- Shirts/Blouses: Halter tops, tops not covering the midriff, spaghetti tanks and off the shoulder tops - and all tops which immodestly expose the chest. T-shirts, shirts with inappropriate slogans, hoodies, tank tops, muscle shirts, camouflage, and crop tops.
- Pants/Slacks: Pants with holes, rips or split pant legs, shorts, camouflage, jeans, and pants worn below the waist or hip line. As a guideline, all slacks and pants should be ankle length.
- Skirts/Dresses: Shorter than above the knee, and spaghetti straps.
- Footwear: Slip-ons/mules and or backless shoes, sandals, flip-flops or hunting boots.
- Piercings/Tattoos: Facial piercings and visible tattoos.
- Hair: Hair that is not kept neat, clean and is dyed in unnatural hair colors.
- Shorts of any type or length.
- Sweatpants, leggings, jogging pants, spandex.

The following examples are considered appropriate attire; however, this list should not be considered all inclusive:

- Shirts/Blouses: Shirts with collars, crewnecks, V-neck shirts, blouses, sweaters. Golf, polo and button-down shirts.
- Pants/Slacks: Casual slacks and trousers. Jeans as allowed by location.
- Skirts/Dresses: Professional dress suits and any skirt beyond knee length.
- Footwear: Secures the foot from heel to toe. Tennis shoes as allowed by position and location.

Procedures –Employees who do not meet a professional standard may be sent home to change, and non-exempt employees will not be paid for that time. Reasonable accommodations will be made where required. Any questions or complaints regarding the appropriateness of attire should be directed to the Human Resources Office.

An employee who is unsure of what is appropriate should check with their manager/supervisor



and/or Human Resources. Continued failure to comply with the dress code may result in disciplinary action up to and including termination.

Exceptions to the dress code will be made when attending special events or when an accommodation is necessary and approved in advance by the Human Resources Office.

8.04 – Conflict of Interest

The ArchSA expects all employees to conduct themselves and ArchSA business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests. A conflict of interest occurs when an employee's private interest, usually of a personal or financial nature, conflicts, or appears to conflict, with work duties and responsibilities.

Examples include but aren't limited to:

- Nepotism – When family members are hired and favored over other candidates or workers.
- Self-Dealing – When someone acts in their own interest rather than the interest of the organization.
- Financial – When an employee personally gains additional money, discounts, or gifts of value (gift cards, tickets, etc.)
- Confidential – When a worker has access to confidential information and uses it in an inappropriate manner.
- Outside Employment/Volunteer – When service reflects negatively on ArchSA and conflicts with the Faith and Morals and Code of Conduct policies.

The ArchSA recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the organization.

Acceptance of gifts and entertainment may present potential or perceived conflicts of interest. While business courtesies are to be encouraged, employees shall not accept from anyone with whom the ArchSA does or is seeking to do business, any personal gifts, services, travel or entertainment that may reasonably be perceived by others to affect their judgment or actions in the performance of their duties.

Guidelines to Help Avoid Conflict of Interest:

- Employees should not accept or agree to accept any form of compensation or consideration other than their salary from their normal duties and responsibilities.
- Employees should not participate in any business transactions whereby the employee, the spouse, or the employee's children have a financial or beneficial interest.
- Employees should not directly or indirectly solicit, accept, or agree to accept for themselves, another person, or entity, anything of value to influence the performance of the job.



- Employees should not imply or allow to be inferred that they represent the ArchSA in any situation which is not related to their official duties.
- Employees should not show, through work or action, any preferential attitude or treatment to any person, group, or entity in the performance of official duties.

If a situation arises where there is a potential conflict of interest, the employee should discuss this with Human Resources for guidance on how to proceed.

8.05 – Fraternalization

The ArchSA strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is necessary for effective business operations. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment. Employees of the ArchSA are encouraged to develop and maintain professional relationships in the workplace, so long as these relationships do not interfere with the effective functioning of the workplace and goals of the organization.

Supervisors and individuals in a sensitive or influential position with authority over others' terms and conditions of employment are subject to a higher standard under this policy. Supervisors are prohibited from dating an individual:

- within the chain of command
- where influence or perceived influence exists

In addition, a supervisor or individual in a sensitive or influential position must disclose to Human Resources the existence of a romantic relationship with another co-worker. Failure to inform Human Resources may lead to disciplinary action up to and including termination.

Any employee that may have questions or need further clarification should reach out to Human Resources.

8.06 – Solicitation and Contributions

The ArchSA supports employees participating in events that are officially sponsored by the ArchSA provided the solicitations and contributions do not interrupt the daily flow of business and/or become a distraction to employees. Any other solicitation for a non-profit, and/or product sale for profit enterprise by employees and non-employees is prohibited during working hours. Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work.

Solicitation by employees or third party vendors is strictly prohibited. Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, on all ArchSA property.



8.07 – Attendance and Punctuality

The purpose of this policy is to promote the efficient operation of the organization and minimize unscheduled absences. As an employee of the ArchSA, employees are expected to be at work punctually every day at their designated work location, and to remain at work for the entirety of your scheduled shift. Only under extenuating circumstances will an employee be allowed to work remotely for a temporary period of time with the approval from their immediate supervisor in consultation with Human Resources.

The ArchSA recognizes that occasionally there are personal emergencies that may occur which will require you to be absent from work unexpectedly, but these occurrences are expected to be infrequent. If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible.

Attendance for employees is maintained by the ArchSA Human Resources Payroll system under time and attendance. Employees are responsible for accurately entering their daily time and attendance in the Paylocity self-service portal. At no time should an employee allow another employee to enter their time. Failure to do so may indicate an employee's attempt to falsify records, which can result in progressive and corrective disciplinary measures, up to and including termination.

Tardiness and absenteeism are poor work habits that can place unnecessary burdens on co-workers and affect your work record. If you are sick and unable to report to work, or are going to be late for work, you must contact the supervisor (or authorized designee) prior to the start of your shift assignment unless emergency circumstances prevent you from calling in. Absences other than for emergency situations must be scheduled in advance with your immediate supervisor. Excessive tardiness and/or absenteeism will be cause for corrective disciplinary action up to and including termination.

Employees should notify their supervisor by phone as soon as possible under the circumstances. Emails, voicemails and/or text messages are not acceptable. If employees' supervisor is not available, employee should continue to contact their next level of management until the employee is able to speak with somebody directly.

8.08 – Working Hours

Hours will vary based on location, department, position and organization needs. Attendance at work-related conferences, meetings and trainings is considered time worked if authorized in advance by the supervisor. Employees must obtain authorization from their supervisor before leaving the workplace during work hours (except during scheduled breaks and lunch) for any non-work-related reason.

8.08.1 Breaks – All full-time employees will be offered two informal 15-minute rest breaks for each four-hour work period. Breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times. Employees who voluntarily work through their



rest breaks will not be paid additional compensation. Breaks are a privilege and may not be allowed based on operational need. Breaks are not required by law and may be discontinued at any time.

All full-time employees are entitled to take an unpaid meal break of one hour. Meal breaks are not counted toward hours worked. Employees are to be completely relieved from duty during their meal break. Non-exempt employees required to perform any work duties while on their meal break period must be compensated for the time spent performing work duties. The time spent working during the meal break will be counted toward the total hours worked.

8.08.2 Make-Up Time Prior supervisory approval is required before non-exempt employees are permitted to work before or after scheduled hours to make up time lost. All make-up time must occur during the same work week. Employees may not make up time lost if the result will be more than 40 hours in any work week.

8.09– Work from Home

Only under certain circumstances such as a pandemic or severe inclement weather, work from home arrangements may be approved by Human Resources and the Department Head, Priest, Principal or Agency Director for eligible positions and for a temporary designated amount of time. Work from home arrangements can be terminated at any time by management. Work from home arrangements will always be considered temporary.

8.10– Visitors and Family in the Workplace

To maintain security and safety for employees and visitors, the ArchSA has the following policy with respect to visitors and family members in the workplace:

All visitors must check in with the receptionist, must wear a visitor's badge, and must be escorted by an employee. This policy applies to anyone who is not an active employee, including employees on leave, former employees, vendors, and suppliers.

Family members may occasionally and briefly visit family and friends who are ArchSA employees. However, family members and visitors are not allowed to remain with employees for a long period of time or for the entire day to avoid potential safety risks for all and disruptions in the workplace.

8.11 – Professional Development

The purpose of this policy is to provide employees with professional development opportunities that increase their skills, enhance their contributions to the organization while creating a clear career path.

Eligibility Expenses – It is the employee's responsibility to seek out the courses and other training mediums that will enhance their career development and are in line with the organization's mission. Professional development can be obtained through attendance at



seminars, educational courses or webinars that will assist the employee in performing the essential job functions and increase the employee's contribution to the organization.

Procedure – Employees must request permission from their Department Head, Priest, Principal, or Agency Director for review and approval to attend and to receive reimbursement for a desired training and/or resource. The request must include applicable course of study, purpose, job relevance, cost, dates, times of coursework and the name of the institution or source of training.

Reimbursement – Upon satisfactory completion of the training and/or coursework, the employee must provide documentation to support completion and payment to receive reimbursement (see Business Expense Reimbursements for more information).

8.12 – Outside Employment

Employees are permitted to work a second job or volunteer if it does not reflect negatively on the ArchSA and conflicts with the Faith and Morals and Code of Conduct policies. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

8.13 – Political Activities

The ArchSA encourages its employees to accept the personal responsibility of good citizenship, including participation in civic and political activities in accordance with their interest and abilities.

Participation in civic and political activities is considered to be a personal matter and as such, is generally to be conducted outside of normal working hours. No political activities, solicitations or literature will be allowed within ArchSA premises.

Political activities are defined for purposes of this policy as activities in support of any partisan political issue or activities in support of or in concert with any individual candidate for political office, or a political party, which seeks to influence the election of candidates to federal, state, or local office. The definition includes employees who are, or may be, candidates for political office.

8.14 – Smoking

Smoking is not allowed in ArchSA buildings or work areas at any time. “Smoking” includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes. Smoking is only permitted during break times in designated outdoor areas.

Employees using these areas are expected to dispose of any smoking debris safely and properly.



8.15 – Inclement Weather/Emergency Closure

The ArchSA recognizes that inclement weather and other emergencies can affect our ability to operate during normally scheduled hours. This can make it hard for workers to get to their jobs, vendors to deliver orders and supplies, and parishioners to attend services.

Employees are advised to observe local news outlets as well as social media posts for recent, updated information. Employees who are unsure if their location is going to open/operate due to inclement weather should contact their immediate supervisor and or Department Head, Priest, Principal, or Agency Director.

All employees who are unable to report to work are required to follow the ArchSA call-in procedure and contact their immediate supervisor, Department Head, Priest, Principal, or Agency Director, as soon as possible.

Emergency closures due to inclement weather can include, but are not limited to:

- Impending bad conditions such as a hurricane or severe snowstorms
- Unanticipated excessive snow falls
- Electricity and or water is out
- Heating and or cooling is not available
- Flooding and or icing affects roads or other transportation
- The Bishop and or the Archbishop declares an emergency asking people to stay home

In the event of an emergency closure due to inclement weather, decisions regarding compensation will be made by authorized personnel (Priest, Principal, and Agency Director).

The safety of all people is paramount.

Section 9: Risk Management and Safety

Protecting the safety of employees is important to the ArchSA. All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all. In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services.

9.01 – Safety

ArchSA policy requires a safe and healthy work environment. Employees are responsible for:

- Remaining aware of and following safe working practices and applicable safety procedures
- Immediately reporting all unsafe practices to supervisor
- Observing all safety rules and regulations



- Avoiding unnecessary or unwarranted risks while performing job duties
- Obtaining and properly using appropriate safety equipment and/or personal protective equipment required for job performance
- Reporting all work-related injuries to supervisor immediately after an accident occurs even though the injuries may not require medical attention
- Following the Visitors and Family in the Workplace policy

9.02 – Workers Compensation

The ArchSA is committed to your health and safety at the workplace. Our first concern is to keep injuries from happening. If you are injured, we want to help you get better and return to work as soon as it is medically safe.

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment. The ArchSA pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury while in the course and scope of employment. All employees are subject to a post-accident drug and alcohol test. The organization abides by all applicable state workers' compensation laws and regulations.

Under the program, you will receive:

- A primary treating doctor;
- Other medically necessary occupational health services and specialists;
- Emergency health care services; and
- Medical care if you are working or traveling outside of the geographic services area.

Employee Responsibilities – Employees should report any accident, injury or illness that may be work related promptly to their supervisor, even if the injury does not appear to be serious. It is preferable for the supervisor to report the incident through the Claim Hotline: 844-272-4721, but an employee can always report a claim directly to the insurance carrier. An employee or person acting on the employee's behalf, must notify the employer of an injury or occupational disease no later than the 30th day after the date on which the injury occurs or the date the employee knew or should have known of an occupational disease, unless the Texas Department of Insurance, Division of Workers' Compensation determines that good cause existed for failure to provide timely notice.

A list of network doctors in your service area is posted at your worksite, you will get instructions on how to get treatment through the Texas Star Network. In case of emergency, you should seek treatment at the nearest emergency facility as soon as possible. All employees are expected to follow all workers compensation policies set in place. Managers and employees have a responsibility to report an injury if an employee is telling you about it.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave. In



addition, employees will not be paid vacation or sick leave for approved absences covered by the organization's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employee's salary as allowed by state law.

9.03 – Violence and Weapons

The ArchSA is concerned with providing a safe and productive work environment for all employees. The ArchSA prohibits any and all acts or threats of violence by any employee, parishioner, vendor, or visitor to ArchSA facilities. In addition, the ArchSA prohibits the possession or use of any and all weapons including handguns and those licensed by the State of Texas on ArchSA premises by any employee, parishioner, vendor, or other visitor, whether licensed or unlicensed and whether concealed or visible, with the exception of peace officers. Premises include but not limited to main facilities, entrances, exits, and break areas, etc. Employees are further prohibited from the possession or use of any and all weapons while conducting business on behalf of the ArchSA off premises.

The ArchSA reserves the right to conduct searches of ArchSA premises and property at any time and intends to search such areas when, in the opinion of management, there is a reasonable cause to believe that the search is necessary and appropriate to business security or workplace safety issues and/or to monitor compliance with this and other diocesan policies and procedures.

9.04 – Drug and Alcohol Policy

In compliance with the Drug-Free Workplace Act of 1988, the ArchSA has a longstanding commitment to provide a safe, and productive work environment. Alcohol and drug abuse poses a threat to the health and safety of ArchSA employees and its guests and facilities. For these reasons, the ArchSA is committed to the elimination of illegal drug, legal recreational drug and alcohol use and abuse in the workplace.

Scope

This policy applies to all employees and all applicants for employment of the ArchSA, its parishes, schools, and other organizations. The Human Resources (HR) Office is responsible for policy administration.

Employee Assistance

The ArchSA will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline or termination under this or other ArchSA policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with



Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including discharge.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs, legal recreational drugs, and/or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

Work Rules

1. Whenever employees are working, are operating any ArchSA vehicle, are present on ArchSA premises, or are conducting any ArchSA-related work offsite, they are prohibited from:
 - a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
 - b. Being under the influence of alcohol or an illegal drug as defined in this policy.
 - c. Possessing or consuming alcohol.
 - d. Possessing or consuming legal recreational drugs.
2. The presence of any detectable amount of any illegal drug, illegal controlled substance, legal recreational drug, or alcohol in an employee's body system, while performing ArchSA business during work hours is prohibited.
3. The ArchSA will not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication may be required to produce proof that the medication is legally prescribed by either producing a note from a licensed physician or by producing a container labeled by a licensed pharmacist. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.
4. It should be noted that the ArchSA may hold social events where alcohol is served. Employees of legal drinking age will only be allowed to consume alcohol during these certain ArchSA approved social events and in moderation.

Testing

The ArchSA and/or its affiliates will conduct drug and/or alcohol testing under any of the following circumstances:

Random

Employees may be selected at random for drug and/or alcohol testing at any interval determined by the ArchSA and/or its affiliates.

Reasonable suspicion

Employees may be subject to testing based on (but not limited to) observations by members of management and/or other staff and HR. The Office of Human Resources should be



consulted before sending an employee for testing. Management may use the following Reasonable Suspicion Observation Checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs, legal recreational drugs, or alcohol.

Examples include but are not limited to:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, management and/or HR will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within (3) three hours of being made aware. An employee's refusal to submit to testing will be treated as a positive drug test result and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive themselves to the testing facility. A member of management must arrange for transportation for the employee to be transported home.

Post-accident

Employees will be subject to testing when they are involved in a workplace accident of any kind regardless of whether or not it results in injury or property damage. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within three hours following the accident, if not sooner. Refusal by an employee will be treated as a positive test result and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive themselves to the testing facility. A member of management must arrange for transportation for the employee to be transported to the testing facility and home.

Collection and Testing Procedures

Employees will be given a breath alcohol test and those subject to drug testing will be transported to a designated testing facility, of the ArchSA choosing, and directed to provide a specimen sample. Collected specimens will be sent for testing for evidence of Illegal drugs to include but not limited to: marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines,



methadone, methaqualone and propoxyphene. The designated testing facility will screen all specimens and confirm all positive screens.

Those individuals with positive test results will be provided a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the Medical Review Officer (MRO) to have their split specimen sent to another federally certified laboratory to be tested at the applicant's or employees own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test. In no event should a positive test result be communicated to the ArchSA until such time that the MRO has confirmed the test to be positive.

Consequences

Applicants who refuse to cooperate in a drug and or alcohol test or who test positive will not be hired and will not be allowed to reapply/retest in the future.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet the company believes he or she is impaired, under no circumstances will the employee be allowed to drive themselves home.

Employees who test positive, or otherwise violate this policy, will be subject to discipline, up to and including discharge.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Inspections

The ArchSA reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband; all employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband.

Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination.

Crimes Involving Drugs

The ArchSA prohibits all employees from manufacturing, distributing, dispensing, possessing or using any illegal drug, legal recreational drug, or use of alcohol in or on company premises or



while conducting ArchSA business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

The ArchSA does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and/ or alcohol may have an impact on the workplace. Therefore, the ArchSA reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off company premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to HR within five days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record.

Definitions

"Premises" includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by the ArchSA or any site on which the ArchSA is conducting business.

"Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional.

"Refuse to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure.

Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

"Under the influence of alcohol" means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

"Under the influence of drugs" means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

"Legal recreation drug" includes drugs derived from the kratom plant, hemp plant, or salvia plant, or any other recreational product designed to provide mood altering or hallucinogenic effects.

Enforcement

The Human Resources Office is responsible for policy interpretation, administration and enforcement.



Section 10: Information Technology

The ArchSA provides and uses various forms of communication and information technologies. These technologies, when properly used, support our business and pastoral activities and enable more effective and efficient communication within the ArchSA. There are associated laws and guidelines governing acceptable use and careless use of electronic communication tools that can have dramatic consequences, harming the ArchSA, our network infrastructure, our clients, and our employees. These policies are intended to minimize the likelihood of such harm by educating our staff and by acting as the basis for written policies and procedures whose existence will serve to protect the ArchSA. Access to ArchSA communications tools is provided in conjunction with the specific responsibilities of the job held. Staff use of these tools is subject to this policy and other ArchSA policies and procedures. This policy is binding for all ArchSA staff. In the event that ArchSA communication tools are made available to individuals who are not ArchSA staff (e.g., consultants, vendors, committee members, temporaries, and volunteers), such use of these tools by such persons is subject to this policy.

10.01 – Use and Misuse of Communication Tools and Technology

DEFINITION:

"Communication tools" include, but are not limited to:

- E-mail
- Internet and Intranet Access
- Computers
- Cell Phones, Smart Phones, tablets and PDAs
- Voicemail
- Software

Ownership and Access

Communications tools purchased or provided by the ArchSA for use in the performance of its business are ArchSA property and subject to inspection. All information created in the course of ArchSA business and/or produced or carried on ArchSA communications tools is likewise ArchSA property and subject to inspection. All ArchSA information should not be downloaded, stored or copied onto personal devices.

Each user accessing these tools must have a unique user ID assigned by the system administrator. Under no circumstances shall it be permissible to allow another person to use one's ID or password.

Acceptable Use

In the course of their employment, staff may use these tools to communicate internally with ArchSA coworkers or externally with parishes, agencies, consultants, vendors, and other



professional and business acquaintances. The ArchSA provides staff with electronic communication tools to facilitate business communications and to enhance productivity.

There may be occasions to use these communication tools for personal purposes. Personal use is permitted so long as it does not interfere with job performance, consume significant resources, give rise to additional costs, or interfere with the activities of other staff members.

Unacceptable Use

Under no circumstances shall such communication tools be used for personal gain, or to solicit others for activities unrelated to the business of the ArchSA, or in connection with political campaigns or lobbying.

Staff may not use any communication tool:

1. to carry, send or receive defamatory, discriminatory, harassing or obscene material;
2. to infringe upon another person's intellectual property rights (e.g. copyrights);
3. in a manner that violates the terms of any applicable telecommunication license or any laws governing trans-border data flow (e.g., laws dealing with data collection, protection, privacy, confidentiality, and security); or
4. in connection with any attempt to penetrate computer or network security of any company or other system, or to gain unauthorized access (or attempted access) to any other person's computer, email or voicemail accounts or equipment, or in connection with the violation or attempted violation of any other law.

Acceptable Use (Mobile Devices)

ArchSA Owned/Supplied and/or Personal Mobile Devices or Vehicles - An employee who uses a device and/or vehicle owned and supplied by the ArchSA is prohibited from using a cell phone, or similar device while driving, whether the business conducted is personal or related to the ArchSA, unless hands free capability is available. This also applies to use of personal mobile devices and vehicles. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers or constituents; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the ArchSA; or any other ArchSA or personal activities not named here while driving. You are required to stop your vehicle in a safe location so that you can safely use your cell phone or similar device if hands free capability is not available.

Business Cell Phone or Similar Device for Personal use - The ArchSA recognizes that its employees may occasionally need to make personal use of an ArchSA supplied mobile device and does not wish to prohibit such use altogether. Reasonable and incidental unofficial use of ArchSA mobile devices is authorized only so long as (i) the ArchSA incurs no additional cost from that use, other than the minimal cost incurred from ordinary wear and tear; and (ii) the use does not inappropriately interfere with official business.



Cell Phones or Similar Devices at Work - The ArchSA is aware that employees utilize their personal or ArchSA supplied cell phones for important ArchSA business. At the same time, cell phones can be a distraction in the workplace. To ensure the effectiveness of meetings, employees are asked to be mindful of the meeting environment by turning their cell phone on vibrate or silent when entering a meeting.

Acceptable Use (Internet & Intranet)

The ArchSA is aware that web "surfing" may be business-related and serve a legitimate business function, but the potential for abuse exists. The Internet provides access to a huge amount of information and resources that can greatly enhance our ability to deliver services to our constituents. Today there is no single, comprehensive directory of resources available for the Internet and users sometimes must "navigate" through much unneeded and in some cases harmful information to reach the useful material.

The use of the ArchSA information technology systems is for authorized ArchSA business purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to the ArchSA.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities.

ArchSA information technology systems should not be used for commercial purposes unrelated to the ArchSA; or to distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

The equipment, software and network capacities provided through the ArchSA Information Technology Office are a privilege not a right and remain the property of the ArchSA. All users are expected to conduct their information technology systems activities in an ethical manner consistent with the moral teachings of the Roman Catholic Church.

Access and use of these resources in a manner contrary to the moral teachings of the Church will result in the immediate loss of that privilege and may result in termination of employment.

Inappropriate conduct carried out on such systems, includes, but is not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate ArchSA purposes;
- Maintaining, organizing, or participating in non-work-related web logs ("blogs"), web journals, "chat rooms", or private/personal instant messaging;
- Engaging in private or personal commercial activities;
- Misrepresenting oneself or the ArchSA;
- Violating the laws and regulations of the United States or any nation, state, city, province, or local jurisdiction in any way;



- Engaging in unlawful or malicious activities;
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the ArchSA networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Promotion of specific political parties or of specific political candidates;
- Promotion of political issues in opposition with the moral teachings of the Roman Catholic Church;
- Causing congestion, disruption, disablement, alteration, or impairment of ArchSA networks or systems;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, by leaving such computer or system unattended;
- Using recreational games;
- Defeating or attempting to defeat security restrictions on company systems and applications; and/or
- Sending, receiving, possessing or accessing pornographic materials; and/or
- Downloading and/or installing software, files, or applications from the internet or other source without obtaining prior authorization from the Information Technology Office.

Viewing or possessing pornographic materials is strictly prohibited and therefore has been blocked. Attempts to view pornographic material are monitored, and can result in disciplinary action up to and including termination. Possession of pornographic material involving minors is a criminal offense and will be immediately referred to the civil authorities.

The ArchSA Information Technology Systems must not be used to violate the laws and regulations of the United States or any nation, state, city, province, or local jurisdiction in any way. Use of ArchSA resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution.

The ArchSA owns the rights to all data and files in its Information Technology Systems. The ArchSA reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their attachments, as well as any and all use of the Internet, computer equipment, and other Information Technology Systems. Employees must be aware that the electronic mail messages sent and received using ArchSA equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by ArchSA officials at all times. The ArchSA has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws.

All computer and network users of the ArchSA will be given a username and password. Each user is responsible for all actions associated with their username on any ArchSA Information Technology System. All e-mail and Internet use will be monitored; therefore users should not



give out their password to anyone, not their supervisor or any representative of the Information Technology Office. Should any user suspect that their password has been compromised, they should submit a request to the Office of Information Technology to have their password changed immediately. If someone demands a password, refer them to this document or have them call someone in the Office of Information Technology. Do not write passwords down and store them anywhere in your office. Do not store passwords in a file on any computer system (including PDAs, Smart Phones or similar devices) without encryption. ArchSA Employees should not do the following:

- Talk about a password in front of others
- Hint at the format of a password (e.g., "my family name")
- Reveal a password on questionnaires or security forms
- Share a password with family members.
- Reveal a password to co-workers

Unacceptable Content

Although the ArchSA does not regularly monitor voicemail or electronic messages, staff should be aware that even personal E-mail and voicemail messages may be viewed publicly or by ArchSA management without further notice.

Under no circumstances shall any posting, voicemail or email originating at an ArchSA location and/or from an ArchSA communications tool be in violation of the teachings of the Catholic Church, Code of Conduct, Faith and Morals Policy or any ArchSA policy.

Examples of unacceptable content include, but are not limited to:

- Sexually explicit messages, images, cartoon or jokes;
- Unwelcome propositions, requests for dates or love letters;
- Profanity, obscenity, slander, or libel;
- Direct or indirect support for or opposition to any candidate for elective public office;
- Distribution of campaign literature or voter educational material;
- Publication or transmission of paid political advertising, coverage of candidate activity or opinions that endorse or oppose a particular candidate;
- Endorsements of candidates or political parties;
- Ethnic, religious, or racial slurs; or
- Any message that could be construed as harassment or disparagement of others based on their race, color, ethnicity/national origin, sex, marital status, pregnancy, age, disability, use of family and medical leave, military status and/or genetic information.

Computer Software

The ArchSA employees will use computer software only in accordance with the license agreement. Employees may not sell or use software on more than one computer or distribute copies of that software for any other purpose.



10.02 – Retention and Privacy

Retention and Security of Messages

Email and voicemail messages, and computer stored items are the property of the ArchSA and may have the legal and operational effect similar to that of traditional, hardcopy document (for example, that may be "discoverable" in litigation, and can be used in evidence in certain circumstances). Accordingly, all email messages shall be treated as though others may later view them.

Limited Expectation of Privacy

The ArchSA respects the personal privacy of its staff. However, because communications tools are provided for the purposes of ArchSA business, staff rights of privacy in this context are quite limited. Staff and others should have no expectation that any information transmitted over ArchSA facilities or stored on ArchSA owned or leased computers, is or will remain private. These systems are owned and/or controlled by the ArchSA and are accessible at all times by the ArchSA for maintenance, upgrades, or any other business or legal purpose. Staff members who use ArchSA communication tools should be aware that our firewall (and other security tools) creates an audit log detailing every request for access in either direction by each user. Also, in the course of their duties, system operators and managers may monitor employee use of the internet or review the contents of stored or transmitted data.

The ArchSA permits limited personal use of all these communications tools on the express understanding that it reserves the right (for its business purposes or as may be required by law) to review staff use, and to inspect all material created by or stored on, these communication tools. Use of these tools constitutes the employee's permission for the ArchSA to monitor communications and to access files that are made on or with these communication tools.

Penalties

Violations of these policies can result in responses ranging from denial of future access to disciplinary action up to and including termination.

Section 11: Grievances

The ArchSA recognizes that there are times when the need arises for employees to express concerns or complaints in a formal manner. The following procedures will ensure that employees receive a fair and unbiased review of workplace concerns.

The ArchSA encourages direct and open communication between supervisors and their employees to promptly resolve workplace concerns. If an issue cannot be resolved, all employees have the right to file a formal grievance as outlined below. The employees may, on an individual basis, present complaints and grievances concerning their employment, which may include but not limited to matters relating to:



- Work environment
- Supervisor-employee relationships
- Performance appraisals
- Compensation or benefits
- Application of written policies, procedures, or practices

*Any grievance regarding harassment should follow Section 8.02 – Harassment in the Workplace.

The ArchSA prohibits any type of retaliation against an employee who files a written grievance in good faith. Any employee engaged in such retaliation will be subject to disciplinary action, up to and including termination of employment.

11.01 – Employee Grievance Procedure

An Employee filing the grievance shall proceed in this matter:

Level 1: Appeal to the Immediate Supervisor: Any employee having a complaint will submit a written statement to their immediate supervisor with a copy to the Human Resources Office.

Employee Responsibilities:

- Submit a written statement with:
 - A detailed and specific description of the situation, and
 - Proposed resolution/s regarding the situation

Supervisor Responsibilities:

- Provide employee with a written response within fifteen working days from the date of receipt of the Grievance.
- The supervisor must respond in writing with a decision making reference to pertinent guideline provisions for which the decision is based.
- If both parties come to an acceptable resolution, the resolution must be submitted within five business days in writing to Human Resources for approval.
- If necessary, a ten business day extension may be granted if approved by both parties in writing submitted to Human Resources.

Human Resources Responsibilities:

- Human Resources will provide a written response within ten business days upon receipt.

If the parties do not come to an acceptable resolution the employee may submit their grievance to the next level or withdraw the grievance.

Level 2: Appeal to the next level:

Employee Responsibilities:

- If the employee is dissatisfied with the decision of the supervisor, the employee may



appeal the decision within 10 working days by advising the supervisor in writing with the reason(s) for the disagreement.

- The supervisor will promptly forward all documentation to Human Resources.
- The Human Resources Office will consult with the Moderator of the Curia and notify the employee in writing of a decision within 10 working days of receiving the appeal.

Decisions at this level will be final.

Withdrawing a Grievance: An employee may terminate the grievance process at any time by delivering a written notice requesting withdrawal of the grievance to their supervisor or Human Resources.

11.02 – Religious/Clergy

For diocesan and religious priests assigned in the ArchSA any controversy can be entrusted to the judgment of one or more arbiters.

Section 12: Separation from Employment

It is the policy of the ArchSA to ensure that employee terminations, including voluntary and involuntary terminations and terminations due to the death of an employee, are handled in a professional manner with minimal disruption to the workplace.

The working relationship can be terminated by the employee or the ArchSA at any time, for any reason or no reason, with or without cause, and with or without advance notice. Nothing in this policy will be interpreted to conflict with or to eliminate or modify in any way the employment-at-will status of the ArchSA employees.

12.01 – Voluntary Resignation

A voluntary resignation of employment occurs when an employee submits a written notice of resignation with the effective date of resignation to their supervisor and Human Resources.

As a professional courtesy, the ArchSA requires at least two weeks' notice of resignation for non-exempt and at least four weeks' notice for exempt employees. Time off may not be used during the notice period. Failure to give required notice will result in the forfeiture of accrued vacation leave pay out and eligibility for re-employment, any exceptions to this will be made by authorized personnel (Department Head, Priest, Principal, and Agency Director) in consultation with Human Resources. The ArchSA also has the right to accept the resignation effective immediately regardless if employee states a specific date on notice. If an employee rescinds a resignation, it will be considered on a case-by-case basis by the supervisor/Department Head, Priest, Principal, or Agency Director and Human Resources.



12.01.1 – Job Abandonment

The ArchSA considers job abandonment as an employee who is absent from work three consecutive days without proper notification. The effective date will be the last day in which the employee actively worked. Employees will not be eligible for rehire at any ArchSA location and will not be paid out accrued vacation leave.

12.01.2 – Retirement

Employees who are eligible for and are considering retirement should provide appropriate written notice of intent to retire following voluntary resignation guidelines.

12.02 – Reorganization

Reorganization within the ArchSA may require the release of some employees based on financial or business need.

12.03 – Separation Procedures

- Upon separation of employment, an exit interview will be conducted by Human Resources or Bookkeeper to provide an opportunity to discuss the reason(s) for departure or any other issues regarding policies, procedures or working conditions.
- On or before the last day of work, an employee must return any and all memoranda, notes, records, manuals and other documents in their possession, relating to the business or affairs of the ArchSA.
- Likewise, any keys, equipment or other items issued by the ArchSA must be returned. Employee will be responsible for any lost, damaged or unreturned items.

12.04 – Termination for Cause

Employees may be terminated for poor performance, attendance, violation of Code of Conduct, or other violations of ArchSA policies. However, your employment is at will and either party may terminate employment at any time for any or no reason.

Employees terminated for cause will not be eligible for rehire at any ArchSA locations and will not be paid out accrued vacation leave.

12.05 – Employment Verification

All inquiries concerning current and former employees should be directed to the Human Resources Office. Employment dates and title of position will be provided in response to a request for reference information regarding an employee. In addition, information necessary to secure a loan or proceed with a business transaction will be released only with written authorization from the employee.



12.06 – Unemployment Compensation

The ArchSA, as part of the Roman Catholic Church, is exempt from mandatory participation in the Unemployment Compensation Program and has elected not to participate. Therefore, there are no unemployment benefits as an employee of the ArchSA.



Archdiocese of San Antonio

HR@archsa.org

(210) 734-2620 Fax (210) 734-1919

From the Office of Human Resources,

We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us.

"Seeking to live in sacramental communion with one another, the Archdiocese of San Antonio exists to make missionary disciples of Jesus Christ to prepare for the promise of Eternal Life," states the archdiocesan Mutually Shared Vision.

The men and women employed by the Archdiocese of San Antonio are dedicated professionals who share and seek to fulfill this vision in many diverse areas including spiritual ministry, formation, social work, education and administrative services.

As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further the vision of the Archdiocese of San Antonio. With your active involvement, creativity, and support, the Archdiocese of San Antonio will continue to achieve its goals.

This employee handbook is designed to introduce you to the organization, familiarize you with Archdiocese of San Antonio policies, provide general guidelines, benefits and help answer any questions that arise in connection with your employment. If you have questions, feel free to ask your Supervisor, Department Head, Priest, Principal, Agency Director or contact the Human Resources Office.

Once again WELCOME to the Archdiocese of San Antonio. We are happy you're here!

Blessings,

Archdiocese of San Antonio Human Resources Staff



Employee Handbook Acknowledgment

I acknowledge receiving the Employee Policy Handbook to include the Faith and Morals Policy in effect as of the date listed below, which outlines the policies of the Archdiocese of San Antonio and my responsibilities as an employee. I clearly understand that this handbook does not create a contract or a guarantee of employment with the Archdiocese of San Antonio. I understand that the information in this handbook is subject to change, and any changes may modify, supersede, or eliminate the policies contained in the current employee handbook. Employees will be notified of any policy changes through written communication.

I understand that no representative of the Archdiocese of San Antonio, other than the Archbishop, has the authority to enter into any agreement guaranteeing employment for any specific period of time or to make any oral or written promises, agreements or commitments contrary to this policy. Any employment agreement entered into by the Archbishop will not be enforceable unless it is in writing.

Employee acknowledged the employee handbook in the Paylocity self-service portal.