

POLICY SECTION 1 GOVERNS TERMS OF EMPLOYMENT

POLICY 1-1: EMPLOYMENT

The Diocese of Rapid City is an equal opportunity employer. Recruiting and hiring of qualified applicants is carried out without regard to race, sex, creed, color, place of national origin, or age. However, it is recognized that there are certain positions within the diocese which require membership and active participation in the Catholic Church and a life style consistent with Church teachings in order to fulfill the responsibilities of the position.

PROVISIONS:

1. Initial recruiting and interviewing of directors of offices will be conducted by the moderator of the curia, the chancellor or any others the bishop may ask to assist in this process. In general, administrative support applicants will be interviewed by the director of an office and the moderator of the curia unless the bishop delegates this function to the chancellor or another curia member.
2. Prior to the extension of a formal offer of employment, all proposed starting salaries must be cleared with the bishop who will consult with the finance manager and chancellor in making decisions about starting salaries.
3. All employment offers must be made or confirmed by the chancellor after the bishop's approval.
4. All employees shall sign an employment agreement on an annual basis for the continuation of employment. The Diocese of Rapid City may choose, at its option, not to renew the employment agreement of any employee. The employee signature on the contract acknowledges the receipt of a current copy of the Personnel Policy Manual
5. Contracts with employees are governed by the Personnel Policies of the Diocese of Rapid City unless the contract explicitly provides otherwise.
6. By acceptance of their employment, all employees of the Diocese of Rapid City agree to abide by the guidelines and policies of the Diocese of Rapid City. Each employee is to be informed of the policies and guidelines before such employment commences and of changes made throughout the course of employment.

POLICY 1-2: EMPLOYEE DEFINITION

Employees of the Diocese of Rapid City are identified as follows: Full-time contract; Part-time; Temporary; Introductory.

PROVISIONS:

1. Employee Definitions
 - a. Full-time contract: One who is hired to work at least 40 hours per week for more than 6 months. Full-time contract employees qualify for fringe benefits. Salary for full-time employees is determined on an annualized basis.
 - b. Part-time: One who is hired to work for less than 40 hours per week. Part time employees are compensated each pay period for hours worked. Those working 30 hours or more qualify for the same benefits as a full-time employee. No fringe benefits are extended to those working less than 30 hours per week. Those who were hired prior to July 1, 2014 and are working between 20 and 29 hours per week are grandfathered for insurance and the flex plan.
 - c. Temporary: One who is hired to work for a specific period of time, usually not to exceed six months. This employee does not qualify for fringe benefits.
 - d. Introductory: One who is within the first four (4) months of his/her employment by the diocese unless the written employment contract provides a shorter or longer period.

2. Categories of Employees
 - a. Cabinet: Those who have been entrusted with high level chancery-wide management responsibilities.
 - b. Heads of departments and/or directors of offices, Supervisory: Those who supervise support staff.
 - c. Heads of departments and/or directors of offices, Non Supervisory: Those who do not have support staff under their supervision.
 - d. Specialists: Those with advanced responsibilities in specialist type positions.
 - e. Administrative: Those with decision-making responsibilities in specific functions.
 - f. Support: All other positions

POLICY 1-3: WORK HOURS

The Diocese of Rapid City normally observes the following provisions regarding working hours and time reporting.

1. For payroll purposes, the standard week runs from 12:01 a.m. Sunday through 12:00 Midnight Saturday.
2. The regular Chancery office hours run from 8:00 a.m. to 5:00 p.m., Monday through Friday. Although the work week will normally consist of 40 hours, 8:00 a.m. to 5:00 p.m., not including the unpaid lunch hour, there are a few positions that do require a different work schedule. However, for the physical and mental welfare of employees, no matter what the work day is, the unpaid lunch hour is to be taken in the middle of the work day.
3. Exempt employees are expected to accomplish their work responsibilities during their normal working hours. When employees are required to work outside their normal hours on any given day, they should adjust their work schedule.
4. A paid morning and afternoon break, not to exceed 15 minutes each day, is allowed for full time employees. A prorated break is allowed for employees working less than full time. Employees are to remain on the premises during break time. For the physical and mental welfare of employees, break times are not to be combined for the purpose of using them in lieu of lunch time.

POLICY 1-4: OVERTIME

Overtime worked is governed by the Fair Labor Standards Act (FLSA).

1. There are no provisions for the payment of overtime for administrative or supervisory employees.
2. Approved overtime for employees paid on an hourly rate will be compensated at an hourly rate up to 40 hours per week.
 - a. Overtime beyond 40 hours will be compensated at 1-1/2 times the hourly rate.
 - b. Authorization for overtime work for hourly rate employees requires the advance written approval of the director of an office. This written approval must be given to the chancellor and the bookkeeper in order that the proper adjustments in salary may be made.

- c. Where possible, when it is necessary for an hourly employee to work beyond the normal duty hours on a given day, a decreased schedule should be implemented during the remainder of the work week so the employee does not work in excess of 40 hours in that week.

POLICY 1-5: INCLEMENT WEATHER

Full time employees who miss work because of inclement weather will be given the option to use leave without pay, vacation leave, personal leave, or make up the time. If the chancery office is declared closed by the bishop or his designee no leave will be charged to an employee's account.

Time missed by part time employees who do not report to work because of inclement weather when the chancery office is open will be made up within 30 days.

POLICY 1-6: PERSONAL APPEARANCE

Good grooming and clothing generally regarded as appropriate to a business office and in good taste are acceptable to the Diocese of Rapid City.

PROVISIONS:

1. Professional attire is to be worn by all personnel according to their position and work in the Chancery.
2. The Diocese of Rapid City reserves the right to determine whether certain items of clothing are acceptable.

POLICY 1-7: SEXUAL MISCONDUCT

The Diocese strives to provide an environment that is safe. In an effort to provide such a safe environment, the Diocese has adopted a Sexual Misconduct Policy, Appendix B, and Code of Conduct, Appendix C, which applies to all employees. A copy of the policy is given to, and shall be signed by each employee upon the commencement of employment.

POLICY 1-8: SUBSTANCE ABUSE

1. Irresponsible use or abuse of alcohol/controlled drugs is defined as any consumption of alcohol or drugs that results in harm to the user or to others, or damage to property.

2. The use of alcohol/controlled drugs is not permitted on the chancery premises. Employees under the influence of alcohol or drugs while on duty may be discharged without advance notice.
3. Illegal or inappropriate use or distribution of alcohol or drugs may compromise an employee's continued employment with the diocese.
4. When requested to do so, or when such action is necessary, the diocese may but is not obligated to, assist an employee in seeking help from one or more community agencies.

POLICY 1-9: USE OF PERSONAL CELL PHONES

Use of personal cell phones during work time is prohibited subject to the following limited exceptions which you are expected to observe and follow when you bring your cell phone to work.

1. Employees are to:
 - a. be mindful of their ability to get their job done and to be mindful of their co-workers need to get their jobs done. Therefore personal cell phones are to be placed in the vibrate mode during working hours.
 - b. let cell phone calls go to voice mail during working hours. Emergency content calls should be channeled through the office phone system.
 - c. use break time and lunch time to make personal cell phone calls.
2. Employees are expected to use the chancery phone system for business calls during working hours when physically present in the office.
3. Other features of cell phones - text messaging, games, cameras, e-mail, etc., - may be used during break or lunch time but not during working hours as these activities take away from an employee's productive work time.

Exceptions may be granted by the bishop or his designee on a case by case basis for a bona fide job requirement.

Cell phone use while driving

Due to safety concerns, employees are prohibited from using cell phones for any purpose, including texting and the reading of incoming texts, while driving their own vehicle during working hours, or while driving a diocesan vehicle. If an employee believes it is necessary to make a cell phone call or receive a cell phone call while driving either a personal vehicle during working hours or diocesan vehicle, the employee is required to stop the vehicle for the duration

of the cell phone call. If it is not reasonably possible to stop the vehicle at the time a cell phone call is received, then the employee must briefly advise the caller that he or she cannot accept the cell phone call at this time but will return the cell phone call as soon as the vehicle can be safely stopped.

POLICY SECTION 2 GOVERNS CONFIDENTIALITY AND RECORD RETENTION MATTERS

POLICY 2-1: CONFIDENTIALITY

Records and correspondence of the Diocese of Rapid City will be treated as the sole property of the Diocese of Rapid City and as such are generally to be treated as confidential.

PROVISIONS:

1. General
 - a. The sole purpose of maintaining any and all records of any nature within the files of the diocese is to assist and serve the bishop and other juridic persons in the exercise of their work and ministry within the Diocese of Rapid City. As such, the records are exclusively ecclesiastical documents for various institutions and persons and do not fall within any current legal or civil jurisdiction, according to canon law.
 - b. Canon law itself provides for the maintenance of such records and documents. Its statutes pertaining to the confidentiality of those records are to be strictly followed.
 - c. All files are confidential: i.e., there is no access to such files other than that expressly given in writing by the bishop, moderator, or the chancellor, who by the Sacred Canons, are given the responsibility for the custody of those records.
 - d. Certain types of files and documents are kept for various juridic and physical persons within the diocese. They are the property of the diocese and not that of the individual juridic or physical person. Unless canon law provides otherwise, no person has the right to demand access to said files. In no way does a third party have a right to any such files.
 - e. Some types of records and documents belong to parishes and are maintained at the chancery office. These include files of both a general and legal nature. There is no third party access to such files nor is there any access by a member of such organization/corporation without the express permission of the moderator, chancellor or the bishop.
 - f. Any information in the nature of a public record is provided in summary form

upon appointment set by the moderator, chancellor or the bishop. They or their delegate will do the actual searching of the file.

- g. Any and all church employees and/or volunteers who create or prepare letters, memos, documents, or correspondence of any kind that are maintained or could be maintained in any and all files of the chancery or the Diocese of Rapid City are advised that such correspondence shall be treated as confidential per these guidelines. Furthermore, they acknowledge that such correspondence is no longer their own property but rather falls within the exclusive ecclesiastical nature and consequent control of the diocese, and as such, is confidential. See Appendix A for information on computer generated items and general use of technology.
- h. Employees of the diocese will also observe confidentiality concerning things of a sensitive nature that they may learn or acquire in the course of employment with the diocese.

2. Employee Records

- a. An employee's personnel file, or portion of it, will be made available for inspection by the employee, at the discretion of the moderator or the bishop except as set forth hereafter.
- b. Information in an employee's personnel file which concerns a third party shall not be made available to the employee without the third party's consent.
- c. Information in the employee's personnel file will not be made available to a third party without consent of the employee.
- d. To inspect his/her file, an employee is to submit a request in writing, to the moderator or chancellor, explaining the reason for the request. Within five (5) working days, the moderator or chancellor will set a time for the employee to review the file. This review is to take place in the presence of the moderator or chancellor. Prior to the review, any documentation regarding a third person will be removed by the moderator or chancellor.

- 3. Strict observance by all employees to this policy on confidentiality is critical to the proper functioning of the diocese.

POLICY 2-2: RECORD RETENTION MATTERS

The Diocese of Rapid City has a Records Retention Policy, Appendix D, which governs the disposition and maintenance of all records.

POLICY SECTION 3 GOVERNS FINANCES

POLICY 3-1: SALARY ADMINISTRATION

The Diocese of Rapid City seeks to provide fair and equitable compensation to its employees.

PROVISIONS:

1. Objectives
 - a. To develop and maintain salary structures for supervisory, administrative, and support personnel which will enable the Diocese of Rapid City to attract and retain well qualified personnel essential for the diocese to function effectively.
 - b. To encourage improved job performance and motivate employees to develop their potential abilities within the resources of the diocese.
 - c. To have a program of salary administration with flexibility sufficient to meet changing economic and competitive conditions in similar fields within the Rapid City community and the community of the Church.
 - d. To maintain salary relationships among positions which are internally consistent in recognizing important relative differences in position responsibilities and requirements and to recognize and reevaluate positions where responsibilities have changed noticeably.
 - e. To establish and maintain a sound salary program which will be understood and respected by diocesan employees.
 - f. To base differentials between jobs solely on qualifications and responsibilities without regard to non-job attributes such as race, color, sex, age, national origin, or religion (unless religious faith is determined to be a bona fide occupational qualification).
2. Salary Structures and Principles of Application
 - a. Responsibility Levels:
 - (1) The salary ranges progress in an orderly alignment from the lowest to the highest responsibility level positions.

- (2) Sufficient responsibility levels have been established to recognize important relative differences in position responsibilities and requirements within the diocese.

b. Salary Ranges - each salary range is divided into three zones as shown in the diagram below:

Minimum		Maximum
25%	50%	25%
Zone 1	Zone 2	Zone 3

- (1) Minimum Salary - The salary normally paid an individual hired for or promoted to a given position. Exceptions may be as follows:
 - (a) Salary payments below the minimum salary may be justified where the newly hired or the promoted person does not have the minimum education, training or experience normally required for the position. Such a person would be considered a “trainee” or in a status of “qualifying” for the position.
 - (b) A starting salary above the minimum salary may be justified where the newly hired or promoted person has closely related training and/or experience in excess of the minimum position requirements.
- (2) Zone 1 - The pay zone for employees who are new in their position and/or who are acquiring the experience needed to perform effectively in all areas for which they are accountable.
- (3) Zone 2 - The pay zone for employees who are fully qualified for the position and have proven their ability to perform effectively in all areas for which they are accountable.
- (4) Zone 3 - The pay zone reserved for those employees who perform all the accountabilities and responsibilities of their position in a consistently “outstanding” manner.
- (5) Maximum Salary - The highest salary which can be justified for a position within a given responsibility level.
- (6) The overall salary structures will be reviewed annually and adjustments made, when necessary, to ensure competitive salary levels are maintained.

3. Administrative Procedures

a. Responsibility for Administration

- (1) The chancellor, the finance manager and the Finance Council shall be responsible to the bishop for overseeing the total salary program; and shall be responsible for reviewing all salary adjustments which have been recommended in accord with these guidelines.
- (2) All salary structures and supporting administrative policies will be reviewed periodically by the finance manager to determine whether the stated objectives of the salary program are being achieved. Any needed change will be reported to the chancellor for any necessary action.

4. Salary Adjustment for Improved Performance

a. Frequency of Salary Review.

- (1) All personnel will have their salaries reviewed annually.

Salary adjustments, however, shall be made only when earned, based on identifiable improvements in performance, as documented in the annual job review. Adjustments shall also be considered within the financial resources of the diocese and supported by the recommendation of the finance manager and, if needed, the Finance Council.

- (2) An employee receiving a salary below the minimum of the salary range will be reviewed at four month intervals from the date of employment.

b. Amount of Salary Adjustments.

- (1) The chancellor with the finance manager, in consultation with the Finance Council and the bishop, shall determine appropriate salary and adjustments for each person.

5. Salary Adjustments Resulting From Economic and Changing Competitive Patterns

- a. It is the established policy to review and, if necessary, change the salary structure and the salary adjustment annually in relation to changes which may have resulted from economic and changing competitive patterns. This includes but is not limited to inflationary factors.

- b. Changes in salary structure will be made on the recommendation of the chancellor and the finance manager, in consultation with the Finance Council, and with review and approval of the bishop.
 - c. Salary range increases will be taken into consideration when increases for improved performance are recommended for individual employees if such is evident from their annual job review.
 - d. When no increase based on performance is justified, an increase based on the inflation rate may be approved in recognition of changing economic conditions.
6. Salary Review
- a. The salary review process is distinct from the job review process and should be timed to follow it. Salary review can happen without the employee being present, while the job review is always done with the employee.

POLICY 3-2: PAYMENT OF WAGES

It is the policy of the Diocese of Rapid City to disburse wages according to the following provisions.

PROVISIONS:

- 1. Paychecks are generally electronically deposited into the employee's bank account on the 15th and the 30th of each month.
- 2. Deductions from gross income include:
 - Federal Income Tax
 - Social Security and Medicare
 - Health Insurance (where applicable)
 - Other agreed upon deductions
- 3. All employees are to report time taken off for sick leave, vacation, etc. to the chancellor prior to the disbursement of checks.

POLICY 3-3: INSURANCE

It is the policy of the Diocese of Rapid City to provide additional benefits and insurance for its employees according to the following provisions.

The diocese reserves the right to change insurance plans and insurance carriers as the need arises. The specific benefits and rights will be governed by the plan currently in effect.

PROVISIONS:

1. Insurance
 - a. Employees working thirty (30) hours per week or more are eligible for insurance benefits.
 - b. Eligible employees are provided life insurance and long-term disability insurance at no cost to the employee.
 - c. If an eligible full-time contract or part-time employee elects to have medical/dental insurance for him/herself or for the family the diocese pays a portion of the full cost of insurance. The amount paid by the diocese in either case is reviewed annually.
 - d. To be guaranteed coverage under the medical/dental plan, an eligible employee must elect coverage within thirty-one (31) days of becoming eligible.
 - e. Upon termination of employment, a former employee may elect to continue the medical/dental benefits for up to eighteen (18) months at his/her own expense according to the insurance carrier's policy.
 - f. During an approved leave of absence, an employee may elect to continue the medical/dental benefits subject to the provisions relating to a leave of absence, under the same terms as with termination, e.g., item 1.e. above, unless provided otherwise by contract.

2. Worker's Compensation

Employees of the diocese are covered for personal injuries arising out of and in the course of their regular employment according to applicable laws and the insurance carrier's regulations. In the event of such sickness or injury, the chancellor is to be notified promptly.

3. Social Security

Employees of the diocese are covered under the Federal Social Security program of retirement benefits and other survivor and disability benefits. The diocese contributes an amount equal to each employee's contribution to this program. The employee's share is withheld from his/her paycheck according to law.

4. Unemployment Insurance

The diocese is exempt from both state and federal unemployment insurance and therefore there are no unemployment benefits available to diocesan employees.

POLICY 3-4: EMPLOYEE EXPENSES

Employees shall be reimbursed for certain direct expenses incurred while conducting diocesan business.

PROVISIONS:

1. The employee must receive prior approval from the head of an office or from the chancellor for such expenditures if not previously approved in the department's budget. In the case of travel, an approved business/professional leave form is required before committing diocesan monies for registration, airline tickets, lodging, etc. Such departmental travel must be pre-approved by the bishop during the department head's evaluation/goal setting session and such travel is to be associated with goals. Any requests for travel not so approved need to be submitted in advance and will be considered on a case by case basis. See Policy 4-11.
2. Whenever possible, employees are to use a diocesan owned vehicle for diocesan business travel over 25 miles. If a diocesan car is available and an employee chooses to use their own vehicle, they will only be reimbursed the cost of the gas when accompanied by a receipt. If it is necessary to use an employee's private automobile for diocesan business travel, the employee will be reimbursed on a per mileage basis as currently approved by the diocesan policy.
3. Other expenses incurred in direct service to the diocese such as meals, motel accommodations, etc., will be reimbursed when accompanied by a receipt.

POLICY 3-5: BUDGET RESTRICTIONS

It is the policy of the Diocese of Rapid City to restrict budgeted expenses of \$500.00 or more in

order to determine that sufficient funds are available at a given time.

PROVISIONS:

1. All offices of the diocese wishing to make an individual purchase of \$500.00 or more must first have sufficient funds within their office budget to cover the purchase and then submit a written request to the finance manager who will determine whether or not there are funds currently available in the diocesan accounts.
2. This policy covers printing, equipment and any other major expenditure. The purpose of this policy is not to restrict the offices in the purchase of needed equipment or supplies, but rather to ease the tension on the diocesan account when several major purchases are made at one time.

POLICY 3-6: FLEX PLAN

It is the policy of the Diocese of Rapid City to make available a flex plan for the benefit of eligible employees. The diocese reserves the right to modify or terminate this plan as the need arises. The specific benefits and rights will be governed by the plan currently in effect.

PROVISIONS:

1. Overview of the Plan
 - a. A Flex Plan, also known as a Section 125 Plan, is a voluntary salary reduction plan that allows employees to pay for certain expenses with before tax dollars. Employees individually determine what benefit(s) are needed and wanted. The employee saves by not paying income taxes or social security taxes (FICA) on the amount of salary allocated to the plan.
 - b. Eligible expenses include group insurance premiums; insurance deductibles and co-payment expenses; eye care, orthodontia and more; dependent care expenses.
2. Administration of the Plan
 - a. The Plan Year runs from July 1 through June 30.
 - b. The finance office will reduce the participating employees salary by the agreed upon amount through the payroll system. A third party administrator will provide claims processing.

3. Eligibility for Participation

Eligibility requirements are the same as for participation in the Health Insurance Plan.

POLICY 3-7: LAY RETIREMENT PLAN

It is the policy of the Diocese of Rapid City to make available a lay retirement plan for the benefit of eligible employees. The diocese reserves the right to modify or terminate this plan as the need arises.

PROVISIONS:

1. Overview of the Plan

A Lay Retirement Plan, also known as a Section 403(b) Tax-Sheltered Retirement Plan, is a voluntary plan that allows employees to set aside funds on a tax deferred basis for their retirement needs. The diocese has the option of matching employee contributions up to an amount determined through the budget process each year. Employees individually determine at what level to participate. The employee saves by not paying income taxes on the amount of salary contributed to the plan. Any diocesan matching contribution is not subject to taxes when made. Employees are fully vested at the time of participation in the diocesan sponsored plan.

2. Administration of the Plan

- a. The Plan Year runs from July 1 through June 30.
- b. The diocese, through its budget process, will determine each year how much, if any, employee contributions will be matched. Whether the diocese provides matching sums or not, the employee may still participate in the Plan and thereby provide for their own retirement on a tax deferred basis.
- c. The finance office will reduce the participating employee's salary by the agreed amount through the payroll system.
- d. The diocese will select the 403(b) Investment Firm and reserves the right to change that selection as it sees fit. The diocese also reserves the right to terminate this diocesan sponsored 403(b) plan.
- e. If an employee so desires he or she may select a 403(b) Investment Firm for individual contributions. However, the diocese will not provide matching contributions to any Plan other than that selected by the diocese.

- f. The diocese will follow applicable Federal regulations and 403(b) Investment Firm plan requirements in administering this Lay Retirement Plan.

3. Eligibility for Participation

Eligibility requirements are met according to POLICY 1-2: Employee Definition. Full-time contract and Part-time employees working 30 hours or more per week are eligible. Introductory employees hired to either of the above categories are also eligible during their introductory period.

POLICY SECTION 4 GOVERNS LEAVE BENEFITS

GENERAL INFORMATION:

While regular attendance by all employees is essential for meeting the mission of the diocese, it is important to realize that there are situations which demand absence from work. To that end it is the policy of the Diocese of Rapid City to grant paid leave time to its full-time employees and part-time employees working at least 30 hours a week. Part-time employees working less than 30 hours per week may with the approval of their supervisor adjust their weekly schedule to accommodate a necessary absence, or request leave without pay.

Policy 4-4 (Jury Duty) applies to all employees.

A. Prolonged Absences

1. In case of frequent absence, prolonged illness, or if it appears that an employee's job performance is being adversely affected by their state of health, an employee may be asked to present a physician's statement.
2. In the case of prolonged absence due to illness, a position will be held for an employee for three (3) months. If an employee is absent for longer than three (3) months, he/she cannot be guaranteed a place in the position that he/she was working in when they left. If another is available in which they are interested they can apply for that position.

B. Life Threatening Illnesses

An employee with a life threatening illness may wish to engage in as many normal pursuits including employment as the employee's health condition may permit. As long as an employee is able to meet acceptable performance standards and medical evidence indicates that the employee's condition is not a threat to other persons, the diocese will be sensitive to the employee's condition, make reasonable accommodations for the employee's continued employment, and take measures to assure the protection of the employee's rights including the right to confidentiality.

POLICY 4-1: VACATIONS

PROVISIONS:

1. Eligible Support and Non-Supervisory employees earn vacation on the following basis:
 - a. 0 through 5 years of employment: ten (10) working days per year.

- b. 6 through 10 years of employment: fifteen (15) working days per year.
 - c. Over 10 years of service: twenty (20) working days per year.
2. Eligible Administrative/Supervisory employees earn vacation time on the following basis:
- a. 0 through 5 years of employment: fifteen (15) working days per year
 - b. Over 5 years of employment: twenty (20) working days per year
 - c. When an employee in #1 moves to a position in #2, that person must have five years of employment as an administrative/supervisory employee or a combination of ten years of employment in order to earn 20 working days of vacation.
3. The vacation earned is computed according to the employment date.
4. If a holiday falls during an employee's scheduled vacation period, he/she will not be charged with a day of vacation.
5. Should an employee become ill during the scheduled vacation period and remain ill for at least five (5) vacation days, the time off may be charged to sick leave rather than vacation upon presentation to the chancellor of a doctor's certificate documenting the illness.
6. An employee will normally schedule vacation consistent with the needs of the office and notification of vacations is to be sent by the supervisor/director of an office to the chancellor. Employees should request their vacations at least one month prior to its beginning by submitting a completed leave form to the chancellor. Supervisors/directors of the offices are to coordinate vacation so that offices are covered.
7. If an employee is rehired he/she may carry over a maximum of five (5) working days of unused vacation from the previous year into the next fiscal year.
8. Should an employee terminate or not be re-hired, he/she will be paid for earned, unused vacation, not to exceed twenty-five (25) working days.
9. If there is no accrued vacation available, an employee must request a leave-of-absence-without-pay which is subject to the chancellor's approval. Vacation/sick leave is not earned during unpaid absences.
10. No vacation may be taken during the introductory period, unless stipulated otherwise by employment contract.

POLICY 4-2: HOLIDAYS

PROVISIONS:

1. Eligible employees who do not work on the days listed below will receive their regular day's pay for the following holidays observed by the Diocese of Rapid City:
 - a. New Year's Day
 - b. Martin Luther King Day
 - c. President's Day
 - d. Good Friday
 - e. Memorial Day
 - f. Independence Day
 - g. Labor Day
 - h. Native American Day/Columbus Day
 - i. Thanksgiving Day
 - j. Friday after Thanksgiving
 - k. Christmas Eve
 - l. Christmas
 - m. New Year's Eve
2. Employees working on a holiday will be compensated according to the policy on compensation and overtime.
3. An employee who is on unpaid status before and after a holiday will not receive holiday pay.

POLICY 4-3: FUNERAL LEAVE

Time off from work with pay is authorized for eligible employees to attend a funeral according to the following provisions:

PROVISIONS:

1. Definition
 - a. Immediate Family: Spouse, child, mother, father, brother, sister, grandparent, grandchild.
 - b. Extended Family: Aunt, uncle, cousin, in-laws.

- c. Members of the immediate family of a co-worker.
 - d. Friends or other significant relationships.
2. Compensation Provided
- a. Time off with pay may be granted for a maximum of five (5) working days in the event of the death of an immediate family member.
 - b. Time off with pay may be granted for a maximum of three (3) working days in the event of the death of an extended family member.
 - c. In the event of the death of an immediate family member of a co-worker, a priest, or religious, up to one day will be granted with pay for attendance at the funeral if needed. If more time is needed, vacation or time without pay may be used, or an adjustment can be made to the work schedule.
 - d. In the event of the death of a friend or other significant relationship, vacation or time without pay may be used or an adjustment can be made to the work schedule.
3. An employee is required to notify his/her immediate supervisor if funeral leave is needed and submit a leave request form to the chancellor. If the situation does not allow for the paperwork to be completed prior to the funeral leave, the employee should follow-up with the paperwork upon return to duty.

POLICY 4-4: JURY DUTY

The Diocese of Rapid City recognizes its employees' civic obligation to serve as jurors when called and therefore will grant a leave-of-absence with pay in accordance with the following provisions.

PROVISIONS:

An employee who is called to jury duty may elect to receive his/her full salary at the regular base rate of pay for working days during which he/she is absent from work due to jury duty. Should the employee elect to retain the jury duty payments, he/she will forfeit the salary for the same period.

- 1. In order to receive pay under the provisions of this policy, the employee must present to the chancellor a copy of the official notification of juror selection and a statement from the court on the amount of daily compensation received from the court.

3. If the employee is excused from jury duty prior to 12:00 p.m. (noon), he/she is expected to report to work on that day.
4. If the employee elects to receive regular salary, he/she must submit a copy of the check received from the court to the finance office. The finance office will deduct from the employee's diocesan paycheck the amount of daily compensation received from the court. Any mileage allowance paid by the court will be retained by the employee.

POLICY 4-5: EXTENDED LEAVE OF ABSENCE WITHOUT PAY

Under the provisions of this policy an eligible employee may request and be granted an extended leave of absence without pay at the discretion of the bishop.

PROVISIONS:

1. An extended leave of absence without pay is defined as a leave of absence of over thirty (30) calendar days.
2. An employee must have a minimum of two (2) years service with the Diocese of Rapid City before a request for an extended leave of absence without pay will be considered.
3. A request for a contemplated extended leave of absence without pay must be submitted in writing to the bishop at least thirty (30) days prior to the commencement of the leave.
4. The leave may be approved for up to twelve (12) months.
5. An employee may elect to continue coverage in the group insurance plan while on extended leave of absence for up to twelve (12) months at his/her own expense. Vacation and sick leave cannot be accrued during this leave of absence.
6. The approval of an extended leave of absence is not a guarantee that a position will be available to the employee when he/she returns from the leave of absence unless a previous contractual arrangement has been made with the employee prior to the leave of absence.
7. If an employee's position is going to be filled he/she will be notified two weeks prior to the beginning of the process of filling the position.

POLICY 4-6: MEDICAL DAYS/SICK LEAVE

It is the policy of the Diocese of Rapid City to provide medical days for eligible employees according to the following provisions:

PROVISIONS:

1. Twelve (12) medical days per year are allowed for illness and doctor/dental appointments whether of a physical or mental nature. A maximum of thirty (30) days may be carried over from one fiscal year to the next.
2. Medical leave is for the purpose of illness and doctor/dental appointments for the employee and for the employee's spouse, children or parents where the employee's presence is required. Four of these days may be used for family emergency other than illness or doctor/dental appointments or for personal reasons to conduct necessary business that can only be attended to during regular working hours. Unused medical leave is not reimbursed with pay and may not be used as extra vacation time.
3. The chancellor is responsible for seeing that a record of an employee's medical days are kept and for giving a report at the close of the fiscal year of accrued medical days for each staff member.

POLICY 4-7: VOTING

The Diocese of Rapid City encourages employees to exercise their privilege to vote. Time off for this purpose will be given in compliance with SD Law 12-3-5 which states:

“Any person entitled to vote at any election held within this state, including primary election, shall, on the day of such election, be entitled to absent himself from any service or employment in which he is then engaged or employed for a period of two consecutive hours between the time of opening and the time of closing the polls; provided such person does not have a period of two consecutive hours during the time the polls are open during which he is not required to be present at his work or place of employment. Such voter is not, because of so absenting himself, liable to any penalty, nor may any deduction be made on account of such absence from his usual salary or wages. The employer may specify the hours during which such employee may absent himself as aforesaid.”

POLICY 4-8: PERSONAL ABSENCE WITH PAY

The Personal Absence with Pay provision applies to those hired before July 1, 2001 but does not apply to new employees hired July 1, 2001 or thereafter.

The diocese will grant time off with pay during the regular work day to an eligible employee according to the following provisions:

PROVISIONS:

1. An employee will become eligible for a personal absence with pay when the employee has been with the diocese for thirty (30) days from the date of his or her employment.
2. Personal absence with pay will be granted in certain emergencies requiring the employee's presence, or to conduct necessary business that can only be attended to during regular working hours. Examples of such business are:
 - a) Application for driver's license;
 - b) Other personal business, or emergency, not covered by other diocesan policies, with the approval of the chancellor;
 - c) Appearance in court (other than that covered under Jury Duty).
3. Personal absence shall not exceed a half ($\frac{1}{2}$) day, (4 hours) per month. Subsequent time off for personal absence must be charged to vacation, time without pay or an adjustment can be made to the work schedule.
4. Personal absence with pay will not be considered time worked for purpose of computing overtime nor can personal absence time be accumulated.

POLICY 4-9: MATERNITY/PATERNITY LEAVE OF ABSENCE

The Diocese of Rapid City, in upholding and fostering the values of family life, provides for maternity/paternity leave according to the following provisions.

PROVISIONS:

Maternity

A period of thirty (30) continuous calendar days with pay will be allowed for maternity leave.

1. Beginning and ending of time period for the thirty day leave is to be determined by the employee, with approval of the immediate supervisor. The request must be submitted in writing.
2. Accumulated medical leave may also be used to supplement the 30 calendar days of paid maternity leave during the initial six week period immediately following childbirth.
3. Accumulated vacation may be used over and above the leave period outlined in item 2).
4. Should unforeseen complications arise after the birth of the baby and the doctor orders a longer recuperation time, the employee could become eligible for medical leave.
5. An employee may request more unpaid time for maternity leave not to exceed three months including the paid maternity leave, medical leave and vacation.
6. An employee taking more than three months of leave cannot be guaranteed a place in the position that she was working in when she left. If another position is available that she is interested in, she can apply for that position.

Paternity

If an employee is an expectant father, seven (7) calendar days of leave with pay will be allowed. Time to be taken may begin a week prior to the due date or after the birth of the child.

If the father becomes the primary care giver relative to child birth, he would become eligible for the same period of leave as provided in a maternity situation.

Adoption

Adoptive parents are eligible for the same benefits as birth parents.

POLICY 4-10: MILITARY LEAVES OF ABSENCE

Employees, other than temporary employees and introductory employees, will be granted military leaves of absence in accordance with the provisions of the Military Selective Service Act or any other similar legislation relating to employment rights of persons in the military forces of the United States. The length of such leaves of absence will be governed by the

provisions of the Act as it relates to induction or initial enlistments.

An employee, other than a temporary or introductory employee, who is a member of the reserve component of the armed forces, the ready reserve, or the National Guard, who must serve a tour of active duty, will be granted, if requested, up to a maximum of fifteen duty days without pay of military leave each calendar year.

POLICY 4-11: BUSINESS LEAVE/PROFESSIONAL LEAVE

Business leave is the term used when an employee is expected to attend events as part of their job and/or to represent the diocese. Professional leave is the term used when an employee requests to attend a conference, convention, workshop, etc., and attendance at such event is not an expectation of the diocese. Thus professional leave is not considered time worked.

Business/Professional leave must be pre-approved by the bishop during the department head's evaluation/goal setting session and such travel is to be associated with goals. Any requests for travel not so approved will be considered on a case by case basis and approval must be sought in advance of the travel.

1. Employees may be granted business/professional leave for approved work-related absences. A business/professional leave form is required for such absences.
2. For attendance at conferences/meetings for which diocesan time and monies are expended, an agenda, breakdown of costs, and statement of how the absence relates to area of responsibility must be submitted, preferably at the goal setting session, and approved prior to completing a leave form.
3. Once the above steps are completed, a business/professional leave form is to be submitted and signed by the supervisor, finance director and chancellor. Only then may diocesan monies be expended for registration, airline tickets, lodging, etc.

POLICY SECTION 5 GOVERNS EDUCATIONAL ASSISTANCE

POLICY 5-1: EDUCATIONAL ASSISTANCE

Financial assistance for educational purposes may be granted to diocesan employees who wish to pursue courses of study which are job related and of benefit to the diocese according to the following provisions:

PROVISIONS:

1. An employee must have completed one (1) year of employment with the Diocese of Rapid City prior to applying for educational assistance.
2. An employee who is interested in pursuing a course of study is to submit in writing to the department head (if department head, to the bishop) the name of the institution where the course is to be taken, name and cost of the course, the date the course begins and ends. To allow sufficient time to consider the request for educational assistance, an employee is asked to submit a written request forty-five (45) days prior to the beginning of classes. Requests approved by the department head will be forwarded to the chancellor with a statement that funds are available in the departmental budget and a brief statement of the benefit to the diocese provided by the educational opportunity. The chancellor after consulting with the bishop for his approval will submit the request to the finance office for payment.
3. The diocese will advance one-half of the cost of tuition and fees to the employee for each course. The cost of books, transportation, etc., will be the employee's responsibility.
4. An employee who resigns employment prior to completion of a course or within two years after completing the course may be required to reimburse the diocese for the educational assistance funds advanced for the course plus interest (8% per annum). The final determination as to the amount of reimbursement, if any, will be made by the bishop on a case by case basis.
5. An employee who does not complete a course or maintain a passing grade for which monies were advanced must reimburse the diocese for the amount granted plus interest (8% per annum).
6. The employee will present evidence in the form of a transcript to the chancellor establishing the fact that the course has been successfully completed. The chancellor will request the finance office to reimburse the remaining cost of tuition and fees.

7. If acceptable to the employee, the diocese may offer a lesser amount of financial assistance for a given course of studies, according to the terms of agreement between the diocese and the employee.
8. Courses pursued under the provisions of this policy should not interfere with the employee's normal work assignment unless specific arrangements have been made with the chancellor or the bishop.
9. If an employee is sent to school on behalf of the diocese, the diocese will assume full cost of educational expenses.

POLICY SECTION 6 GOVERNS PERFORMANCE REVIEW

POLICY 6-1: PERFORMANCE REVIEW

It is the policy of the Diocese of Rapid City to conduct a performance review with each employee using the following provisions and guidelines. The purpose of the annual performance evaluation is to objectively review strengths and weaknesses of all staff members and to establish performance goals for each employee that are consistent with the objectives of the needs of the diocese and each office.

PROVISIONS:

1. New employees will be placed on a four month introductory period at the outset of their employment. The purpose of this period is to allow both the employee and the diocese to mutually determine the suitability of the person's employment. At the end of the period, the chancellor will send the head of an office an "Employee Performance Review." The completed form is to be returned to the office of the chancellor. Subsequent performance reviews will take place annually.
2. Performance reviews will take place annually for all Supervisory, Administrative and Support employees by the head of their respective office.
 - a. Administrative/Supervisory staff will be reviewed by the bishop unless designated otherwise.
 - b. Support staff will be reviewed by their Administrative/Supervisory personnel.
3. Performance Reviews will take place as follows:
 - a. By July 1 annually, each employee will submit to their supervisor their written goals for the year. A form will be provided for this purpose. Goals should be measurable and include time lines for completion. Requests for business/professional leave to attend conferences/conventions/workshops are to be correlated to goals and noted as such on the goals form with any supporting documentation available at that time. (See 3-4 and 4-11)
 - b. A self-evaluation tool will be sent to all employees by January 15 of each year. The employee completes the evaluation by February 1 and returns it to the supervisor. The supervisor submits a copy of each support person's self evaluation form along with his/her own self evaluation form to the chancellor who

will meet with the bishop to discuss any problems that have arisen in the first half of the fiscal year that may warrant remedial action. The supervisor is expected to meet informally with his/her support personnel mid-year to offer suggestions for improvement.

- c. Toward the end of the fiscal year, the supervisor will meet with the employee to conduct the annual formal review regarding the quality and character of the employee's work. This discussion will focus on the employee's job performance, working relations with other employees, accomplishment of past goals and development of future goals.
- d. The supervisor will submit a written summary of the review and turn it in to the chancellor who will place it along with the self-evaluation in the employee's personnel file.

SECTION 7 GOVERNS TERMINATION AND GRIEVANCE PROCEDURES POLICY

POLICY 7-1:TERMINATION PROCEDURES

Employment may be terminated for one of the following reasons: resignation, fiscal constraints, expiration of contract or other dismissal.

Under certain conditions related to financial resources or diocesan office reorganization it may be necessary to transfer or release some employees. Should this occur the ability, job performance and seniority of an employee will weigh as factors in an employee's retention. If an employee accepts a transfer to another position, the salary designated for that position will be paid.

PROVISIONS:

1. Introductory Employees

Introductory employees, unless otherwise provided by contract, are governed by the following:

- a. An introductory period is of four month's duration.
- b. Termination during the introductory period may at the option of the diocese be effective at any time for any reason without written notice.
- c. Termination during the introductory period is within the discretion of the supervisor/director of an office responsible for supervising the employee after consultation with the bishop who must give approval to the supervisor/director's decision.

2. Resignation

- a. An employee intending to resign must give the head of an office, or the bishop in the case of the supervisor/director of the office, notice in writing of intention to terminate. Support or non-supervisory should give a minimum of two (2) weeks' notice, and administrative/supervisory should give a minimum of two (2) months' notice. Failure to give proper notice will result in loss of accrued vacation.

- b. Prior to the immediate date of termination, the chancellor will make arrangements with the finance manager for appropriate remuneration for any accrued vacation days due an employee (in accordance with Policy 4-1 regarding vacation).
- c. For the continuation of insurance plans, refer to Policy 3-3 on insurance.
- d. The chancellor may conduct an exit interview with the terminating employee on the last scheduled work day.

3. Employment at Will

- a. After completion of the introductory period, employment with the diocese is considered at will. This means that either the employee or the diocese can terminate the employment relationship at any time for any reason. This is called Employment at Will.
- b. A non exclusive listing of grounds for termination includes but is not limited to the following:
 - (i) Unsatisfactory work performance
 - (ii) Violation of confidentiality
 - (iii) Noncompliance with Personnel Policy
 - (iv) Habitual or excessive absence or tardiness
 - (v) Conduct contrary to or detrimental to the religious and/or professional character of the diocesan offices
 - (vi) Flagrant or scandalous misconduct
 - (vii) Any other reason deemed appropriate by the employer.
- c. In the event an employee is terminated, the employee may request that the moderator of the curia or the bishop if the moderator is the immediate supervisor review the termination decision. Any request for review must be made within seven (7) days from the date of termination.
- d. Any request for review must be made in writing and must contain the reason why the termination should not occur. Any grounds not stated in the written request shall not be considered.
- c. Within five (5) working days following the receipt of the request for review, the moderator shall inform the employee of the decision in writing. The bishop may, but is not required to, review the decision of the moderator. Unless reviewed and

reversed by the bishop, the decision of the moderator is final and is not subject to the terms of any grievance procedure.

4. Payment of wages
 - a. Payment of wages will be made at the time of termination. On the day of termination, an employee must return to the supervisor/director of an office all keys and essential materials and/or equipment which have been supplied during employment. The supervisor/director of an office will in turn send a memo to the finance manager stating that these materials have been returned. Upon receipt of this memo, the finance manager will approve termination pay.
 - b. Supervisors/directors of offices are subject to immediate suspension or termination by the bishop of the diocese. In all cases, the decision of the bishop is final and not subject to the terms of any grievance procedure.

POLICY 7-2: GRIEVANCE PROCEDURE

Any employee who believes there has been a violation, misinterpretation or inequitable application of the Personnel Policies or regulations of the Diocese of Rapid City is to first attempt to resolve the problems through the informal process.

PROVISIONS:

1. Informal Process
 - a. A grievance which is troublesome to an employee may be resolved informally with the supervisor/director. The incident should be brought to the attention of the supervisor/director within five (5) working days of the occurrence. Through discussion an attempt will be made to reach a decision satisfactory to both sides. The supervisor/director should give a written report of the outcome of the decision to the chancellor in writing within five (5) working days stating the facts and decision reached, if any.
 - b. Supervisors/directors with a grievance will follow the same process bringing their grievance to the moderator or chancellor

If there is no satisfactory resolution, the formal process is then to be used as stated below.

2. Formal Process
 - a. Preliminary Steps

- 1) Within five (5) working days of the decision in the informal process, the employee is to bring the matter, in writing, to the attention of the chancellor who will work with the parties to resolve the complaint. Prior to the meeting with these parties, the moderator will be notified that this preliminary step is going to take place. The outcome of this step, whether satisfactory or unsatisfactory, will be recorded in writing and a copy of it given to the supervisor/director and the moderator. This should be accomplished no later than five (5) working days from the time of the discussion.
- 2) If still unresolved an employee has the right to pursue the matter with the moderator within five (5) working days, by first stating his or her complaint in writing and by requesting an appointment.
- 3) If the issue is still unresolved the moderator, within five (5) working days, will select and convene a Grievance Committee consisting of three people including the moderator. The moderator will take care that no conflict of interest is present regarding the members of the committee.
- 4) The moderator will notify all parties concerned that the employee's complaint will be reviewed by a grievance committee.

b. Meeting and Discussion of the Grievance Committee

Only the persons directly involved and their witnesses may participate in the proceedings. Participation or intervention by persons or organizations not directly involved will not be permitted.

c. Presentation of Facts

The employee raising the complaint has the burden of proof of making his or her own case. Evidence may be either written or given orally. The parties involved in the complaint may each present witnesses. The right of cross examination belongs to the parties involved.

d. Basis for Resolution

It is expected that impartiality but not ignorance of Personnel Policy and Procedure will highlight the process. All parties will be required to explain their positions and decisions made as part of the process. After hearing all sides and investigating all facts, the committee will resolve the issue. Within five (5) working days following the meeting, the moderator will notify all parties to the dispute, in writing, of the decision, as well as their right to further recourse. Notification of the process and the resolution will also be

sent to the bishop.

The decision of the committee is binding respecting, however, the right of recourse to the bishop. Request for recourse to the bishop must be made within five (5) working days following the committee's written notification of the decision. The bishop's decision is binding and final in all cases.