

EMPLOYEE HANDBOOK FOR EMPLOYEES IN THE DIOCESE OF PATERSON

NOTICE

This Handbook contains the core Human Resources policies of the Diocese of Paterson, which are minimum requirements applicable to all employees of the Diocese. Parishes, Schools, Agencies or other ministries of the Diocese may have policies of their own in addition to the policies described in this Handbook. They may also have variations of the policies described in this Handbook as long as those policies at least comply with the minimum requirements of the policies contained in this Handbook.

For ease of reference and reading, when used in this Handbook, the term "Diocese" refers, as applicable, to the parish, school, agency, or other ministry where an individual is employed in the Diocese. The term "supervisor" is used to refer to the person who whom an individual normally reports. In Parishes, this is normally the Pastor; in Agencies, this could be a Manager, Director, or Executive Director; in Schools, this normally refers to the Principal.

WELCOME - IMPORTANT INFORMATION REGARDING YOUR EMPLOYMENT

As an employee of the Diocese of Paterson including any of its parishes, schools, agencies or other ministries ("Diocese", "we", "us", "our"), you add to our ability to bring the message of the Gospel to the people of our Diocesan community. Since our employees are also representatives of the Bishop of Paterson to all people with whom they have contact, all employees of the Diocese are expected to be individuals of integrity, maturity, strong moral character, and Christian charity.

This Handbook describes many of the Diocesan policies and procedures regarding employment and employee conduct. These policies apply to all employees working in the Diocese regardless of where they work. Generally, they represent the minimum standards that need to be adhered to by all employees. Parishes, schools, and agencies may have additional or different policies that apply to their employees. This is permissible as long as those policies do not violate the spirit of the policies described in this Handbook. It is important that new as well as existing employees read and understand these policies because they are designed to protect the safety, security of employees, the Diocese, and the people we serve. You should contact your supervisor or the Diocesan Human Resources Office if you have questions about any Diocesan policy.

After reading the following material, we urge you to discuss any questions and comments you may have with your immediate supervisor. We strongly believe in an "open-door, open-communication" philosophy and expect every employee to give us their input in order to achieve our mutual goals.

This Handbook is intended as a means of communicating our policies and procedures to you in order help you to understand how we operate. It is presented as a matter of information only and its contents should not be interpreted, and are not intended, as a written employment contract between the Diocese and any of its employees or a guarantee of continued employment.

You should be aware at all times while you are employed by the Diocese your employment is "at-will." This means that you can leave your employment at any time, with or without cause, and with or without prior notice, although the Diocese does request adequate advance notice when possible. Likewise, the Diocese may discharge any employee, with or without cause, and with or without prior notice at any time but will try to provide advance notice when possible. All employees serve at the discretion of the Diocese.

No representative of the Diocese may enter into any agreement or make any representation, written or oral, which would alter an individual's "at will" status¹.

The Diocese reserves the right to suspend, modify, or amend any policy or procedure at any time, even without notice. Note that while this Handbook supersedes all prior handbooks, many of the issues covered by this Handbook are further explained in specific policies, which are available from the Diocesan Human Resources Office.

¹ The only employees who are not "at will" are teachers and certain other school/agency employees who have annual employment contracts. For these employees only, termination of employment is subject to the terms of their contracts. All other policies in this Handbook apply to them as well.

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YOUR COMPENSATION

EMPLOYEE CLASSIFICATIONS

Your employee classification is based on your job description and on the nature of the position, consistent with the Federal Fair Labor Standards Act (FLSA) and applicable New Jersey Wage and Hour requirements. Your classification determines how you are paid, the benefits to which you are entitled and whether or not you receive overtime pay. All employees are classified as full-time, part-time, or temporary and also as either exempt or nonexempt:

- Full-time employees are regularly scheduled to work 30 hours each week. They are eligible for full Paid Time off (PTO), if applicable, and benefits.
- Part-time employees are regularly scheduled to work fewer than 30 hours each week and may be eligible for some paid holidays and other benefits as required by law.
- Temporary employees are hired for a specified period (normally not to exceed five (5) months) and, unless otherwise required by applicable law, are not eligible for any benefits or paid time off.

Exempt

Exempt employees hold executive, administrative, management, professional, ministerial, positions. As long as they earn at least \$455 per week, exempt employees are paid on a salaried basis, and their salary is intended to constitute their entire compensation, regardless of the number of hours they work. If an employee who holds a position such as those listed above is paid less than \$455 per week, they are considered non-exempt and must be paid on an hourly basis as described below.

Non-exempt (Hourly)

Non-exempt employees perform work that does not meet the qualifications for exemption as defined by the FLSA or New Jersey law. Non-exempt employees are paid by the hour for all hours they work and are entitled to overtime pay for working over 40 hours in one week.

GETTING TO KNOW THE WORK ENVIRONMENT

ATTENDANCE

Absenteeism or Tardiness

If you need to be absent from work for any reason, and unless you are unable to do so due to circumstances beyond your control, you need to call your immediate supervisor before you are scheduled to start work.

If you need to be late for work for any reason, you are expected to call your supervisor as soon as you know you will be late.

When you call in you must provide:

- An explanation for the absence or lateness, i.e., is it for an illness or a personal matter? You normally do not have to disclose the nature of an illness, and
- A date/time when you expect to return to work.

If you know of a required absence or lateness from work in advance, please tell your supervisor as far in advance as possible. If you will be out more than one day, and you have not provided information detailing the expected length of your absence, then you need to provide your supervisor with an update at the beginning of each day of the absence, until a return-to-work date has been established.

If you do not call to notify supervision of your absence, it is generally considered an unexcused absence. If three (3) consecutive scheduled days pass and you do not call to speak to your supervisor, or another member of your leadership team, this may be considered job abandonment. Job abandonment is considered a voluntary resignation and termination of your employment.

Excessive absenteeism, late arrivals or early departures (whether paid or not) are not acceptable and can result in disciplinary action, up to and including termination.

Late arrival/early departure

When an employee fails to work all of the hours in a regularly scheduled workday, unless otherwise directed by their supervisor, it is considered late arrival/early departure. This includes issues such as arriving to the work area after your scheduled starting time, returning late from lunch or break periods, or leaving work before the end of the scheduled work day.

If you must leave work early because of illness or other unavoidable reasons, please notify your supervisor and obtain approval before leaving.

SUBSTANCE ABUSE POLICY

We are committed to safeguarding your health, creating a safe place to work, and providing the people we serve with the highest quality service.

All employees are expected and required to report to work on time and in appropriate mental and physical condition for work. You must never report to work under the influence of alcohol or drugs.

The use, possession, sale or transfer of illegal drugs, or any prescription drug that has not been prescribed to you personally, on Diocesan property, in Diocesan vehicles, or while engaged in Diocesan activities is strictly forbidden.

If you are using medication, which may affect your ability to perform your job safely, you need to notify your supervisor that you are taking medication. You do not need to disclose what the medication is. You may then be required to obtain documentation from your physician or other health care provider, which provides that the medication will not interfere with your ability to perform your job safely, or provides any work restrictions. An employee may continue to work if it is determined that the medication will not adversely affect their ability to do their job with or without a reasonable accommodation.

Except as noted below, the use, possession, sale, or transfer of alcoholic beverages in Diocesan vehicles, or while engaged in Diocesan activities are strictly forbidden. Consumption of alcohol during working hours is discouraged. Consumption of alcohol in the workplace is limited to wine consumed as part of a Eucharistic celebration or during Diocese-sponsored or approved social functions when no minors are present. When attending a function where alcohol is served, avoid over-indulgence and do not drink and drive. It is our expectation that you will act responsibly and remain sober.

If a supervisor reasonably suspects that any employee is under the influence of alcohol or an illegal drug while at work (e.g., bleary eyes, staggering, slurred speech, smell of alcohol, etc.), or that they are otherwise violating this policy, the employee may be required to undergo and pass a drug or alcohol screening before being allowed to return to work. A positive test reading for drugs and/or alcohol may result in disciplinary action up to and including immediate termination. Failure to submit to a test may also result in disciplinary action up to and including immediate termination. Supervisors should contact Human Resources before sending an individual for screening.

Employees must report all drug-related arrests within 5 days of the arrest to their immediate supervisor.

The Diocese will attempt to accommodate those with substance abuse issues; however, an accommodation cannot be requested to avoid discipline.

SAFETY

We are committed to creating a safe place to work. You are expected to follow established work practices and to comply with the following safety rules:

- All injuries must be reported to your supervisor immediately. If another employee is injured, you should be sure to notify your supervisor as soon as possible so that an incident report and any other appropriate documents can be completed.
- You must work with your supervisor to complete an incident report for the workers' compensation insurance carrier, which reports the injury to the appropriate state agency. Immediate completion of this form is required by law and speeds up processing of a potential claim for payments if you are unable to return to work right away.
- Report unsafe conditions at your work location, including defective tools and other equipment, to your supervisor.
- Use personal protective equipment in any area for which it has been issued.
- Use only the proper tool for the job. If the proper equipment is not available, assistance should be requested from your supervisor before proceeding.
- You should get assistance in lifting any object that is too bulky, awkward, or heavy to be lifted safely by one person.
- Should a repetitive task cause you discomfort, or if you feel it is unsafe or unhealthy, you must report it to your supervisor immediately.

You should not fear reprisal for speaking up about safety problems. Prompt notice of unsafe conditions will help us prevent future injuries or illness.

SMOKING

We recognize that you must make your own choice with regard to smoking.

If you must smoke, please follow these guidelines:

- No smoking anywhere inside our facilities; this applies to employees, parishioners and other visitors.
- Smoking breaks will be counted as part of your break time.
- Smoking breaks must be taken outside our facility in designated "Smoking" areas only.
- Dispose of any smoking debris in the appropriate receptacle.

ABOUT YOUR TIME OFF

SICK DAYS

Following the completion of six (6) months of continuous employment, you will accrue time off for personal illness up to a maximum of eight (8) days per calendar year. After six (6) months of employment, four (4) days will be credited plus one (1) additional day for each 1.5 months of service until December 31. After that, eight (8) days will be credited on January 1 of each year. Unused sick days may be accumulated to a maximum of one hundred (100) days.

You will not be paid for unused sick time. However, if you were a participant in the Diocesan Lay Pension Plan on June 30, 2011, you will receive a "lump sum" payment for one-half of unused sick days to a maximum of thirty (30) days that were accrued and not used as of June 30, 2011. The number of days payable will be reduced by the number of sick days you use after June 30, 2011. Payment will be made when you start receiving your retirement benefits and will be at your highest daily rate of pay in the five years preceding your last date of employment, the day of retirement, with the Pension plan paying 50% and the employing institution paying 50%.

If you are sick or disabled for more than seven (7) consecutive calendar days, and you have used all of your accrued sick days, you may be eligible for Short Term Disability Benefits described later in this handbook.

PAID JURY DUTY LEAVE

We urge our employees to perform jury duty service whenever requested. We do request, however, that you notify your supervisor as soon as you receive your jury duty summons. In order to protect your earnings while serving on jury duty, the Diocese will pay you your regular base wages and will not deduct the amount of any pay you may receive from the Court for your service. To be eligible for jury duty pay, you must present a statement from the Court Clerk indicating the time you served on jury duty. In addition, you are expected to report to work any day on which you are not required to report for jury duty service, or have been excused before 1:00 P.M.

Any exempt employee, who works any of their scheduled hours in a week, will be paid their full salary for that week.

FAMILY AND MEDICAL LEAVE (FMLA/NJFLA)

You may be eligible for family and medical leave under either the Federal Family and Medical Leave Act (FMLA) or the New Jersey Family Leave Act (NJFLA), or both. Whenever permissible by law, the Diocese will run FMLA leave concurrently with NJFLA and any other leave provided under state or local law. The following provides a brief description of your FMLA and NJFLA rights and obligations.

EMPLOYEES ELIGIBLE FOR LEAVE

To be eligible for FMLA leave, you must:

- Have been employed at least 12 months with the Diocese (which need not be consecutive);
- Have been employed by the Diocese for at least 1,250 hours of service during the 12 months immediately preceding the start of the leave; and

To be eligible for NJFLA leave, you must:

- Have been employed by the Diocese in New Jersey for at least 12 months; and
- Have worked at least 1,000 base hours (including overtime) during the 12-month period preceding the leave.

BASIC FMLA AND NJFLA LEAVE ENTITLEMENT

Eligible employees may receive up to twelve (12) weeks of FMLA leave during a 12-month period. Eligible employees also may receive up to twelve (12) weeks of NJFLA leave every twenty-four (24) months for the reasons set out below. We will calculate the 12-month period and the 24-month period on a rolling basis. Thus, when a leave is requested, we will look back in the relevant timeframe to determine the amount of available leave as of the date the leave is to begin.

Leave may be taken for one of the following reasons:

- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse (or partner in a civil union – NJFLA only), son, daughter or parent (or parent-in-law—NJFLA only) who has a serious health condition;
- For your own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes you unable to perform one or more of the essential functions of your job (FMLA only); and/or
- Because of any **qualifying exigency** arising out of the fact that your spouse, son, daughter or parent is a covered military member on covered active duty or has been notified of an impending call or order to covered active duty status in the Armed Forces (FMLA only).

A **serious health condition** for you is an illness, injury, impairment, or physical or mental condition that involves an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that prevents you from performing the functions of your job. If the leave is for the care of a qualified family member, a serious health condition is one that prevents the qualified family member from participating in

school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

ADDITIONAL MILITARY FAMILY LEAVE ENTITLEMENT UNDER THE FMLA (INJURED SERVICEMEMBER LEAVE)

Under the FMLA only, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a **covered servicemember** is entitled to take up 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. FMLA leave to care for a servicemember will only be available during a single-12 month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

REQUIRED EMPLOYEE NOTICE CONCERNING NEED FOR LEAVE

To trigger FMLA and/or NJFLA leave protections, you must inform your supervisor of the need for FMLA/NJFLA-qualifying leave and the anticipated timing and duration of the leave, if known. Calling out "sick," without providing the reasons for the needed leave will not be considered sufficient notice for FMLA leave under this policy. Once you have notified the Diocese of your need for leave you will be asked to provide additional information before your leave is approved. You must respond to the Diocese's questions to determine if absences are potentially "FMLA/NJFLA-qualifying". If you do not explain the reasons for leave, the leave may be denied.

You need to provide 30 days' advance notice of the need to take leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, you must provide the Diocese notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. If you do not give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA and/or NJFLA notice obligations, you may have leave delayed or denied. You must also follow the Diocese's usual and customary notice and procedural requirements when requesting FMLA and/or NJFLA leave, absent unusual circumstances, including providing written notice of your need for leave. If you do not comply with these requirements, and no unusual circumstances justify your failure to comply, FMLA leave may be delayed or denied. Additionally, when planning medical treatment, you must consult with your supervisor and make a reasonable effort to schedule treatment so the time off does not unduly disrupt operations at your workplace.

REQUIRED CERTIFICATIONS SUPPORT LEAVE REQUESTS

If you are requesting leave because of your own, or a family member's serious health condition, or to care for a covered service member, you must supply medical certification supporting the need for your leave from your health care provider or, if applicable, the health care provider of your covered family or service member. If you provide at least 30 days' notice of medical leave, you should submit the medical certification before your leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year. Whenever the Diocese requests you to provide medical certifications, you must provide the requested certifications within 15 calendar days after the Diocese's request, unless it is not practicable to do so despite your diligent, good faith efforts. The Diocese will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to fix deficiencies. The Diocese will deny leave to employees who do not fix deficiencies in a timely manner or otherwise do not submit requested medical certifications on time.

If the Diocese has reason to doubt the initial medical certification, we may require you to obtain a second opinion at the Diocese's expense. If the opinions of the initial and second health care providers differ, we may require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Diocese and the employee and at the expense of the Diocese.

If you are requesting leave for qualifying exigencies of a covered military member, the Diocese may require you to provide the following documentation:

- A copy of the covered military member's active duty orders (or other documentation issued by the military) indicating the covered military member is on active duty or has been called to active duty status. The documentation must also indicate the dates of the covered military member's active duty service; and
- A certification from you describing the nature of the qualifying exigency for which leave is requested.

Depending on the circumstances and duration of FMLA leave, the Diocese may require you to provide recertification of medical conditions giving rise to the need for leave. In all cases, the Diocese may request recertification of a medical condition every six months in connection with an employee's absence. The Diocese also may request certification in less than 30 days or before the minimum duration of the condition has elapsed, if:

- You request an extension of your leave;

- Circumstances described by previous certification have changed significantly (e.g., the duration or frequency of the absence, the nature or severity of the illness, complications, etc.); or
- The Diocese receives information casting doubt upon an employee's stated reason for the absence or the continuing validity of a certification.

INTERMITTENT LEAVE AND REDUCED LEAVE SCHEDULES

You may be entitled to take leave intermittently or on a reduced leave schedule when medically necessary due to your own serious health condition (FMLA only) or covered family member (both FMLA and NJFLA) or the serious injury or illness of a covered servicemember (FMLA only). When you need to take intermittent or reduced work schedule leave for foreseeable planned medical treatment for yourself or a family member (including during a period of recovery from a serious health condition) or to care for a covered servicemember, the Diocese may temporarily transfer you to another position while you need intermittent or reduced work schedule leave. The position to which you are transferred will be one with equivalent pay and benefits for which you are qualified and which can better accommodate recurring periods of leave.

USE OF ACCRUED PAID TIME DURING LEAVE

FMLA and NJFLA leave time is unpaid. However, employees may elect to use any accrued paid time while taking FMLA or NJFLA leave. The use of accrued paid time during FMLA and/or NJFLA leave does not extend the length of your leave and will run concurrently with your FMLA and/or NJFLA leave entitlement. However, seniority and other employment benefits will not accrue during any FMLA or NJFLA leave. Of course, you will retain any benefits you had earned, including seniority, before the beginning of your leave. In addition, employees may be eligible for compensation, such as STD or workers' compensation benefits. Any compensation or leave taken in connection with any other policy/plan will run concurrently with any FMLA/NJFLA leave entitlement.

BENEFITS DURING LEAVE

You may continue your group health plan coverage under the same conditions as if you had continued to work. Unless we notify you of other arrangements, whenever employees are receiving pay, other than Short Term Disability (STD) payments from the Diocese, during FMLA or NJFLA leave, the Diocese will deduct your portion of the group health plan premium from your paycheck in the same manner as if you were actively working. If FMLA or NJFLA leave is unpaid, or you are receiving STD benefits, you must pay your portion of the group health premium through the Diocese office. If you do not return to work within 30 calendar days of the end of the leave period (unless you cannot return to work because of a serious health condition or other circumstances beyond your control), you

will be required to reimburse the Diocese for the cost of the premiums the Diocese paid for maintaining coverage during your unpaid FMLA or NJFLA leave.

Employees on a leave may be subject to certain restrictions on their seeking and/or obtaining full or part-time work with another employer during the leave. If you intend to seek or continue working for another employer during leave, please contact your supervisor.

JOB RESTORATION FOLLOWING LEAVE

Unless notified that providing such certifications is not necessary, if you are returning to work from an FMLA leave that was taken because of your own serious health condition that made you unable to perform your job, you must provide the Diocese medical certification confirming that you are able to return to work and you are able to perform the essential functions of your position, with or without reasonable accommodation. The Diocese may delay and/or deny job restoration until you provide a return to work/fitness for duty certification.

Upon return from a leave, you will be reinstated to your original or to an equivalent position, with equivalent pay, benefits and other terms of employment, unless that position has been eliminated as a result of the legitimate needs of the Diocese.

QUESTIONS AND/OR COMPLAINTS ABOUT FMLA/NJFLA LEAVE

If you have questions regarding this FMLA/NJFLA policy, please contact the Diocesan office or the Diocesan Human Resources Department. The Diocese is committed to complying with the FMLA and NJFLA and, whenever necessary, will interpret and apply this policy in a manner consistent with the FMLA/NJFLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their rights have been violated, they should contact the Chief Human Resources and Compliance Officer of the Diocese immediately. The Diocese will investigate any complaints and take prompt and appropriate remedial action to address and/or remedy any violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

MILITARY LEAVE OF ABSENCE

GENERAL LEAVE AND RE-EMPLOYMENT RIGHTS

If you are called for training or active duty in the uniformed services of the United States, you are eligible for military leave, provided you give us notice of your military obligations. Eligibility for military leave extends to all employees other than temporary employees. In carrying out the terms of this policy and in all its dealings with employees regarding military leave issues, the Diocese complies fully with all federal and state laws granting leave and reemployment rights for employees serving in any branch of the military or other uniformed services of the United States.

PAID LEAVE FOR ANNUAL MILITARY TRAINING

If you are a full-time or part-time employee and you have an annual military training obligation to fulfill, you will be granted paid time off, up to a maximum of fifteen (15) days. Your pay will be based upon your regular base wages. Temporary employees are not eligible for paid time off for military training.

You may use available vacation or paid time off, or take time off without pay, if you are not eligible to be paid for military training time or if your annual training obligation is more than 15 workdays.

TO YOUR HEALTH

We offer full-time employees a comprehensive array of benefits that fit the needs of our employees and their families.

Our benefits program is a key component of the total compensation package you receive and is updated regularly to meet the changing needs of our employees and to remain competitive in the marketplace. The following is a summary of the benefits we currently provide to our full-time employees.

Please note all benefit programs are administered by the Diocesan Human Resources Department ("Plan Administrator"). The Plan Administrator has full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans. The Plan Administrator may modify or eliminate any benefits or programs we currently provide, as well as increase the cost to employees of these benefits and programs. This discretionary authority extends to all issues concerning benefit eligibility and entitlement.

COMPREHENSIVE GROUP BENEFITS PROGRAM

We offer full-time employees a comprehensive array of benefits that fit the needs of our employees and their families including:

- Medical
- Prescriptions
- Short and Long Term Disability
- Dental
- Life Insurance
- Accidental Death and Dismemberment Insurance

Please go to www.connect2mybenefits.com for more detailed information on benefits (The User ID to access this information is Paterson; the password is benefits.) Please note that the descriptions of the benefits contained in this handbook or on the website mentioned above are merely highlights of the programs and benefits provided. These benefits are more fully described in summary plan descriptions and official plan documents. In the event of any conflict, the official plan documents will govern.

ELIGIBILITY FOR BENEFITS

All full-time employees are eligible for health and welfare benefits. The effective date of your coverage for medical, prescription, short/long term disability, life insurance, and dental benefits will be the first of the month coinciding with or next following your date of hire. This means that if you are hired on the first day of a month, these benefits are effective immediately. If you are hired on any other day, you can become covered on the first day of the month following the date you start.

Absent a qualifying event or change in family status (explained below), the benefit elections you choose remain in effect for the entire year. You may change your choices each year during the annual open enrollment period.

QUALIFYING EVENT OR CHANGE IN FAMILY STATUS

You may change some of your benefit elections during the year if you experience a qualifying event as defined by the Internal Revenue Service. Qualifying events include marriage, birth, or adoption of an eligible dependent child, divorce, a change in eligibility status of an eligible dependent child or legal custody of an eligible dependent child that you live within a normal parent-child relationship, death of a dependent or a change in your spouse's employment that affects benefits. Additional rules accompany special enrollment rights. Please contact the Benefits Office at 973-777-8818, Ext. 211 or HR@patersondiocese.org for more information.

The change must be made within 31 days of the qualifying event. It is your responsibility to log on to www.eElect.com within 31 days to process your benefit change. **If you do not request the change within 31 days of the qualifying event, you will not be allowed to make the change until the next open enrollment period.** Supporting documentation of the qualifying event, for example, a birth or marriage certificate will be required before eligible claims are paid. Those documents must be presented to your local benefits contact before your change can be approved. If you have questions, please call the Plan Administrator at 973-777-8818, Ext. 211 or send an email to HR@patersondiocese.org.

WORKERS' COMPENSATION

If you incur a job-related illness or injury, you may be eligible for benefits under our Workers' Compensation Plan. The plan pays medical bills and wages according to New Jersey's requirements, beginning as of the first day after the injury or onset of your illness. You must file a claim no later than the start of the second workday following the injury or illness. Your eligibility for Workers' Compensation begins on your date of hire. Medical benefits related to Workers' Compensation claims are provided under a separate insurance policy.

This is solely a monetary benefit.

REPORTING WORK RELATED INJURIES

You must report all work related injuries to your immediate supervisor within twenty-four (24) hours of the injury. Your supervisor will then report the incident to our Workers' Compensation administrator and will need to provide as many details of the incident and any injuries as possible such as circumstances, date, time, place, extent of injury, follow-up treatment, etc. Once the report has been made, our Workers' Compensation

Administrator will open a claim and contact you about how to proceed. Your failure to report any injury may result in a denial of Workers' Compensation benefits.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

WHAT IS THE EAP?

The EAP is an outside counseling service for employees and their families who may be experiencing personal or workplace problems. Everyone has problems from time to time. Usually, we work them out. However, sometimes problems persist, becoming serious enough to affect us both off and on the job. During these times, the EAP may be able to help.

WHO CAN USE THE EAP?

ALL employees of the Diocese and members of their households can use the services of the EAP. This includes both full-time and part-time employees.

WHAT TYPES OF PROBLEMS DOES THE EAP HANDLE?

EAP counselors are professionals trained to assist employees with a wide range of problems. These include problems related to:

- Alcohol & Drug Abuse
- Child Care/Elder Care*
- Life Improvement
- Domestic Violence
- Difficulties With Relationships
- Stress and Anxiety (Work and Family)
- Depression
- Personal Achievement
- Emotional Well Being
- Financial and Legal Concerns *
- Grief and Loss
- Identity Theft And Fraud Resolution
- Education*
- Adoption*
- Pet Care *
- Daily Living*

*resource and referral services

WILL MY PROBLEM BE KEPT CONFIDENTIAL?

Yes. Confidentiality is a guarantee we make to all employees. Without it, the EAP would not work. Every counselor knows this rule. No information goes anywhere without your request and written permission. No one at your workplace or the Diocese receives information about who uses the EAP without your permission.

HOW MUCH WILL THE EAP COST ME?

Nothing... Not a cent. What's more, we encourage you to use the EAP whenever you need help or information to handle your job or family responsibilities. EAP services are offered at no cost to you and your family.

HOW DOES THE EAP WORK?

Our EAP is operated by a third party service provider.

All EAP counselors are educated, trained, and experienced in helping you and your family members solve immediate problems, or referring you to professionals or organizations in the community. The counselors are experienced in dealing with problems relating to substance abuse, behavioral health, family/relationships, and with numerous other social, financial, and legal issues that may affect any of us at one time.

EAP also offers full mental health and substance abuse services outside its own parameters if the EAP or community resources are unable to help you resolve your problem. You can receive up to three face-to-face counseling sessions per issue. If additional sessions are needed, these services can be coordinated with your health care benefits and may be covered fully or in part by insurance.

HOW DO YOU ACCESS THE EAP?

For EAP services, simply call, provide your name and tell them know that you work for the Diocese of Paterson. It is that easy. The EAP number is 1.888.293.6948 (TDD: 866.846.5949) and is available 24 hours a day, 365 days a year. You can also access EAP services and information by visiting their website at www.horizoncarelink.com (The Userid is "standard"; the password is eap4u.)

ASSISTANCE WHILE TRAVELING

All employees (part-time and full-time) and their family members (spouse and dependent children under age 19 (24 if they are a full-time student) are eligible to receive benefits under a program called Medex Travel Assist which helps employees respond to medical care situations and other emergencies while traveling 100 miles or more from home. For more details, go to www.connect2mybenefits.com. The Group number for Medex Travel Assist is 9061.

BREAKS FOR NURSING MOTHERS

Employees who are nursing are provided with break time, as needed, to express breast milk for up to 3 years after the birth of a child. Employees will not be discriminated against or retaliated against for exercising rights under this policy and reasonable efforts will be made to provide a private room or location in close proximity to the work area for this purpose.

A GREAT PLACE TO WORK

DIVERSITY AND INCLUSION

We recognize that differences in age, race, gender, nationality, physical ability, thinking style and background bring richness to our work environment. We look to maintain an inclusive environment in which employees feel valued and respected, have opportunities for growth, and are engaged in contributing to the fulfillment of our mission.

As such, we strive to create a culture that attracts only the best people, people who join us because they know they will be promoted on their merits, treated with dignity and respect and developed professionally and personally regardless of any differences that may exist. In fact, we value and seek out different skills, backgrounds, experiences, and perspectives and consider these qualities as vital to our success in spreading the Gospel.

These are the principles of diversity and inclusion and they are at the cornerstone of who we are. Inclusion must be embodied in everything we do from ideas, concepts, and processes, to training, mentoring, and our day-to-day relationships.

Among our standards of excellence is the creation of a workplace in which our behaviors, practices, and policies promote Catholic identity, respect, opportunity, and advancement for all employees. One of the keys to creating this environment is to foster an inclusive culture. Inclusion reflects the diversity of backgrounds, experiences, and outlooks our employees bring to the workplace. More importantly, inclusion focuses on behaviors and actions that reflect our value for diversity in our workplaces, our parishes, and the communities we serve.

Our commitment to an inclusive work culture is reflected in the Diocese's policies, procedures, practices, training, publications, and other materials. These are examined and revised as necessary to support diversity. Our equal employment opportunity policy requires non-discriminatory practices in recruitment, hiring, compensation, training, promotion, benefits, and pay.

As Diocesan employees, we all have a responsibility to model behaviors that honor and celebrate the unique contributions and perspectives our employees bring to the work we share.

To that end, we attract people who are ambitious, high-spirited, and dedicated to the kind of excellence the Diocese has set as its standard. You are on a winning team!

TEAMWORK

Our success begins and ends with teamwork. We expect that each person will do their part to avoid situations that disrupt or promote others in their group to act in ill will, to be insubordinate to a supervisor, to be disrespectful, or to intentionally sabotage the efforts of the clergy, other employees, teams, or departments.

Teamwork is promoted when everyone acknowledges the team leader, respects the leader's judgment and authority, and follows through on requests and directives without questioning them in a hostile or demeaning way. Mutual respect is the underlying factor. If someone is known to intend harm against the Diocese or any of our employees, please see your supervisor or Human Resources.

PENSION PLAN

All Lay employees working twenty (20) hours or more per week for at least five (5) months of the year are automatically enrolled in the Diocese's Pension Plan for Lay Employees² the first of the month following their fifth anniversary of employment.

At retirement, the Plan pays 1.25% of your average earnings for your highest paid three (3) years in the Plan, multiplied by years of participation in the Plan. Normal retirement age is 65, although there are provisions for early retirement.

These benefits are more fully described in Summary Plan Description (SPD) and official plan documents. In the event of any conflict, the official plan documents will govern.

The Diocese has retained USI Consulting Group to manage our pension plan. For a copy of the latest SPD or for routine day-to-day questions concerning pension benefits, retirement, etc. please contact USI Consulting Group at the following:

Diocese of Paterson Pension Service Center
c/o USI Consulting Group
95 Glastonbury Blvd., Suite 102
Glastonbury, CT 06033

Phone: 1-866-305-8846 Plan Code 289

Fax: 1-860-659-1673

Email: Paterson.pension@usi.biz

The Diocese as the Plan Administrator retains full discretionary authority to interpret the terms of the plan, as well as full discretionary authority with regard to administrative

² Plan was amended and restated as of July 1, 2010. Prior to that date, eligibility and participation requirements were different. Employees enrolled in then plan before July 1, 2010, may have slightly different benefits based on those requirements.

matters arising in connection with the plan. The Plan Administrator may modify or eliminate any benefits or programs currently provided. This discretionary authority extends to all issues concerning benefit eligibility and entitlement.

TAX DEFERRED ANNUITY PROGRAM

All employees are eligible to participate in the Diocese's Tax Deferred Annuity program that allows you save for your retirement by setting aside a portion of your earnings on a tax-deferred basis. Contact the Diocese Office or call Mutual of America directly at 973.299.8228 for more information about this program.

CREDIT UNION

You and members of your immediate family are eligible to participate in the North Jersey Federal Credit Union. Once you are a member, you will be able to access your account online or at thousands of other credit unions throughout the Diocese and the United States. For more information about joining the credit union, call NJFCU at 888-78-NJFCU. When you call, let them know that you work for a Diocese in the Diocese of Paterson.

NEW JERSEY MANUFACTURERS INSURANCE

As an employee of the Diocese, you are eligible to apply for personal insurance for your home and auto through the New Jersey Manufacturers Insurance Company (NJM), provided you also meet their acceptance criteria and other underwriting requirements. NJM operates in a mutual fashion for the exclusive benefit of policyholders that helps keep their rates among the lowest available in New Jersey. For more information go to www.njm.com or call 1-800-232-6600. When you call, let them know that you work for a Diocese in the Diocese of Paterson and the Member number is 89815.

ABOUT YOUR PAY

PAY DAYS

You will be paid a weekly, bi-weekly, or semi-monthly basis depending on where you work within the Diocese. Please see your supervisor or local payroll contact for the pay frequency and paydays for your work location. Paychecks or direct deposit funds, when offered, are generally available on the morning of each payday. In the event your employment terminates, your final pay will be distributed on the next regularly scheduled payday. Direct deposit to your bank account, when available, is the preferred method of payment.

PAYROLL DEDUCTIONS

When you are hired, you must complete tax-withholding forms (Federal W-4 and state tax withholding form). You must notify your supervisor or local payroll contact of any change in withholding status. Forms are available from the payroll contact for this purpose, and changes will be processed within fifteen business days of receipt. Changes may not be made retroactively. Incomplete or inaccurate information can result in incorrect tax withholding. Federal income tax (FIT), social security tax (FICA), Medicare tax, and applicable state or local taxes are deducted each pay period. Eligible employees may authorize deductions for other purposes, such as, benefit premiums, the Pension Plan, the Tax Deferred Annuity Plan, etc.

PAYROLL QUESTIONS OR DISCREPANCIES

Employees should review their pay stubs, or their online pay statements, each payday to ensure that their hours worked, and compensation (straight time, overtime, other payments, and deductions, etc.) are correct.

Supervisors can resolve or answer most questions about payroll problems. In order to enable the local payroll contact to resolve any questions accurately and in compliance with government regulations, employees should report any discrepancies involving pay to the local payroll contact within thirty (30) calendar days following the payday on which the discrepancy occurred.

PAYROLL RECORDS

A current advice of deposit slip or pay stub should supply adequate information if you must provide documentation of earnings. If you need additional or different documentation, please provide your local payroll contact with a written request for any information desired. Please allow adequate time (no less than 15 business days) for the payroll contact to process your requests.

IRS regulations require employers to retain the W-2 for a period of four years. Copies can be obtained from your local payroll contact. Employees needing W-2 information for a

period older than four tax years can submit form #4506-T to the IRS. If you need a copy of this form, ask the payroll contact or download it from the IRS's website www.irs.gov.

OVERTIME

Employees who are paid on an hourly basis are eligible to be paid overtime based on federal and state wage and hour laws. Exempt employees are not eligible for overtime pay.

Hourly employees will be paid straight time for all hours they work and will be paid an additional half time for hours worked in excess of forty hours during the regular workweek.

If you are an hourly employee, you should not work overtime unless someone on your management team has approved it in advance. Please note, however, you must be paid for all hours you work even if they were not authorized in advance. Working unauthorized overtime can lead to disciplinary action, including termination of your employment.

Pay for a designated holiday, vacation or other paid time off, sick time, jury duty, and bereavement days will not count as time worked in meeting the minimum of forty hours to qualify for overtime or other premium pay.

TIMEKEEPING RECORDS

Hourly employees

All hourly employees must account for their time each pay period, whether they have worked during that pay period or not. Timekeeping records are legal documents and must be maintained accurately. Entries recorded in error should be brought to your supervisor's attention for correction. Falsification of time records is a serious offense that can result in your immediate termination.

Hourly employees must record hours worked by entering their daily time of arrivals/ departures and the start and end time for unpaid meal periods on their time sheets. You must record when you begin work, leave for an unpaid meal period, return from a meal period, and leave work. Paid Time Off (PTO) eligible hourly employees must account for hours they are absent from work using their PTO time or sick time. In the event an hourly employee takes time off that is not considered PTO, a paid holiday or a sick day, they will not be paid for that time. Your local payroll contact will provide you with specific information concerning your specific timekeeping procedures.

Salaried employees

Salaried employees must report any days that they are away from work during the normally scheduled workweek to the local payroll contact so they can track vacation or other paid time off (PTO) and sick time usage.

With few exceptions, if you are a salaried employee, you will receive your full salary each pay period without any reduction based on variations in the quality or quantity of the work you performed in the workweek.

The Diocese will not make deductions from an exempt employee's salary, except as otherwise expressly permitted by applicable state and federal law.

Specifically, in any workweek in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability, unless otherwise permitted by law.
- Your absence on the day before or after a paid holiday or because the facility is closed on a scheduled workday.
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
- Any other deductions prohibited by state or federal law.

However, it is not an improper deduction to reduce an employee's accrued personal or other forms of paid time off for full or partial day absences for personal reasons, sickness, or disability.

If you have any questions or concerns about your compensation or if you believe that an erroneous deduction has been made from your pay, you should immediately report this information to your supervisor. Your supervisor will work with the local payroll contact to investigate all reports of improper deductions. If it is determined that an improper deduction has been made, you will be promptly reimbursed.

BASIC INFORMATION FOR THE WORKPLACE

SYSTEMS USE

We may provide you access to computers, computer files, voice mail, an e-mail system, the internet, an intranet and other business systems to assist you in performing your job duties quickly and efficiently. Our systems, including all data files, applications, documents and e-mail messages, are the property of the Diocese. Any information and materials created, transmitted, or stored on our computers, or on computer disks or any other electronic media maintained by the Diocese (including e-mail and voice mail), are the property of the Diocese, and are subject to access, alteration or purge by authorized Diocesan personnel at any time, with or without notice. **No one using these systems should expect privacy regarding materials and information on our systems.**

Our systems and services are primarily for Diocesan business use. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-Diocesan purposes is understandable and acceptable. However, you are expected to demonstrate a sense of responsibility and not abuse this privilege. Again, no information sent, received, or stored on our systems, including personal and non-Diocesan related information, should be considered private or privileged. The Diocese may access any information on our systems at any time, for any purpose.

All system passwords and user names are the property of the Diocese. You are not allowed to share individually assigned passwords and user names with others without the specific permission of your supervisor.

You may not use Diocesan systems in any way that may be disruptive or offensive to others, violate other Diocesan policies, or put the Diocese at unnecessary risk. Some examples of inappropriate use include:

- Engaging in illegal, fraudulent, or malicious activities.
- Sending, viewing, or storing offensive, obscene, or defamatory material or material that violates our workplace anti-harassment policy.
- Annoying or harassing other individuals.
- Using another individual's account or identity without explicit authorization.
- Attempting to test, circumvent, or defeat security or auditing systems, without prior authorization from the person in charge of your work site, e.g., Pastor, Principal, Executive Director, etc.
- Downloading or adding any software, digital media, hardware or other computer program or device to a Diocesan computer without the approval of the person in charge of your work site.
- Permitting any unauthorized individual to access the Diocese's computer system.
- Distributing or storing chain letters.

- Discussing pending or anticipated litigation or regulatory action with any party other than Diocesan or Diocesan counsel or outside attorneys or Diocesan executives designated by the Diocesan legal department.

To ensure that the use of electronic and telephone communication systems and Diocesan equipment are consistent with the Diocese's legitimate interests; authorized representatives of the Diocese may monitor the use of our equipment from time to time, with or without notice. When appropriate, we will report illegal use of our systems to the appropriate law enforcement authorities.

BLOGGING AND SOCIAL MEDIA

Blogging and the use of social media such as Facebook, LinkedIn, Twitter, and YouTube have become a popular activity on the Internet and you may now, or in the future, decide to start a blog or use some form of social media. The Diocese takes no position on your decision to start or maintain a blog or use social media.

Employees may maintain personal websites or blogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the Diocese considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas as long as they do not conflict with Diocese policies or mission.

Unless specifically authorized to do so, you should not be using social media on work time or during working hours.

You are also subject to the Diocese's discipline policy for any social media posting that we determine is detrimental to the interests of the Diocese, whether current, planned or being discussed. Accordingly, unless specifically instructed, you are not authorized to speak on behalf of the Diocese and, therefore, must not do so.

The nature of any social media posting will be a factor in determining what (or whether) discipline will be imposed, but you may be subject to discipline up to and including immediate termination.

This policy applies to other forms of social media or technology on the Internet, such as wiki postings, YouTube, Facebook, Twitter, LinkedIn, or other postings.

It is not the nature of the communication device or technology that is at issue, but the Diocese's right to protect itself from unauthorized disclosure of information. You may not use blogs in any way that may be disruptive or offensive to others, violates other Diocesan policies, or puts the Diocese at unnecessary risk.

TELEPHONES AND CELL PHONES

Proper use of telephones, voice mail, and other components of our electronic communications system is important in controlling costs, ensuring effective communications, maintaining productivity, and keeping our employees and others safe.

PERSONAL USE

While our telephone system is to be used primarily for Diocesan business, we recognize that some personal calls are necessary. Personal calls, including those you make or receive on your own cell phone, should be infrequent and as brief as possible. Whenever possible, you should make your personal calls during meal or break periods.

You may be required to pay for personal long-distance calls. Your supervisor can ask you to account for the Diocesan business purpose of long-distance calls made from your telephone as reflected on telephone system reports and billing statements.

USE WHILE DRIVING

We encourage you to remember safety when using cell phones for business purposes. You should engage in only brief conversations while driving. If a call is going to be intense, or if traffic conditions are poor, you should safely stop your vehicle before using your phone. Hands free equipment must be used while driving.

When driving on Diocesan business you are expected to conduct yourself in a safe and legal manner, obeying posted speed limits and avoiding taking notes or other distractions while driving.

TEXTING OR SENDING PERSONAL EMAIL FROM YOUR CELL PHONE OR SMART PHONE

Texting or sending personal email from your cell phone or smart phone is considered the same as cell phone use and subject to the same guidelines as cell phone use. Use of your smart phone's text, email or other functions while driving for Diocesan business is strictly prohibited.

FACILITIES AND EQUIPMENT SECURITY

The Diocese is committed to monitoring the maintenance of its facilities and equipment. Equipment and furniture used by employees (including offices, lockers, desks, file cabinets, computers, and any other equipment in the work area) are the sole property of the Diocese.

The Diocese reserves the right to access this property at any time, with or without advance notice or consent. This right includes free access to equipment with locking devices, passwords, or special entry codes. When you leave the Diocese, you must return

all property issued to you. Diocesan property includes, for example, keys, laptops, cell phones, blackberry, ids, access cards, Diocesan credit cards, etc.

PERSONAL PROPERTY

The Diocese is not responsible for the theft or damage of your personal property. You can help prevent theft if you consciously protect your belongings by taking some simple precautions. For example, avoid leaving valuable articles unattended during the day. Missing personal property should be reported to your supervisor immediately.

We reserve the right to conduct searches of Diocesan property including employees and/or their personal property. If an employee refuses to cooperate in a search, that refusal will be considered insubordination and can subject the employee to discipline and possibly termination. We can also implement other reasonable measures necessary to deter and detect violations of our policies.

EMPLOYMENT OF RELATIVES

The employment of a relative of an active employee is permitted provided their employment, in the opinion of the Diocese, would not create a conflict of interest or the appearance of a conflict of interest. For example, you may not have direct managerial or supervisory responsibility for a relative (including an "in-law"). In addition, you may not have decision-making authority regarding the compensation, promotion or other employment terms and conditions of a relative.

Before hiring a close relative of a current employee, the Pastor, Principal or Executive Director should discuss the situation with the Chief Human Resources and Compliance Officer of the Diocese. Where there is a question of whether conflicts exist, the situation should be elevated to the legal department.

NO SOLICITATION – NO DISTRIBUTION

One of our goals is to create a congenial work environment that is also conducive to productivity and limits unnecessary distractions. Accordingly, you may not solicit co-workers during work time in work areas. You may distribute written information or materials to co-workers in non-work areas during meal and rest breaks, or when the employees and their co-workers are not expected to be working.

You may not distribute advertising material, handbills, printed or written literature of any kind in working areas. Anyone who is not an employee may not solicit, distribute literature, or trespass on Diocesan property without specific authorization from the person in charge of your work site.

NO QUOTE POLICY

If someone approaches you, innocently or otherwise, for information regarding the Diocese or a Diocesan employee or member of the clergy or religious community, you should not, under any circumstances, act as a potential spokesperson for the Diocese to the news media, or other similarly interested persons. Do not grant interviews or release statistical or printed information of any kind. If someone approaches you for information, please politely refer all inquiries to the Executive Secretary of the Diocesan Communication Secretariat at 973.279.8845, ext. 617.

PERSONNEL RECORDS

The Diocese maintains a personnel file for each employee. With reasonable advance written notice as an employee, you may review your personnel file in the presence of a Diocesan representative at a mutually convenient time. You may request copies of documents that you have signed.

CHANGING YOUR PERSONAL INFORMATION

You are required to advise the Diocese immediately of any change in home address, telephone number, name, and/or tax withholding exemption information.

Updating of personal and job status information will keep your personnel records current and accurate. You are responsible for reporting changes in personal information to your supervisor or local payroll contact as soon as they occur.

KEEPING YOU SAFE IN THE WORKPLACE

VIOLENCE IN THE WORKPLACE

Your safety and security are very important to us. We will not tolerate threats, threatening behavior, or acts of violence against anyone by anyone on Diocesan property or at any Diocesan function.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Diocesan property will be removed from the premises as quickly as safety permits, and will not be allowed back on the premises pending the outcome of an investigation.

You are responsible for notifying your supervisor or the Diocesan Chief Human Resources & Compliance Officer of any threats you witness or receive. You should also report those violent acts or threats that you hear about from another person. Even without an actual threat, you should report any behavior you have witnessed that you regard as threatening or violent, when that behavior is job-related, might be carried out on a Diocesan-controlled site, at a Diocesan function, or is connected to Diocesan employment. You are responsible for reporting this type of behavior regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or were the focus of threatening behavior.

To reach the Chief Human Resources & Compliance Officer of the Diocese regarding these matters, call 1.973.8818 ext.241.

In the case of an imminently dangerous situation, you should call 911 immediately and then notify your supervisor as soon as you can safely do so.

DOMESTIC VIOLENCE IN THE WORKPLACE

Domestic violence does not discriminate. It affects every level of society and is a leading cause of injury to women. It knows no financial borders and recognizes no ethnic boundaries or age groups. Domestic violence touches the lives of people we care about.

Our goal is to raise awareness of domestic violence, provide support to employees experiencing domestic violence, give guidance to supervisors on addressing occurrences of domestic violence and its effects on the workplace, and create a safer work environment.

As a Diocese, working with the Domestic Violence Response Team (DVRT) of the Diocese, we can assist employees victimized by relationship violence in many ways, such as:

- Developing a safety plan in the workplace.
- Arranging to escort employees to and from cars or other points of transportation (such as mass transit).
- Assigning special parking spots.

- Relocating an employee's workspace to a more secure area.
- Screening telephone calls and removing an employee's name from automated telephone directories.
- Allowing time off from work to seek safety and protection, attend court appearances, arrange for new housing, etc.
- Arranging for flexible hours and short-term leaves of absence with the guarantee (in most cases) of a position upon return.

If you need help, we encourage you to call the national domestic violence hotline, 1.800.799.SAFE (7233), the EAP at 1.888.293.6948 or by turning to the DVRT at 973.777.8818 x241, who are prepared to help arrange assistance and support. Any communication will be kept confidential to the extent possible.

We are also prepared to assist those who are perpetrators of abuse in finding an appropriate batterers' intervention program, designed to eliminate violence in intimate relationships, stop other forms of abusive behavior, and increase victim safety. For referrals to local domestic violence agencies, please call the national domestic violence hotline, 1.800.799.SAFE.

If you suspect that a co-worker is either a victim or an abuser in a domestic violence situation, you should contact the DVRT through Dennis Butler immediately at 973.777.8818 x241.

RESTRAINING ORDERS AFFECTING THE WORKPLACE

If you apply for or obtain a protective restraining order, you must be sure that it lists your work location(s) as protected areas. You should provide the person in charge of your worksite and the DVRT with a copy of the petition and declarations used to seek the order along with a copy of any temporary or permanent protective or restraining order that is granted. The Diocese understands the sensitivity of the information requested. Confidentiality procedures that recognize and respect the privacy of the reporting employees while helping to assure the safety of all employees in the workplace will be followed.

WEAPONS POLICY

Neither employees nor visitors are allowed to have any type of weapon (licensed or not and concealed or not) on Diocesan premises, subject to applicable law. This includes the act of conspiring or threatening to use weapons on Diocesan premises. The only exception applies to local, state, and federal law enforcement officers. Some examples of prohibited weapons are:

- Any weapon that, by law, is legal or illegal to possess;
- Any firearm, loaded or unloaded, assembled or disassembled, including pellet, "bb," and stun guns;

- Knives, and other similar instruments (other than those present in the workplace for approved work purposes, or for the specific purpose of food preparation and service);
- Any switchblade knife;
- Brass knuckles, metal knuckles, and similar weapons;
- Bows, cross-bows and arrows;
- Explosives and explosive devices, including fireworks, ammunition and/or incendiary devices;
- Throwing stars, nun chucks, clubs, and any other item commonly used as, or primarily intended for use as, a weapon;
- Self-defense chemical sprays, such as mace or pepper spray, in canisters or containers larger than two ounces; and
- Any object modified for use as a dangerous weapon.

Employees are responsible for notifying their supervisor of any violations of this policy. Contact your supervisor or the Diocesan Human Resources Department with any questions about this policy. Any employee who violates this policy will be subject to immediate termination.

DOING THE RIGHT THING

LIVING AND WORKING WITH INTEGRITY: CODE OF PASTORAL CONDUCT

In the United States, the Catholic Church's Charter for the Protection of Children and Young People calls for clear and well-publicized Diocesan standards of ministerial behavior and appropriate boundaries for clergy and for all other church personnel in positions of trust who have regular contact with children and young people. This code is a response to that call to integrity both in our relationships with children and young people as well as with the adult faith community.

Bishops, priests, deacons, pastoral ministers, educators, administrators, staff, and volunteers in Diocesan parishes, schools, agencies, religious communities/institutes, and organizations must uphold Catholic values and conduct that are rooted in the Gospel. We must be aware of the responsibilities that accompany our work while knowing that God's goodness and grace support us in our mission. We should and will be held accountable for our behavior. In order to maintain the highest level of accountability, each of us is required to abide by the Code of Pastoral Conduct, which provides a set of standards outlining what is appropriate and inappropriate behavior in pastoral situations.

Responsibility for adherence to the Code of Pastoral Conduct rests with each individual. Those who disregard this code will be subject to disciplinary action by the Diocese in accordance with the Charter for the Protection of Children and Young People, the Essential Norms for Diocesan Policies Dealing with Allegations of Sexual Abuse of Minors, the Diocesan Guidelines for Responses to Allegations of Morally Inappropriate Conduct by Church Employees and this Handbook.

It is every employee's responsibility to become aware of what the Code of Pastoral Conduct requires and to abide by the provisions of the Code. A copy of the Code of Pastoral Conduct can be downloaded from the Diocesan website at www.patersondiocese.org.

AFFIRMING OUR INTEGRITY: A SAFE ENVIRONMENT POLICY

The focus of this policy is on Diocesan religious education programs, Diocesan life activities, Catholic schools, and all Diocesan agencies that serve minors under the age of 18 and vulnerable adults.

The Charter for the Protection of Children and Young People requires the Diocese to evaluate the background of all Diocesan personnel, including volunteers, who have regular contact with minors. Specifically, the Diocese uses the resources of law enforcement and other community agencies. Additionally, the Diocese will employ screening and evaluative techniques in deciding the fitness of candidates for ordination. This means, among other requirements, the Diocese must run criminal background checks for all those whose duties include ongoing, unsupervised contact with minors.

We do this because we are worthy of trust and because this action will protect our children. Program requirements, which set a high standard of prevention/protection, discourage the abuser from attempting to penetrate our environment as a Church that serves youth.

This is our example and legacy to the children we serve. Setting this example is as important as teaching a good jump shot, leading the children's choir, teaching altar servers, or mentoring a high school student through the SATs. A copy of the Safe Environment Policy can be downloaded from the Diocesan website at www.patersondiocese.org.

CONFLICTS OF INTEREST

Conflicts of interest arise when there is opportunity for personal gain beyond the usual rewards of employment. They also occur when an employee's interests collide with the interests of the Diocese. Conflict situations arise whenever there is doubt about an employee's ability to act in an objective manner. Every employee must avoid doing anything that compromises or appears to compromise their judgment or that places or appears to place their personal interests and Diocesan interests at odds.

Conflicts of interest can arise whenever you hold a significant interest in, engage in outside work for, or receive any personal benefit or gift from, any of our vendors, suppliers, contractors, or the communities, or people we serve. Conflicts also arise when you are presented with a business or other opportunity that is received because of your position with the Diocese and in which the Diocese may be interested.

It is impractical to list every activity or interest that might constitute a "conflict of interest." There are also many borderline situations that need evaluation based on all relevant information. When in doubt, contact the Chief Human Resources & Compliance Officer or the Diocesan Legal Department for help.

The following are typical conflict of interest situations and Diocesan policy with respect to these types of situations:

Holding an Ownership or Property Interest in Suppliers or other Vendors

The Diocese requires that employees (and their immediate family, namely spouses and family living in the same household as the employee) not have any ownership interest in, or own property with, any of the Diocese's vendors, suppliers, contractors, agencies, customers, or competitors (or their officers or employees) unless the Diocese determines that their ownership interest does not conflict with obligations owed to the Diocese. These restrictions do not apply to ownership of stock of a public company if that ownership is less than 1% of the outstanding stock of that company.

Gifts and Entertainment

Accepting gifts or entertainment from individuals or companies the Diocese does business with could be perceived as influencing decisions or creating a sense of obligation. In addition, offering gifts and entertainment can raise similar issues. To ensure the highest level of objectivity in dealing with the Diocese's vendors, suppliers, benefactors and agents, and to avoid the appearance of any impropriety, you should not accept or offer any gift or entertainment unless it:

- Is unsolicited and offered infrequently;
- Does not involve special treatment or other special favors in return;
- Is reasonable in its value and scope, and in good taste;
- Is customary and part of your normal Diocesan business practices to accept or offer such item;
- Does not impose or create the appearance of imposing a sense of obligation on either the giver or the recipient; and
- Does not create the appearance that it could influence the employee's judgment in Diocesan matters.

You should use your good judgment in this area. If you have any issue in this area, or if any person or company repeatedly offers such items, please consult with the Diocese's Chief Human Resources & Compliance Officer or the General Counsel.

DIOCESAN CONFIDENTIAL INFORMATION

The nature of Diocesan business very often requires a very high level of confidentiality. Therefore, you must not discuss confidential information with any person other than as is required for carrying out your assigned responsibilities.

Everyone must exercise the highest degree of care not to disclose any confidential information, even inadvertently (for example, through conversations in common areas, in the hallways, or restaurants), to any unauthorized person, including family members, in or outside the Diocese. You should ask your supervisor if you are not sure what is considered confidential information.

You should also take care in handling confidential documents in your work area. Confidential information should be secured when you are away from your workspace. Confidential documents should be shredded or otherwise destroyed. Please note that your obligation not to reveal Diocesan confidential information continues after you leave our employment either voluntarily or involuntarily.

OUTSIDE EMPLOYMENT

The Diocese's dedication to our mission requires a special kind of energy and commitment from its employees. We realize, however, that you may need or want to work elsewhere

as well. We do not object to outside employment as long as it does not interfere with your primary employment with us and does not create an actual or perceived conflict of interest. Outside employment is not an acceptable excuse for poor performance, absenteeism, lateness, or lack of commitment to your job responsibilities. If you acquire an additional position outside of the Diocese, please notify your supervisor.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

We are committed to equal employment opportunity for all persons, regardless of race, color, sex or sexual orientation, gender identity, religious creed, national origin, ancestry, marital status, citizenship status, legally protected physical or mental disability, medical condition, genetic information, age, status as a victim of domestic violence, status in the uniformed services of the United States of America, status as a disabled veteran, or on any other basis that is protected under applicable law.

The Diocese's policy of equal opportunity affects all employment practices, including, but not limited to, recruitment, employment, job assignments, training, compensation, benefits, promotions, transfers, layoffs, termination, and social and recreational programs. Employment decisions are based solely on job-related requirements and on an individual's qualifications.

An understanding of, and adherence to official Roman Catholic teaching, doctrine, and laws is essential to carry out the mission of the Church. Accordingly, any ministerial, administrative or leadership position in which an adherence to, understanding and/or communication of Roman Catholic doctrine is essential and integral to the position will be open to only a practicing member of the Catholic Church.

The Diocese expects employees to act in a way that contributes to the Diocese's equal employment opportunity objectives. Specifically, you should:

- Demonstrate sensitivity to and respect for social, cultural, sexual, and physical differences when working with other employees, parishioners and other community members;
- Never engage in harassment of others based on any personal characteristics.

Report any violations of the equal employment opportunity policy to your supervisor, Human Resources or the "Confidential Hotline" described in the "When Things Don't Seem Right" section of this handbook.

REASONABLE ACCOMMODATIONS

If you have a disability that interferes with the successful completion of a task, the Diocese encourages you to request accommodation. We will review all requests for accommodations to determine whether the Diocese can assist you in performing the essential functions of your position without creating undue hardship for the Diocese. We

may ask you to provide additional information from your doctor or other health care provider to support your need for a requested accommodation.

To request accommodations, speak with your supervisor or Diocesan Human Resources.

FREEDOM FROM SEXUAL & OTHER FORMS OF HARASSMENT OR BULLYING IN THE WORKPLACE

The Diocese wants to foster a work environment free from all forms of discrimination and harassment, including sexual harassment. Workplace harassment and bullying are serious misconduct.

Workplace harassment is any conduct that unreasonably interferes with another employee's work performance, creates an intimidating, offensive, or hostile work environment, or adversely affects employment opportunities.

Workplace harassment includes conduct such as any form of bullying or intimidation (including the use of electronic communication) based on race, color, sex or sexual orientation, gender identity, genetic information, religious creed, national origin, ancestry, marital or civil union status, citizenship status, legally protected physical or mental disability, medical condition, genetic information, age, status as a victim of domestic violence, status in the uniformed services of the United States of America, status as a disabled veteran, or on any other basis that is protected under applicable law. Workplace bullying is unreasonable behavior that generally is persistent, and that demeans, intimidates, and humiliates employees, either as individuals or as a group.

Sexual harassment in the workplace is unlawful and we will not tolerate it. Sexual harassment can and does vary in degree, from "locker room" jokes to explicit requests for sexual favors. Any behavior of this type, regardless of the degree, is prohibited and strictly against Diocese policy. The Diocese will not tolerate this type of conduct by its employees, members of the clergy or religious, by the employees of companies with whom it does business, or from our visitors.

Sexual harassment does not refer to compliments of a socially acceptable nature. There are appropriate social relationships that can exist at work that do not have a discriminatory impact. Rather, sexual harassment refers to behavior that is unwelcome or that is personally offensive.

All employees are responsible for raising concerns about harassment or bullying with their supervisor or Diocesan Human Resources. Allegations of inappropriate conduct will be promptly investigated and handled in strict confidence, to the extent possible. There can be no retaliation against any individual for initiating a complaint of discrimination/bullying/inappropriate conduct or participating in the investigation or resolution of the complaint. If the investigation supports the allegation, the Diocese will take the appropriate action to

remedy the situation, which may include disciplinary action or termination of any person who violates this policy.

If you believe you have been sexually or otherwise harassed or bullied, or if you have any knowledge of others who have been harassed or bullied, you should immediately report the matter to your supervisor or Human Resources. If you have not received a satisfactory response within *ten (10)* days of reporting the matter, you should report it to the Chief Human Resources and Compliance Officer or the Chancellor of the Diocese. If you are not comfortable with this process, you may use at any time the "Confidential Hotline" described in the "When Things Don't Seem Right" section of this handbook. To the extent possible, all complaints will be handled on a confidential, need-to-know basis. Please understand, however, that in order to conduct an effective investigation, we will need to disclose some pertinent information to the accused and other witnesses.

Members of Diocesan leadership who receive a complaint, or otherwise become aware of sexual or other workplace harassment or bullying must immediately inform the Diocesan Chief Human Resources & Compliance Officer or the Chancellor. When in doubt as to whether an incident is harassment, please err on the side of caution and consult with a member of the Human Resources Department. All reports of harassment and bullying will be thoroughly and discretely investigated. If a situation involves a non-employee, including a visitor or vendor, the Diocese will take the appropriate action to address those situations as well.

SPECIAL REPORTING REQUIREMENTS FOR CERTAIN INCIDENTS OR ALLEGATIONS

Consistent with our Safe Environment policy and our Freedom from Harassment policy, if any member of Diocesan leadership or employee becomes aware of an allegation of any of the following criminal activities, they must report it immediately to the Chancellor of the Diocese or the General Counsel for the Diocese. This special reporting is required for: Sexual assault and aggravated sexual assault, criminal sexual contact and aggravated criminal sexual contact, child abuse, including any act constituting the offense of endangering the welfare of a child; for example, sexual conduct which would impair the morals of the child, photographing or filming a child engaged in a sexual act, distribution of child pornography, knowing possession or viewing of child pornography, luring or enticing a child and lewdness. Additionally, **any** other suspected criminal act must be reported immediately to the General Counsel.

The General Counsel will report the allegation to the County Prosecutor in the jurisdiction where the alleged behavior happened, as required by the terms of the Memorandum of Understanding between the Diocese of Paterson, the State of New Jersey Attorney General, and the respective County Prosecutors. The Diocesan Response Officer must also be notified when this type of report is being made. If the Prosecutor indicates, based upon such a report, that its office wishes to investigate the allegations, the Diocese will not

normally begin its investigation until the Prosecutor (or the local police) completes their investigation or informs the General Counsel that they will not be pursuing.³

The General Counsel or the Chancellor will advise the person who has been subjected to alleged harassment of their right to report the behavior in question to the local police and/or the respective County Prosecutor. The General Counsel or the Chancellor will encourage the person to make such a report. They will also advise an alleged victim of their right to engage an attorney at their own expense and to seek the assistance of the Diocesan Victim's Assistance Coordinator. An instruction will also be given to any witness reporting such a matter to Church authorities to make a direct personal report to the appropriate prosecuting authority.

STANDARDS OF CONDUCT

As in any successful organization, everyone must follow standards of conduct in order to ensure an efficient and harmonious work environment. We have based our "Standards of Conduct" on common sense and Catholic principles and are for the good of all employees.

We expect you to conduct yourself at all times in a manner that helps keep the workplace safe, productive, and harmonious. Although no list of rules could ever be complete, we expect you to use common sense at all times. The following is a partial list of things you must definitely avoid doing while employed with the Diocese that we may not have addressed elsewhere in this handbook:

- Committing an action which endangers your safety or the safety of others;
- Conduct contrary to or detrimental to the religious or professional character of the Diocese;
- Fighting or threatening to physically harm another person on Diocesan premises or at Diocesan sponsored events;
- Violation of the Code of Pastoral Conduct;
- Failure to meet the requirements of the Safe Environment Policy;
- Falsification of or making a material omission on forms, records or reports, including time sheets, employment applications, benefit applications, etc.;
- Insubordination, refusing to follow the supervisor's directions, use of profanity, or other disrespectful conduct toward the supervisor or other employees in positions of authority;
- Unauthorized possession or removal of Diocesan property, records, other materials, or another employee's property;
- Gambling on Diocesan property, other than at approved and licensed Diocesan events;

³ These "Special Reporting Requirements" are in addition to any other regulatory reporting required by such agencies and the Division of Youth and Family Services (DYFS).

- Destroying or damaging Diocesan property, records, other materials, or another employee's property;
- Violating, misusing or abusing Diocesan policies;
- Dishonesty, either oral or written, about the Diocese, other employees, yourself, or a work situation;
- Inefficient, negligent or careless performance of job responsibilities;
- Misuse of sick time, benefits or abuse of leave;
- Sleeping while on duty;
- Use of Diocesan equipment, machines or tools, either on or off the premises, without specific and prior Diocesan approval;
- Working unauthorized overtime;
- Failure to cooperate fully or give truthful information regarding a Diocesan investigation or other work related issue;
- Tape recording of conversations, and/or photographing or videotaping of the workplace or employees without permission from Diocesan leadership; **or**
- Other misconduct.

The violation of any of the items listed above, or any Diocesan policy described elsewhere in this handbook or otherwise communicated to you, can result in discipline up to and including termination of employment.

SOCIAL SECURITY NUMBER PRIVACY POLICY

It is our policy to ensure to the extent practicable the confidentiality of employees' social security numbers. The Diocese will not intentionally do any of the following acts that result in a prohibited disclosure of social security numbers.

- Publicly display more than four sequential digits of a social security number.
- Use more than 4 sequential digits of a social security number as a primary account number or use more than 4 sequential digits of a social security number on any identification badge or card, membership card, permit or license, except where permitted by law.
- Require employees to use or transmit more than four sequential digits of their social security numbers over the internet or on a computer system or network or to gain access to the internet, computer system or network unless the connection is secure or the transmission is encrypted. Similarly, the Diocese will not require employees to use or transmit more than four sequential digits of their social security numbers to gain access to the internet or a computer system unless the connection is secure, the transmission is encrypted, or a password or other unique personal identification or authentication device is also required.
- Include more than four sequential digits of social security numbers on the outsides of envelopes or packages or visible internal areas.
- Include more than four sequential digits of social security numbers in documents or information mailed to individuals, except as permitted by law.

The Diocese limits access to social security numbers to those employees and outside consultants whose job duties require that they use this information in connection with Diocese or Diocesan business. The employees and individuals who have access to social security numbers are those who work for the Diocese or Diocese in the following areas:

- Human Resources
- Benefits administration
- Payroll
- Computer and information technology
- Diocese Administration
- Legal department
- Individuals who, though not employed by the Diocese, provide legal, tax, benefits, management, or other consulting services for the Diocese.

The Diocese will properly dispose of documents containing social security numbers by ensuring that all such materials are shredded or otherwise destroyed prior to discarding such information. Data stored in electronic format will be rendered irretrievable before computers are discarded or destroyed.

Violation of this policy will result in discipline up to and including termination of employment.

WHEN THINGS DON'T SEEM RIGHT

OPEN DOOR

We realize that in an organization like the Diocese, various problems can arise in the workplace. In an effort to resolve problems in a timely and fair manner, we have established a procedure that gives you the opportunity to discuss and resolve your problems or complaints.

In accordance with the Diocese's open door policy, you are encouraged to discuss any work-related issues with management at any time. In most cases, you should talk to your immediate supervisor first. If you are not satisfied with your supervisor's response or if you are uncomfortable going to your supervisor for any reason, you may take your concerns to another member of your department's management or to Human Resources at any time.

Below are the recommended steps to follow when you want to raise a concern:

- Employees with questions, concerns, or complaints should first discuss them with their immediate supervisor. Most issues can be resolved at this point.
- If the results are not satisfactory, speak to the appropriate department manager within a reasonable amount of time.
- If still unresolved within a reasonable amount of time, you should bring the problems to the attention of the head of your Department.
- If still unresolved, you should bring the complaint or problem to the attention of Human Resources who will provide assistance, support, and advice on any issue regarding employment.

Please note: you are not under any obligation to speak personally to a co-worker about their bothersome behavior. You are, however, responsible for raising your concerns with management or Human Resources when issues occur. In fact, whenever you are unsure about how to handle an issue or are concerned about personal safety, it is your responsibility to report your concerns in accordance with our policies and procedures.

CONFIDENTIAL HOTLINE

The Diocese is committed to the highest possible standards of accountability in all its affairs. To report suspected violations of our policies, please speak immediately with management or Human Resources in accordance with our Open Door Policy described above. If you would prefer not to use the Open Door Policy, or if you wish to make your concern known anonymously, you should call or access the Diocese's Confidential Hotline to report the following types of issues:

- Accounting and Financial Misconduct
- Harassment, Intimidation or other Inappropriate Behavior
- Fraud or Theft

The hotline is operated by a third party and can be accessed on the internet by clicking on the Confidential Hotline link on the Diocese of Paterson website www.patersondiocese.org or by calling 1- 855-247-3140. All inquiries will be handled promptly and discretely. Individuals have the right to remain anonymous, and confidentiality will be maintained insofar as is possible. **However, no accusations will be pursued that are based exclusively on an anonymous source, i.e., the person making the allegations must provide, or indicate the existence of, supporting evidence.**

The hotline is available 24/7 and is staffed by call center specialists trained to handle complaints related to allegations of misconduct.

ALTERNATIVE DISPUTE RESOLUTION PROCESS

If you have a concern about a disciplinary action you received, or you believe that you have been treated unfairly or in violation of any Diocesan policy that you have not been able to resolve through our Open Door Policy described above, you may file a written complaint with your Department Head. Written complaints need to be submitted within fifteen (15) days of the disciplinary action, or the end of the Open Door Policy process. Once the written complaint has been received, you can expect the following to occur:

- The Department Head or their designee will meet with you in an attempt to work out the problem and may investigate the matter with other people who may be involved. You will be advised of the Department Head's determination within ten (10) working days of receipt of your written complaint. If the facts and circumstances of your complaint will need more time for responding, you will be told of the need.
- If you are still not satisfied, you may submit the complaint in writing to the Chancellor within five (5) working days of receipt of the Secretariat Head's determination. The decision of the Chancellor will normally be rendered within ten (10) working days of receipt of your written complaint. You will be notified if more time is needed to respond.

Unless otherwise required by applicable law, the alternative dispute resolution procedure is the only method within the Diocese for resolving disputes arising from employment, including any disciplinary or termination action.

NO RETALIATION

The Diocese welcomes your concerns. Please be assured that any employee raising a concern in good faith will not experience any adverse consequence for discussing the concern with Diocese leadership, Human Resources or a Federal, State or local government agency.

Additionally, no employee will be subjected to harassment, intimidation, coercion, threats or discrimination because they have, in good faith, engaged in, or may engage in any of the following activities:

- Filing a complaint;
- Assisting or participating in an investigation, compliance audit, hearing, or any other activity relating to the administration of any applicable Church, federal, state, or local law;
- Opposing any act or practice made unlawful by any applicable Church, federal, state or local law or their implementing regulations;
- Exercising any other right protected by laws or their implementing regulations; or
- Exercising their rights under any Diocesan policy.

HANDLING PERFORMANCE ISSUES

To maintain an orderly, safe, and efficient work environment, we may have to respond to and correct inappropriate employee behavior or conduct. If corrective action becomes necessary, it is our intent to discipline workers only for a valid reason as determined by Diocese leadership. This would include issues such as poor work performance, excessive unscheduled absenteeism, misconduct, or violations of any workplace rules set forth in this handbook, in the Code of Pastoral Conduct or the Safe Environment policy or otherwise communicated to employees.

In most circumstances, we will not discipline you without conducting an objective investigation, which ordinarily includes an opportunity for you to explain or defend your actions and to have the opportunity to correct the situation. For certain more serious issues - for example, theft, assault on another employee, or a willful violation of a safety or policy and procedure rule that could produce a very dangerous situation, or any violation that we deem to be very serious—we may find it necessary to terminate your employment for a first offense. However, most issues will be handled as follows:

- Verbal Counseling (to be documented for your file)
- Written warning
- Final warning
- Termination

Please realize, however, we can modify, start at any level of discipline, or completely bypass this process to reflect mitigating circumstances such as business needs, your length of service with the Diocese or performance history. This does not in any way change your status as an "at-will" employee.

IF YOU MUST LEAVE US

NOTICE REQUESTED⁴

If you decide to leave us, we ask that you provide at least two (2) weeks' advance notice. If you anticipate retirement, you should notify your immediate supervisor at least six (6) weeks before your anticipated retirement date. Your thoughtfulness will be appreciated and will be noted favorably should you ever wish to re-apply for employment with the Diocese.

REDUCTION IN STAFF OR RESTRUCTURING

Under certain conditions related to financial resources, reorganization, or change in the administrative or ministerial structure or needs, it may be necessary to eliminate or restructure positions and terminate employees.

When staff reductions are necessary, we will consider the following points when determining which positions will be eliminated and who will be terminated:

- The employee's job responsibilities in relation to the continued efficient operations of the Diocese;
- The employee's demonstrated competencies as they relate to the future needs of the Diocese;
- The employee's performance history;
- The employee's length of service;
- Other job and mission related factors as appropriate.

Before implementing any reductions in staff or restructuring efforts that will include the termination of an employee's employment, the individual(s) making the decision must first consult with Diocesan Human Resources or the Legal Department.

If your employment with us is terminated as the result of a staff reduction or reorganization, and you are rehired within six (6) months, you will be given service credit from your original date of hire.

Additionally, if your employment is terminated as described in this section after six (6) months of continuous, full-time employment, and you are not being provided any other termination benefits such as severance or pension, you will be eligible for Unemployment Benefits as described below.

⁴ These notice requirements apply to all "at-will" employees. For teachers or other employees who have employment contracts, the notice requirements contained in those contracts will apply.

YOUR FINAL PAY CHECK

Your final paycheck will be available no later than the next regularly scheduled payday. We will pay you through your last day worked.

NO VACATION/PTO OR SICK DAYS PAID AT TIME OF SEPARATION

In the event of your separation from employment with the Diocese, unused vacation/PTO and sick days will not be paid out when your employment terminates. As described in the "Sick Days" section of this Handbook, you may be eligible for payment of some of your sick days if you begin collecting a pension under the Diocese's Pension Plan for Lay Employees.

RETURN OF DIOCESAN PROPERTY

When you leave the Diocese, you must return all Diocesan property e.g., keys/access cards, credit cards, ID cards, cell phones, computer equipment, files, cars, etc.

CONTINUATION OF INSURANCE COVERAGE

When your employment with the Diocese terminates, your participation in any group benefit plans will end consistent with the applicable plan requirements, usually as of the last day of the month in which your employment terminates.

If your employment with the Diocese terminates and wish to convert the Diocesan group medical insurance to an individual policy, you will have thirty (30) days from your date of termination to contact the insurance carrier directly. If you wish to convert your group life insurance coverage, you should contact the Standard at 800-378-9972. Dental insurance is non-convertible.

IMPORTANT NOTE: As a "church-related entity" as defined by the Internal Revenue Code, the Diocese is exempt from COBRA and does not participate in the provisions of COBRA regarding the continuation of insurance coverage.

EMPLOYMENT VERIFICATION AND REFERENCES

All requests for employee information about employment, salary, and the like should be referred directly to your supervisor or Human Resources. Supervisors must not give out personal or employment information about current or former employees to other employees or to outside sources. We normally do not provide personal references for current or former employees. The Diocese will only confirm an employee's start date, last day worked and positions held. Written consent is required for salary verification. For employment verifications needed for employers of financial institutions, you should call your payroll contact.

UNEMPLOYMENT BENEFITS⁵

If you are terminated by the Diocese for reasons other than misconduct, e.g., violating our Standards of Conduct, you will be eligible for Diocesan Unemployment Benefits if you have completed six (6) months of full-time employment and are not receiving other separation benefits such as severance or pension. Otherwise, eligible employees who are terminated for violating our Standards of Conduct may have their unemployment benefits delayed, reduced, or denied. Coverage pays 2/3 of your normal weekly wage (to a periodically reviewed maximum) while you are unemployed and actively seeking full-time employment for a maximum benefit of twenty-six (26) weeks times your weekly benefit. If you obtain part-time work, while seeking full-time employment, your weekly benefit amount will be reduced by any earnings you have. **Payments are made directly by the Diocese (not through the State of New Jersey Unemployment Insurance Program.)**

BRIDGING OF SERVICE

If you are a full-time Diocese employee for three (3) consecutive years and leave Diocese employment for less than six (6) months, you will be given service credit from your original date of hire if you are re-employed. However, if you leave employment for longer than six (6) months and are then re-employed, you will regain credit for prior service only after completing an additional one (1) of full-time employment.

⁵ These Unemployment Benefits do not apply to employees who work for any of the Catholic Charities Agencies or the Beacon. Due to the nature of their operations, they are required to participate in the NJ Unemployment Insurance Program.

TIME TO SIGN YOUR ACKNOWLEDGEMENT FORM

Please read, sign, and date the following statement acknowledging that you have reviewed the Employee Handbook for Employees in the Diocese of Paterson ("Handbook"). Please return this form to your supervisor or Human Resources, to be kept in your personnel file.

The Handbook is an important document intended to help you become acquainted with the Diocese. This Handbook contains guidelines only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because Diocesan operations and needs may change, the contents of this Handbook may be changed at any time, with or without notice, on an individual case or generally, at the sole discretion of the Diocese. Although this Handbook will be periodically revised due to changes in policy or procedure, we do not republish hardcopies of this Handbook every time a change occurs. Some material may therefore become outdated. However, we will update the Handbook on our Diocesan website or in the Diocesan Office. Please check the site or the Diocesan Office for the latest version of the Handbook and refer any questions to your supervisor or Human Resources. They will be glad to provide you with additional information and help.

Please read the following statements and sign below to indicate your receipt and acknowledgement of this Handbook.

- I have received access to, and will become familiar with the Handbook. I understand that the policies, rules, and benefits described in it are subject to change, termination, and interpretation at the sole discretion of the Diocese at any time, with or without notice.
- **I further understand that my employment is terminable "at-will"⁶, either by the Diocese, regardless of the length of my employment or the granting of benefits of any kind, or by myself.**
- **I understand that no contract of employment has been expressed or implied, and that no circumstances arising out of my employment will alter my "at-will" status.**
- I understand that my signature below indicates that I have read and understand the above statements and that I have been given access to the Handbook.
- I understand that failure to comply with any Diocesan policies may result in disciplinary action, up to and including termination.

By: _____
Employee's Signature

Date: _____

Employee's Name (Please print legibly)

⁶ The only employees who are not "at will" are teachers and certain other school/agency employees who have annual employment contracts. For these employees only, termination of employment is subject to the terms of their contracts. All other policies in this Handbook apply to them as well.

IMPORTANT HUMAN RESOURCES AND BENEFITS CONTACT INFORMATION

Diocesan Benefits Website- view general and important information	www.connect2mybenefits.com User ID=Paterson Password=benefits
Access to Online Benefits for selection and information	www.eelect.com Enrollment ID: 56553 (efv. 9/1/12 – changes annually – Check with your benefits contact) Login: Employee ID number (7 digits), Password: last 4 digits of SSN
Horizon Customer Service (PPO, Direct Access and POS medical Insurance)	800-355- BLUE (2583) www.horizonblue.com Group #89531
Delta Dental Customer Service (dental insurance)	973-285-4144 www.deltadentalnj.com , Group #3258
Standard Insurance Company (Life, short and long term disability insurance)	800-378-9972 Be sure to have physicians name, address, and telephone numbers. Group #646599 www.standard.com
MEDEX Travel Assist (Standard Insurance) (Emergency assistance while traveling 100 miles from home)	800-527-0218
EAP Horizon Health (Standard Insurance) (Counseling and work/life situations insurance)	888-293-6948 www.horizoneap.com login id = standard, password = eap4u
Boston Mutual (Voluntary Life and Critical Care Insurance)	800 669 2668 www.bostonmutual.com
New Jersey Manufacturers Insurance Company (Purchase car and homeowners insurance at a discount)	800-232-6600 X 4515, Indicate Diocese of Paterson employee at 777 Valley Road, Clifton 973-777-8818, NJM member # 89815
North Jersey Federal Credit Union (Become a member or Customer Service)	973-785-9200
Mutual of America Tax Deferred Annuity - supplement your pension)	973-299-8228
Diocese of Paterson Pension Service Center c/o USI Consulting Group (Questions concerning the Lay Pension Plan)	95 Glastonbury Blvd., Suite 102 Glastonbury, CT 06033 Phone: 1-866-305-8846 Plan Code 289 Fax: 1-860-659-1673 Email: Paterson.pension@usi.biz

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