

# **EMPLOYEE CONDUCT POLICIES**

## **Section 700**

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## **701 EMPLOYMENT RULES POLICY**

To ensure orderly operations and provide the best possible work environment, the Saint Paul Parish expects employees to follow rules of conduct that will protect the interest and safety of all employees and the Church.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in the disciplinary action, up to and including termination of employment:

- **Demonstrating an attitude not consistent with the Mission of the Saint Paul Parish**
- **Theft or inappropriate removal or possession of property**
- **Falsification of timekeeping records**
- **Working under the influence of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment, bringing alcohol or drugs to the workplace,**
- **Fighting or threatening violence in the workplace**
- **Boisterous or disruptive activity in the workplace**
- **Negligence or improper conduct leading to damage of employer**
- **Insubordination or other disrespectful conduct**
- **Smoking in unauthorized areas**
- **Sexual or other unlawful or unwelcome harassment**
- **Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace**
- **Excessive absenteeism or any absence without notice without valid reason**
- **Unauthorized absence from work stations during the workday**
- **Unauthorized use of telephones, mail system, computer, or other employer-owned equipment**
- **Unauthorized disclosure of business or confidential information**
- **Violation of personnel policies**
- **Unsatisfactory performance or conduct**

Employment with the Saint Paul Parish is with the mutual consent of the Saint Paul Parish and the employee, and either party may terminate that relationship at any time, with or without cause, and with 2 weeks advance notice.

## **702 ATTENDANCE AND PUNCTUALITY POLICY**

In order to fulfill the Mission of the Church, Saint Paul Parish expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on our ability to collaborate effectively. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

## **703 PERSONAL APPEARANCE POLICY**

As a religious organization we recognize that the Lord accepts us as we are even when we look our worst. However, a healthy attitude about oneself is demonstrated in one's personal appearance. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and leave visitors with a positive feeling about the Mission of Saint Paul Parish.

During business hours or when representing the Saint Paul Parish, employees are expected to present a clean, neat, tasteful and professional appearance according to the standards of the Church. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves direct service to our priests and laity.

The Pastor or his designee is responsible for establishing a reasonable dress code appropriate to the Mission of Saint Paul Parish. If the Pastor or his designee feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you will not be compensated for the time away from work. Consult your Pastor, his designee or the Diocesan Manager of Human Resources if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Professional settings require professional dress
- Canvas or athletic type shoes are not appropriate professional attire
- Tank tops, tube or halter tops or shorts may not be worn under any circumstances
- Mustaches and beards must be clean, well-trimmed and neat
- Hairstyles are expected to be in good taste; unnaturally colored hair and extreme hairstyles, such as spiked hair, do not present an appropriate professional appearance
- Excessive makeup is not permitted
- Offensive body odor and poor personal hygiene is not professionally acceptable. Perfume, cologne and after-shave lotion should be used in moderation or avoided altogether, as some individuals may be sensitive to strong fragrances
- Facial jewelry, such as eyebrow rings, nose rings, lip rings and tongue studs, is not professionally appropriate and must not be worn during business hours
- Excessive ear piercing is not professionally appropriate and must not be worn during business hours
- Torso body piercing with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours
- Visible tattoos and similar body art must be covered during business hours
- Blue jeans or denim-type pants are not appropriate
- Tight-fitting or provocative clothing is not appropriate

#### **704 RETURN OF PROPERTY POLICY**

Employees are responsible for all Saint Paul Parish property, materials or written information issued to them or in their possession or control. Employees must return all Saint Paul Parish property, (i.e., keys, computer and phone passwords, etc.), immediately upon request or upon termination of employment. Where permitted by applicable laws, Saint Paul Parish may withhold from the employee's current or final paycheck the cost of any items that are not returned when required.

Saint Paul Parish may also take all action deemed appropriate to recover or protect all of its property. This action may be civil and criminal as deemed appropriate by the Saint Paul Pastor or his designee.

#### **705 RESIGNATION POLICY**

Resignation is a voluntary act initiated by the employee to terminate employment with the Saint Paul Parish. Although advance notice is not required, the Saint Paul Parish requests at least two (2) weeks written notice of resignation from all employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss among other things, the reasons for resignation and the effect of the resignation on benefits. Resigning employees are required to adhere to policy section 708.

#### **706 PROGRESSIVE DISCIPLINE POLICY**

The purpose of this policy is to state the Saint Paul Parish position on administering equitable and consistent discipline for unsatisfactory conduct and/or performance in the workplace. The best disciplinary measure is one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The best interest of Saint Paul Parish lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

Although employment with the Saint Paul Parish is based on mutual consent and both the employee and Saint Paul Parish have the right to terminate employment at-will, with or without cause or advance notice, the Saint Paul Parish may use progressive discipline at its discretion.

Disciplinary action may call for any of four (4) steps: (1) verbal warning; (2) written warning; (3) 2<sup>nd</sup> Written Warning including suspension with or without pay, and (4) termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are

bypassed. Disciplinary concerns will be documented using the Saint Paul Parish Progressive Discipline Form (Appendix N).

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment. If more than six (6) months have passed since the last disciplinary action, the process will normally start over.

Saint Paul Parish recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Saint Paul Parish.

## **707 CONFLICT RESOLUTION POLICY**

Saint Paul Parish is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the employee's Pastor or his designee and/or the Manager of Human Resources.

Saint Paul Parish strives to ensure fair and honest treatment of all employees. The Pastor, his designee, volunteers, contract employees and all staff members are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with the application of established rules of conduct, policies or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Saint Paul Parish in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

- 1) The employee presents the problem to his or her Pastor or designee within fourteen (14) calendar days after the incident occurs.
- 2) The Pastor or his designee responds to the problem during discussion or within fourteen (14) calendar days from the time the employee presented the problem to the Pastor or his designee.
- 3) If the problem is not resolved after the time period set forth in step two (2), then the employee may present the problem to the Diocesan

**Manager of Human Resources who will attempt to facilitate a solution within ten (10) calendar days from the time that the employee presented the matter to the Diocesan Manager of Human Resources' attention.**

- 3a) The Diocesan Manager of Human Resources counsels and advises the employee.**
  - 3b) The Diocesan Manager of Human Resources assists the employee in presenting the problem in writing to the Administrative Assistant to the Bishop.**
  - 3c) The Diocesan Manager of Human Resources discusses the matter with the appropriate Pastor or his designee.**
  - 3d) The Diocesan Manager of Human Resources presents a written opinion to the Judicial Vicar of the objective issues involved in the dispute.**
- 4) The employee presents the problem to the Judicial Vicar in writing.**
  - 5) The Judicial Vicar reviews and considers the problem. The Judicial Vicar informs the employee of any decision within fourteen (14) calendar days upon receipt of the written complaint and place the copy of the response in the employee's personnel file and any other personnel files deemed appropriate. The Judicial Vicar has full authority to make any adjustment deemed appropriate to resolve the problem.**

**Participation in this Conflict Resolution Policy is optional.**

**If applicable, Saint Paul Parish will adhere to the procedures regarding Conciliation and Arbitration for the Diocese of Gary, *Appendix G***

## **708 Resignation and Rehire Policy and Procedures**

### **Purpose**

**Although we hope your employment with the Diocese of Gary will be a mutually rewarding experience, we understand that varying circumstances do cause employees to voluntarily resign employment. The following guidelines focus on resignation and rehire procedures.**

### **Application**

**This policy applies to:**

- All employees of Diocese of Gary, parishes, agencies and subsidiaries.**

### **Resignation Procedures**

**All employees, including supervisors and temporary employees, should provide at least two-week's notice to facilitate a smooth transition.**

**All resignations must be confirmed in writing including an effective date. Employees who orally resign and do not follow up in writing will receive a**

**“confirmation of Resignation” form from their supervisor to confirm the final date of employment.**

**If an employee provides more notice than requested, the employer will evaluate whether the additional notice is necessary for effective business operations and will notify the employee of the final date of employment.**

**Employees who fail to report to work for three consecutive days without properly communicating to their supervisor or manager the reasons for their absence will be viewed as job abandonment and voluntarily resigning their employment as of the end of the 3<sup>rd</sup> day.**

**Employees will not be allowed to rescind a resignation whether given orally or in writing, once the resignation has been confirmed by the employer.**

**Employees who wish to discuss concerns about their continued employment before making a final decision to resign are encouraged to do so.**

#### **Rehire Procedures**

**Employees who resign in good standing and whose documented performance is above average under the Diocese of Gary’s Performance Management System will be eligible for reemployment.**

**Previous employment does not guarantee rehire with the Diocese of Gary. The employer retains the right to hire the most qualified applicant for the open position.**

#### **Bar From Employment / Ineligible for Rehire**

**Any employee who is terminated for violating policy or given the opportunity to resign in lieu of termination of employment is required to be reported to the Diocesan Human Resources office who will be responsible for recording.**

**If an employee does not provide at least 2 weeks advance notice, fails to work the remaining 2 weeks, or does not fulfill employer obligations during the notice, the employee will be ineligible for rehire.**

**An employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire at the Diocese of Gary or any of its subsidiaries.**

**Employees who fail to return and / or sabotage any company property including but not limited to keys, credit cards, uniforms, cellular phones, computer/software, pagers and other equipment will be deemed ineligible for rehire and may be subject to legal proceedings on behalf of the Diocese of Gary.**

**Diocesan Human Resources Department would notify employees deemed ineligible for rehire. [\*Section 708 also found as Appendix O]**