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REVISION OF EMPLOYEE HANDBOOK
POLICIES AND PROCEDURES
LAY & DEACON EMPLOYEES
Effective July 1, 2026

My dear brothers and sisters in Christ,

The new *Employee Handbook Policies and Procedures, Lay & Deacon Employees* issued December 20, 2024 (aka "handbook) has been in effect for almost eighteen months now. I wish to express my appreciation to all the pastors, administrators, supervisors, and employees throughout our Diocese who continue to strive to fully, properly, and effectively implement this handbook.

When I issued that handbook I committed to making updates as needed, in order to maintain the integrity and usefulness of this handbook. Most specifically, we knew that the vacation policy would need updated. Accordingly, I am hereby revising the handbook to include changes to just three sections, namely:

103.4-Employment Categories
401-Vacation Leave
402-Sick Leave

Those changes have been incorporated into the handbook. The revised handbook with these changes will go into effect July 1, 2026, nothing to the contrary withstanding.

I direct my Business Office to communicate these changes to the parishes and employees as soon as possible. I further direct that this decree be incorporated into the handbook, and that the revised handbook be published on the Diocesan website.

Sincerely In Christ,

+ Jeffrey M. Fleming

Most Reverend Jeffrey M. Fleming
Bishop of the Diocese of Great Falls-Billings

Rev. Samuel Spiering

Rev. Samuel Spiering
Chancellor

GIVEN AT THE PASTORAL CENTER
Great Falls, Montana, USA
June 3, 2026

DIOCESE OF GREAT FALLS-BILLINGS
BISHOP JEFFREY FLEMING
P.O. Box 1399 t Great Falls, Montana 59403 t (406) 727-6683
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December 20, 2024

To My Co-Workers in the Diocese:

After many years of work, I am happy to present you with the Lay & Deacon Employee Handbook for parish and diocesan employees. It is a written statement of expectations and policies that will guide and steward both the employee and management of one of our most precious assets, you.

This handbook is rooted in the Gospel call for the respect of the dignity of each human person. As God's people and because of the sacred nature of our shared mission, we each have a personal responsibility to be good stewards of the resources of the Church that have been shared with us by the people of Eastern Montana. This handbook is a statement of our commitment to ensure the best use of our time, talent, and treasure. Your acceptance and commitment to the policies contained within will help us live out our shared mission to "Go Make Disciples".

This handbook replaces and supersedes all former personnel handbooks and any previous policies or terms of employment that were in place, whether written or verbal. This handbook will be reviewed annually and may be revised. Revisions and amendments to the handbook may be made taking into consideration the needs of the parishes, diocese, and employees and to remain iri compliance with state and federal law.

Be assured that your concerns will always be given serious consideration. It is my prayer that it will help us become a People of God who rejoice not only in our holy work and ministry, but also in collaboration with the people of Eastern Montana.

With this letter, I promulgate this handbook on 20 December 2024 and order it to be published on the Diocesan website and distributed to all employees. The handbook becomes effective on January 1, 2025.

In His peace, joy, and love,

+ Jeffrey M Fleming

Most Reverend Jeffrey Fleming
Bishop of Great Falls-Billings

Diocese of Great Falls-Billings

Rev Samuel Spiering

Rev. Samuel Spiering
Chancellor

THE DIOCESE OF GREAT FALLS-BILLINGS

Employee Handbook
Policies and Procedures
LAY & DEACON EMPLOYEES

Issue Date: January 1, 2025
Revised: July 1, 2026

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HANDBOOK INTRODUCTION

HISTORY OF THE DIOCESE OF GREAT FALLS-BILLINGS

The Diocese of Great Falls-Billings was erected on May 18, 1904. In 1980 the diocese was renamed the Diocese of Great Falls-Billings. The diocese covers 94,158 square miles of central and eastern Montana, encompassing 33 counties. The diocese's 47 parishes and 50 missions are structured into five vicariates: Billings, Great Falls, Havre, Miles City, and Wolf Point. The diocese is home to 1 university, 2 high schools, 1 middle school, and 9 elementary schools. Its diocesan churches are the Cathedral of St. Ann Great Falls and St. Patrick Co-Cathedral Billings.

FORMER BISHOPS

The bishops who have served the Great Falls-Billings Diocese are:

- Bishop John B. Brondel, 1884-1903
- Bishop Mathias Clement Lenihan, 1904-1930
- Bishop Edwin Vincent O'Hara, 1930-1939
- Bishop William Joseph Condon, 1939-1967
- Bishop Eldon Bernard Mathias Schuster 1967-1977
- Bishop Thomas Joseph Murphy, 1978-1987
- Bishop Anthony Michael Milone, 1988-2006
- Bishop Michael William Warfel, 2008-2023
- Bishop Jeffrey Michael Fleming, 2023-present

WELCOME MESSAGE

We believe that every employee helps to make the Diocese of Great Falls-Billings successful. We hope that you will be proud to be a member of our team. This handbook describes many of our policies and outlines the programs and benefits available to eligible employees.

The handbook will answer many questions you may have about your employment at the Diocese of Great Falls-Billings. We hope that your experience here will be challenging, enjoyable, and rewarding.

100 - EMPLOYEE/EMPLOYMENT SPECIFICATIONS

101 – INTRODUCTION AND DISCLAIMER

This handbook is designed to provide information about working conditions, employee benefits, and some of the policies affecting your employment at the Diocese of Great Falls-Billings, its parishes, missions, and entities ("the Diocese"). Schools, however, must develop and adhere to their own employee handbook; only in the absence of such a handbook does this handbook cover school employees. Employees should read, understand, and comply with all provisions of the handbook. It describes many responsibilities of an employee and outlines the programs developed by the Diocese to benefit employees.

No employee handbook can anticipate every circumstance or question about policy. The Diocese reserves the right to revise, supplement, or rescind any policies or portion of this handbook from time to time as it deems appropriate, in its sole and absolute discretion.

102 - ADA ACCOMMODATION

Reasonable accommodation is available to an employee with a disability when the accommodation is reasonable and necessary for an employee to perform essential job functions. The Diocese does not discriminate against any qualified employee or applicant because the person is related to or associated with a person with a disability. The Diocese will follow any applicable state or local law that gives more protection to a person with a disability than the ADA grants. The Diocese is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

103 - REQUIREMENTS FOR EMPLOYMENT

103.1 - Nature of Employment

Employment with the Diocese is voluntarily entered into, and the employee is free to resign at any time, with or without cause.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Diocese and any of its employees. The provisions of the handbook have been developed at the discretion of management and may be amended or cancelled at any time at the Diocese's sole discretion.

These provisions supersede all existing policies and practices and may not be amended, deleted, or added to without the express written approval of the Bishop of the Diocese of Great Falls-Billings.

Employees of the Diocese are expected to respect all moral and religious teachings and beliefs of the Roman Catholic Church. Employees are expected to refrain from personal conduct or lifestyle which would be at variance with or contrary to the policies of the Diocese, its parishes, entities, or the moral and religious teachings of the Roman Catholic Church.

As a condition of employment, employees of the Diocese of Great Falls-Billings must satisfactorily complete a background check (renewed every 5 years) and the CMG Connect Safe Environment training program and remain in compliance by completing yearly re-certification as mandated by the Diocese of Great Falls-Billings *Child Protection Policy and the Safe Environment Policy for Children and Vulnerable Adults.* Employees of the Diocese are also subject to the following policies together with the *Code of Pastoral Conduct* and the *USCCB's Charter for the Protection of Children and Young People* and will be required to acknowledge receipt and review of the same.

103.2 - Employee Relations

The Diocese believes that the working conditions, wages and benefits it offers to its employees are competitive with those offered by other similar-sized dioceses. If employees have concerns about working conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the Diocese amply demonstrates its commitment to employees by responding effectively to employee concerns.103.3 - Probationary Period

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Diocese uses this period to evaluate employee capabilities, work habits, and overall performance. During the probationary period, either the employee or the Diocese may terminate the employment relationship at any time, with or without cause.

All new and rehired employees work on a probationary basis for the first six months after their date of hire. Any significant absence will automatically extend a probationary period by the length of the absence. If the Diocese determines that the designated probation period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period. The original probationary period together with any periods of extension will not exceed 18 months. Upon satisfactory completion of the probationary period, employees enter the "regular" employment classification.

During the probationary period, probationary employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. In addition, health insurance, dental/vision, and life and long-term disability insurance is provided during the probationary period for eligible employees. After the first six months of employment, employees may also be eligible for other diocesan benefits, subject to the terms and conditions of each benefit program. Employees should read the information specific to each benefit program for details on eligibility requirements.

Employees who are not new to diocesan employment or new to diocesan positions may also be placed on probationary status for disciplinary purposes. This gives the Diocese the opportunity to further evaluate the employee's capabilities, work habits and overall performance. Employees who are under disciplinary probation shall continue all benefits to which they would otherwise be entitled absent the probationary status.

103.4 - Employment Categories

It is the intent of the Diocese to clarify and define employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by the Human Resources Director or parish administrator/Priest.

In addition to the above categories, each employee will belong to one other employment category:

- **BENEFIT ELIGIBLE FULL-TIME & PART-TIME:**
  Employees who are not in temporary status and who are regularly scheduled to work no less than 30 hours (1560 hours per calendar year) and no more than 40 hours (2080 hours per calendar year) per week. *Employees in this category are generally eligible for the Diocese's benefit package, subject to the terms, conditions, and limitations of each benefit program.*

- **PART-TIME**
  Employees who are not assigned to a temporary status and who are regularly scheduled to work **no more than 29 hours per week** (1508 hours per calendar year). While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance) and prorated vacation leave; they are ineligible for all other Diocesan benefit programs.

- **PROBATIONARY** employees include those who are new to employment with the Diocese. This generally is for the first six months of employment. An employee may also be placed on probationary status for disciplinary purposes. Probationary employees may be full-time, or part-time. During the probationary time, the Diocese may terminate the employee with or without cause.

- **TEMPORARY** employees are those who are hired as interim replacements to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all the Diocese's other benefit programs.

- **SEASONAL** employees are those who are hired for seasonal work to temporarily supplement the work force. Employment assignments in this category are of a limited duration. While seasonal employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all the Diocese's other benefit programs.

200 - PERSONNEL RECORDS

201 - MAINTENANCE OF RECORDS

The employer maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, emergency contact information, documentation of performance appraisals and salary increases, and other employment records.

In addition to the general personnel file, the employer maintains a separate file for:

1. Form I-9, Employment Eligibility Verification.
2. All medical information is kept in a separate file, and its availability is strictly limited to personnel on a need-to-know basis.

Personnel files are the property of the employer and access to the information they contain is restricted. Generally, only supervisors and management personnel of the employer who have a legitimate reason to review information in a file are allowed to do so. **Employees are reminded to notify their direct supervisor in the event of a change of address, phone number, and emergency notification information so their record may be kept current**.

Employees who wish to review their own file should contact their immediate supervisor. With reasonable advance notice, employees must be allowed to review their own personnel files in the presence of an individual appointed by the employer to maintain these files.

202 - PERSONNEL DATA CHANGES

It is the responsibility of each employee to notify the Diocese promptly of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments and other such status reports should be accurate and current. If any personnel data has changed, notify immediate supervisor.

300 - EMPLOYMENT GUIDELINES

301 - WORK HOURS

Generally, subject to the needs of the organization and specific directives by management, the work shift for full-time employees is 8 hours per day. These hours normally are worked within the period of 8:00 a.m. to 5:00 p.m., Monday – Friday, with a lunch break of between one-half hour and one hour. Supervisors have some flexibility to schedule work hours commensurate with their department responsibilities.

The Fair Labor Standards Act requires the Diocese to maintain an accurate record of hours worked and to pay one and one-half times the regular hourly rate of pay to nonexempt hourly employees who work overtime. Overtime will be defined as all hours worked over forty in a given workweek.

Days of work per week will be five, normally Monday through Friday. The workweek is 12:01 a.m. Saturday to midnight the following Friday.

302 - OVERTIME

When operating requirements or other needs cannot be met during regular working hours, non-exempt employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the employee’s supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt hourly employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off for sick leave, vacation leave or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior authorization from their supervisor may be subject to disciplinary action up to, and including, possible termination of employment.

303 - COMPENSATORY TIME OFF

With exempt employees, the need to work extra hours arises occasionally. These employees normally work over 40 hours or more per week without additional monetary compensation of any sort. There is no payment of bonuses, overtime, or other monetary compensation for extra work by exempt employees.

The Diocese has no legal requirement or obligation to grant compensatory time off to exempt employees. A supervisor ***may choose to grant*** compensatory time off to exempt employees who are required to work in excess of ***45 hours per week*** for special projects, during weekends or any other normally scheduled time off.

Exempt employees, with the approval of their supervisor, may take compensatory time off when projects or events require work for excessive hours. In addition, accrual for compensatory time may not exceed sixteen hours in a calendar month.

Compensatory time must be taken within 30 days of extra time worked and cannot unduly disrupt the operations of a parish or entity of the Diocese.

304 - PAY PERIODS

The Diocese requires direct deposit of your paycheck to your bank account. Employees are paid either semi-monthly on the 15th and last day of the month, bi-weekly, or monthly on the last day of the month. Every employee will have access to an itemized pay stub each payday. Please submit a voided check or bank deposit slip with the bank's routing number to Human Resources or direct supervisor to initiate direct deposit. Remember to notify payroll before you change the financial institution(s) where your direct deposit is being sent. It takes one to two weeks to retrieve a check which has been sent via electronic mail.

If a regularly scheduled payday falls on a day off, such as a weekend or holiday, employees will receive pay on the last day of work **before** the regularly scheduled payday. Parishes may vary payroll.

In the event an employee is terminated from employment, all unpaid wages will be paid on the employee's next regular payday for the pay period or within 15 days from the separation, whichever occurs first.

304.1 - Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the Diocese to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they work each day. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than a few minutes prior to their scheduled starting time nor stay more than a few minutes after their scheduled stop time without the express, prior authorization from their supervisor.

It is the employees' responsibility to “sign” their time records to certify the accuracy of all time recorded. The supervisor will review and then approve the time record for payroll processing. In addition, if corrections or modifications are needed for the time record, both the employee and the supervisor must indicate their agreement by noting the agreement in the electronic timekeeping system.

304.2 - Payroll Deductions

The Diocese is required by law to deduct Federal and state withholding taxes from your paycheck. The amount of tax is determined by your earnings and the number of dependents you claim on your W-4 tax forms. At year end, you will receive a W-2 form showing your total earnings and the amount of taxes withheld. Deductions for Social Security at the rate established by law are deducted from your paycheck. The Diocese matches your contributions to the Social Security tax. Other deductions may include premiums for insurance, savings plans, garnishments, etc. If an employee believes there has been an error in pay, the employee should contact Human Resources or payroll administrator.

304.3 - Child Support/New Hire Law

The Diocese complies with the law of the land regarding New Hire/Child Support Law. If you are subject to a child support order, monies will be withheld from your paycheck in accordance with our state's regulations. Child support is the court-ordered payment by the non-custodial parent to the custodial parent for the care and welfare of the child.

304.4 - Garnishments

A court-ordered legal claim against the wages of an employee by a creditor for nonpayment of a debt and served by the constituted legal authority is called a garnishment, and it must be recognized and executed by diocesan entities. When a garnishment is received by the Diocese, the employee will be advised that a garnishment has been served on the Diocese. The employee will be counseled to seek assistance in working out his/her financial problems.

304.5 - Pay Advances

In the event of a personal emergency, employees may submit a written request for a pay advance to their supervisor or the Pastor, indicating the nature of the emergency involved. The supervisor or the Pastor will evaluate the request and determine whether a pay advance can be granted. Consideration of a pay advance is within the exclusive discretion of the supervisor. After supervisory approval, the written request must be submitted to payroll and the Human Resources Department for Diocesan employees or the pastor or his delegate for parishes.

304.6 - Administrative Pay Corrections

The Diocese takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Human Resource Director/payroll administrator so that corrections can be made as quickly as possible.

305 - LUNCH AND REST PERIODS

305.1 - Lunch Period

The lunch period is a time for the employee to take care of personal issues and to take a break from work tasks. Employees are not permitted to forgo the lunch period to shorten the workday. Employees needing extra time on their lunch period must receive prior approval from their supervisor.

A lunch period must be at least 30 minutes long and the employee is completely relieved of duty.

305.2 - Breaks

The Diocese provides an official rest break of no more than 15 minutes duration for every 4 hours of daily work. Montana employers are not required to provide rest breaks, but if a break of less than 30 minutes is allowed, the time spent on the break must be paid.

306 - GENERAL HIRING POLICIES AND PRACTICES

306.1 - Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions in the Diocese will be based on merit, qualifications and abilities. The Diocese does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability, marital status, or any other characteristic protected by law. The Diocese does, however, reserve the right to hire persons of the Roman Catholic religion for certain positions within the Diocese.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Pastor or parish/entity administrator. Any employee who believes that he or she, or any other employee is being subjected to harassment or discrimination based on their membership in a protected class should bring the matter to the attention of their supervisor or appropriate person if supervisor is unavailable or subject of the report. Employees can raise concerns and make reports without fear of reprisal. Retaliation against an employee who makes a good faith report of harassment or discrimination is prohibited. Anyone found to be engaging in any type of unlawful discrimination or retaliation will be subject to disciplinary action, up to and including termination of employment.

The Diocese is committed to maintaining a safe and healthy work environment and taking all appropriate health and safety precautions consistent with current medical knowledge. Employees may not refuse to work with or cooperate with, withhold services from or otherwise harass, intimidate, degrade, or isolate a coworker because of a known or suspected disability or disease, or because of a coworker's association with a person with a disability or disease.

306.2 - Sexual and Other Unlawful Harassment

We expect every person at the Diocese to be treated with fairness, respect, and dignity. This includes customers and vendors as well as employees. Accordingly, any form of harassment based on an individual's race, color, sex, religion, national origin, age, or disability is a violation of this policy and will be treated as a disciplinary matter.

The term harassment includes slurs and any other offensive remarks, jokes, graphic material, or other offensive verbal, written, or physical conduct that creates a hostile work environment. Unwelcome sexual advances, requests for sexual favors, and any other unwelcome, unbecoming verbal or physical conduct will not be tolerated and is not a condition of employment. Neither submission to nor rejection of such conduct will be used as a basis for employment decisions.

Any employee who believes that he or she has been subject of harassment shall immediately report the conduct to supervisor/pastor/administrator or human resources. The Diocese will promptly investigate all complaints and will endeavor to handle these matters expeditiously, confidentially, and in a professional manner to protect the complainant and other individuals providing relevant information.

False accusations of harassment cause harm to innocent people and such conduct will not be tolerated. If it is determined that an employee has knowingly submitted a false claim of discrimination or harassment, the employee may be subject to disciplinary action.

Upon completion of a thorough investigation by management, prompt and appropriate action will be taken. Retaliation against anyone for stepping forward with a concern regarding any type of harassment is prohibited and subject to disciplinary action. All employees are expected to cooperate with any investigation into a harassment complaint.

The Diocese will take all steps necessary to prevent any form of harassment from occurring. All supervisors and managers are informed of this policy and have been instructed as to what constitutes proper and improper behavior. The Diocese is prepared to promptly take steps necessary to enforce this policy. Violations of the diocesan harassment policy will result in disciplinary action, up to and including discharge.

306.3 – Safety

The Diocese provides a safety program in compliance with the Montana Safety Culture Act, §§39-71-150, et. seq., MCA, and regulations promulgated thereunder, as well as any other State or Federal applicable safety regulations. (The Diocese's Safety Program is currently being updated and will be integrated as part of these policies and procedures upon adoption.)

The Diocese may provide information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of a member of the safety advisory group. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey any established safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, fail to remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees are required to immediately notify Human Resources or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

306.4 - Workers' Compensation Insurance

Employees are provided workers' compensation coverage from the day they begin work. The employer pays the entire cost of this coverage.

Employees who sustain work-related injuries, regardless of how insignificant the injury may appear, should immediately inform their supervisor. The supervisor will, in turn, immediately call the accident into the current insurance carrier. ***No matter how minor an on-the-job injury may appear, it is important that it be reported immediately***. This will enable an employee to qualify for workers' compensation coverage as quickly as possible, if applicable to the injury. If more than 30 days have elapsed since the work-related injury is reported, the claim may not be covered by workers' compensation insurance.

Neither the employer nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the diocesan entity.

306.5 - Job Descriptions

We strive to have accurate job descriptions for all jobs in the Diocese. A job description includes the following sections: Job information; Job summary (gives a general overview of the job's purpose); Core Competencies; Essential duties and responsibilities; Supervisory responsibilities; Qualifications (includes education and/or experience, language skills, reasoning ability, and any certification required); Physical demands; and Work environment.

We use job descriptions to identify the requirements of a job, set up the hiring criteria, set standards for employee performance evaluations, and establish a basis for making reasonable accommodations for individuals with disabilities. The Human Resource Department or parish/entity administrator will prepare a job description when a new job is created. Existing job descriptions should be reviewed, and updates made to them when/if a job changes. The job description does not necessarily cover every task or duty that an employee might be assigned. The employee may be assigned additional responsibilities, as necessary. If the employee has questions or concerns about the job description, the employee should contact their immediate supervisor.

306.6 - Job Posting

The Diocese generally provides employees an opportunity to indicate their interest in open positions and to advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted; although the Diocese reserves the right, in its sole discretion, not to post a particular opening.

Job openings will generally be posted on the website and will remain open for a minimum of 3 days. Each job posting notice will include the dates of the posting period, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for six months in their current position. Employees who have a written warning on file or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees should only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a job application packet (resume, cover letter) with job-related skills and accomplishments. It should also describe how their current experience with the Diocese and prior work experience and/or education qualifies them for the position.

The Diocese recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

306.7 - Employment Applications

The Diocese relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Diocese's exclusion of the individual from further consideration for employment or if the person has been hired, termination of employment.

306.8 - Employment Reference Checks

To ensure that individuals who join the Diocese are well-qualified and have a strong potential to be productive and successful, it is diocesan policy to check employment references and do background checks of all applicants.

For former diocesan employees who have listed the Diocese as an employment reference, the former employee must direct all references through Human Resources, the Pastor, or parish/entity administrator. Responses to such inquiries will confirm the dates of employment, wage rates and position(s) held. Responses to such inquiries will be limited to factual information that can be substantiated by the Diocese's records.

306.9 - Resignation

Employees who choose to leave the Diocese are asked to give at least a two-week written notice to their immediate supervisor. Employees who do not give a written two week notice to their immediate supervisor will not be eligible for rehire. All terminating employees will have an exit interview. The purpose of the interview is to be certain the reasons for the employee's termination are not founded on a misunderstanding or erroneous situation. The interview will also cover what compensation the employee has coming and when termination of benefits will occur. Employees are expected to turn in all Diocesan property at the time of termination.

306.10 - Termination

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation/Retirement - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.

The Diocese will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges and return of diocesan property. Suggestions, complaints, and questions can also be voiced.

All the unpaid wages of the involuntary or voluntary terminated employee are due and payable on the next regularly scheduled pay day for the pay period or within 15 days from the separation, whichever occurs first.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits which are due and payable at termination will be paid, including unused vacation time. Accrued sick leave is not paid out at the time of termination. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

306.11 - Re-Employment Policy

Employees who left the diocesan employer in good standing will be considered for open positions along with other applicants. Employees who left without giving proper notice or who were discharged for cause will likely not be eligible for rehire by any diocesan entity.

306.12 - Immigration Reform and Control Act and New hire reporting program

It is diocesan policy to fully comply with the regulations of the Immigration Reform and Control Act of 1986 (as amended) and enforced by the Department of Homeland Security. We will hire only American citizens and aliens who are authorized to work in the United States. The law requires the Diocese to do five things:

1. All new employees must complete Section 1 of the I-9 form within three business days of hire.
2. Check documents establishing employee's identity and eligibility to work. (Note: The verifier is not allowed to tell the employee which documents to present and cannot ask for more than is required.)
3. The person examining the documents must complete Section 2 of the I-9 Form and the Certification Section.
4. Retain the form for at least three years. (If the company employs the person for more than three years, the company must retain the form until one year after the person leaves diocesan employment.)
5. Present the form for inspection to the Department of Homeland Security or Department of Labor officer upon request. (At least three days advance notice will be given.)

If an employee is hired for less than three days, the company must complete Form I-9 before the end of the employee's first working day. The I-9 Form contains instructions for completion. The employee assigned to this task must follow those instructions completely. I-9 records are to be kept separate from all other personnel records.

Further, as part of this process, the Diocese will comply with the State of Montana New Hire Reporting Program and report any newly hired and rehired employee within 20 days of the date of hire.

306.13 - Drug and Alcohol Use In the Workplace

It is the Diocese's desire to provide a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While in diocesan workplaces (i.e. offices) no employee may use, possess, distribute, sell, or be under the influence of alcohol. At no time is it acceptable for an employee to use, possess, distribute, sell, or be under the influence of illegal drugs or intoxicating substances. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment and/or required agreement to participate in a substance abuse rehabilitation or treatment program in lieu of immediate termination. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. They may also wish to discuss these matters with their supervisor or the Pastor or parish administrator to receive assistance or referrals to appropriate resources in the community.

Employees with substance use problems that have not resulted in, and are not the immediate subject of disciplinary action, may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all diocesan policies, rules and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the Diocese any undue hardship.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resource Director without fear of reprisal.

306.14 - Non-Smoking Policy

The Diocese is a smoke/vaping-free workplace in order to maintain the highest possible safety conditions and because we are concerned about our employees' health. We also encourage smokers to quit smoking.

In keeping with the Diocese's intent to provide a safe and healthy work environment, smoking is prohibited throughout the workplace and within 25 feet from any door when smoking outside.

This policy applies equally to all employees and visitors.

If you have any questions regarding our Non-Smoking policy, please contact the Human Resource Director/ parish or entity administrator.

307 - CONFIDENTIALITY

Information regarded as confidential, including payroll, financial statements, mailing lists and other information, should be handled carefully. Supervisors should instruct their staff encountering this information as to what is confidential and should require staff to write "PERSONAL AND CONFIDENTIAL" on such materials on the outside of any envelopes and correspondence.

Upon receipt of materials marked "PERSONAL AND CONFIDENTIAL," employees should be instructed that these materials be left sealed, to be opened by the individual to whom they are addressed. Confidential information regarding the Diocese/parish/entity or the people the Diocese serves should in no way be divulged verbally, in written correspondence, or by email. Failure to abide by this policy will result in disciplinary action, up to and including discharge.

308 - EMPLOYEE PERFORMANCE APPRAISALS

308.1 - Performance Evaluation

Generally, a formal performance evaluation will be conducted at the end of an employee's probationary period. Additional formal performance evaluations should be conducted annually to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage, and recognize strengths and discuss positive, purposeful approaches for meeting goals.

309 - PERSONAL GAIN/CONFLICT OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy merely establishes the framework within which the Diocese wishes to conduct business. The purpose of these guidelines is to provide general direction so employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Pastor or parish/entity administrator for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision which may result in personal gain for that employee or for a relative as a result of the Diocese's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is like that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose as soon as possible to the Pastor or parish/entity administrator of the Diocese the existence of any actual or potential conflict of interest so safeguards may be established to protect all parties.
Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Diocese does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration because of any transaction or business dealing involving the Diocese.

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. Relatives of persons currently employed by the Diocese may be hired only if they will not be working directly for or supervising a relative.

400 - LEAVES OF ABSENCE: PURPOSE AND OBJECTIVE

To establish and outline the general parameters and guidelines for granting leave(s) from work, in general, two types of leave may be granted: paid leave and unpaid leaves. The following definitions of the various types of leave will assist in understanding the benefits provided under this policy.

401 - VACATION LEAVE

1. **Eligibility**
   All **BENEFIT ELIGIBLE FULL-TIME & PART-TIME** (defined as working 30+ hours/week) are eligible for vacation leave. **PART-TIME** employees (defined as working less than 30 hours/week) are eligible for vacation leave on a pro-rated basis.

2. Annual Bank Allocation (Frontloading)
Employees are granted vacation leave annually on July 1. This leave is subject to a **maximum bank cap based upon the employee's years of service.** On July 1, any unused hours from the previous year will carry over, and the new annual grant will be added only until the maximum hour cap is reached. Once an employee's bank reaches the maximum hours, no further vacation leave will be granted or accrued.

- **0-5 Years:** 80 hours (10 days)
  "Employees are granted 80 hours of vacation leave annually on July 1. This leave is subject to a **maximum bank cap of 80 hours**. On July 1, any unused hours from the previous year will carry over, and the new annual grant will be added only until the 80-hour cap is reached. Once an employee's bank reaches 80 hours, no further vacation leave will be granted or accrued.
- **6-10 Years:** 120 hours (15 days)
  "Employees are granted 120 hours of vacation leave annually on July 1. This leave is subject to a **maximum bank cap of 120 hours**. On July 1, any unused hours from the previous year will carry over, and the new annual grant will be added only until the 120-hour cap is reached. Once an employee's bank reaches 120 hours, no further vacation leave will be granted or accrued.
- **11-15 Years:** 160 hours (20 days)
  Employees are granted 160 hours of vacation leave annually on July 1. This leave is subject to a **maximum bank cap of 160 hours**. On July 1, any unused hours from the previous year will carry over, and the new annual grant will be added only until the 160-hour cap is reached. Once an employee's bank reaches 160 hours, no further vacation leave will be granted or accrued.
- **16-20 Years:** 200 hours (25 days)
  Employees are granted 200 hours of vacation leave annually on July 1. This leave is subject to a **maximum bank cap of 200 hours**. On July 1, any unused hours from the previous year will carry over, and the new annual grant will be added only until the 200-hour cap is reached. Once an employee's bank reaches 200 hours, no further vacation leave will be granted or accrued.
- **21+ Years**: 240 hours (30 days)
  Employees are granted 240 hours of vacation leave annually on July 1. This leave is subject to a **maximum bank cap of 240 hours**. On July 1, any unused hours from the previous year will carry over, and the new annual grant will be added only until the 240-hour cap is reached. Once an employee's bank reaches 240 hours, no further vacation leave will be granted or accrued.

1. **Usage and Requests**
   - Vacation may be used following the first 30 days of employment
   - Vacation may be used in 1-hour increments by non-exempt (hourly paid) and exempt (salaried) employees.
   - Requests for more than 3 consecutive days must be submitted at least 2 weeks in advance.
   - Requests for vacation will be made through the current payroll system and/or by email to the employee's direct supervisor.
   - Approval is based on business needs and seniority.
     Vacation time off is paid at the employee's base pay rate at the time of vacation. Hours taken as paid vacation are not considered "hours worked" for the purposes of calculating overtime pay.
2. **Separation of Employment**
   - Upon termination, resignation, or retirement, all unused, banked vacation hours will be paid out at the employee's current hourly rate.

402 - SICK LEAVE

The Diocese provides paid sick leave benefits to all benefit-eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- **BENEFIT ELIGIBLE FULL-TIME & PART-TIME**: 30+ hours/week
- **PART-TIME: <**29 hours/week

BENEFIT ELIGIBLE FULL-TIME & PART-TIME (30+ hours/week) employees accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service).

PART-TIME (<29 hours/week) employees accrue sick leave benefits at the rate of 6 days per year (1/2 day for every full month of service).

Sick leave benefits are calculated based on a "benefit year," the 12-month period that begins when the employee is hired.

403 - FAMILY MEDICAL LEAVE ACT

The Diocese follows the Federal Family and Medical Leave Act (the "FMLA") and will comply with the requirements of the Act. Under the provisions of the FMLA, eligible employees are entitled to take a leave for the following reasons:

Parental Leave:

1. Birth of a child or in order to care for a child (must be taken within twelve months of the birth).
2. The adoption or foster care of a child (must be taken within twelve months of the adoption or placement in foster care).

Medical Leave:

The need to care for an employee's spouse, son, daughter, or parent who has a serious health condition or employee's own serious health condition.

Children must be either under the age of eighteen or older and "incapable of self-care" because of a mental or physical disability. An employee is entitled to a total of twelve weeks of FMLA-covered leave within a rolling twelve-month period, measured backward from the date of the most recent request for a covered leave of absence.

This means that each time an employee requests a leave under the provisions of this policy, the available time for a leave of absence will be the balance of the total twelve weeks that has not been used during the twelve-month period immediately preceding the commencement of leave.

Eligibility: To be eligible for leave, an employee must have been employed for at least twelve months and have worked for at least 1,250 hours during the twelve- month period immediately preceding the commencement of leave.

The twelve months need not be consecutive; however, employment prior to a continuous break in service of 7 years or more will not be counted unless the break is due to an employee's fulfillment of military obligations or governed by a collective bargaining agreement or other written contract.

Employees may be eligible for additional leave if he/she is a spouse, son, daughter, parent or next of kin of a current member of the Armed Forces, including members of the National Guard or Reserves, with a serious injury or illness. Employees may take up to 26 weeks of leave in a single 12-month period to care for the service member. This leave is not in addition to the 12 weeks available for other FMLA reasons.

Serious Health Condition: Serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider which prevents an employee or family member from performing the functions of their job. Please contact your immediate supervisor if you have any questions regarding what qualifies as a serious health condition.

Notice Requirements: Anyone requesting a leave of absence under this policy should see his/her supervisor and complete the proper leave request form. Where the need for leave is known in advance, the request must be submitted at least thirty days prior to the desired beginning of the leave of absence. Failure to give at least 30 days' notice of foreseeable need for a leave of absence may delay the start of such leave until thirty days after the date the notice is received by the Diocese. If the request is less than 30 days, the employee may be required to give an explanation of why advance notice was not feasible. If timely notice is not given, the period of delay counts as a non-FMLA absence.

If the need for a leave is not foreseeable or is an emergency situation, the employee must provide verbal notification to their immediate supervisor as soon as possible and must follow call-in procedures. Employees must supply sufficient information to enable the Diocese to determine if the leave qualifies for FMLA and the duration and timing of the leave.

Certification of the Need for Leave: Any employee who needs to have an FMLA-covered Medical Leave of Absence must present certification of the need for a leave of absence along with the leave request form. This certification must be provided within fifteen days of the request unless it is not feasible under the circumstances. The diocesan Human Resource office has forms available for an employee to have completed by their health-care provider. Failure to provide certification may result in the employee's leave being delayed, denied, or revoked.

Note: The Diocese reserves the right to a second or third medical certification at diocesan expense. The Diocese also reserves the right to require recertification of the continuance of a serious health condition every six months. Recertification may also be required if:

1. An employee requests an extension of leave.
2. Circumstances described by the original certification have changed significantly.
3. The Diocese receives information that casts doubt upon the continuing validity of the certification.
4. An employee is unable to return to work because of the continuation, recurrence, or onset of a serious health condition.

Intermittent Leave: Generally, FMLA leave must be taken in a single block. Under certain circumstances, however, FMLA leave may be taken on an intermittent or reduced work schedule basis.

A Parental Leave of Absence may be taken intermittently or on a reduced work schedule basis if the employee and the Diocese can agree on the schedule requested by the employee and it does not interfere with business needs.

A Medical Leave of Absence may be taken intermittently or on a reduced work schedule basis if the requesting employee produces the required certification that there is a medical need for a leave of absence and that the medical need is best accommodated through an intermittent leave or reduced work schedule.

Note: The Diocese reserves the right to require a second or third medical opinion in appropriate cases where authorized to do so by the FMLA. If medical leave is requested on an intermittent or reduced work schedule basis, the Diocese may, at the discretion of management, transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. Any such transfer will be to a job that offers pay and benefits that are equivalent to those available in the employee's regular job. Employees on unforeseeable intermittent leave will not be required to transfer to an alternative job. A fitness for duty certification can be required every 30 days in the case of intermittent or reduced schedule leaves if reasonable safety concerns exist. The employee has 15 days to provide this certification.

FMLA Leave is Unpaid Leave: Employees on approved FMLA leave of absence will be required to use any earned, unused sick and vacation days during the approved leave of absence unless the leave is for the employee's own serious health condition. Employees must follow the same terms and conditions of our leave policy as those employees not on FMLA. The Diocese and employee may mutually agree to supplement worker's compensation or other disability benefits with any other form of paid time off benefits the employee may be entitled to if state law permits.

Spouse Aggregation: In the case where both an employee and his/her spouse are employed by the Diocese, the aggregate number of weeks to which both employees are entitled because of the birth or placement of a child or to care for a parent with a serious health condition will be limited to twelve workweeks during any twelve-month period. This limitation does not apply in instances where leave is taken because of an employee's own serious health condition or to care for a spouse or child with a serious health condition.

Health Insurance: Since the Diocese provides group health insurance, employees are entitled to the continuation of the group health insurance coverage during FMLA Leave on the same terms as if he or she had continued to work. If family member coverage is provided to an employee, family member coverage must be maintained during the FMLA leave. The employee must continue to make any normal contributions to the cost of the health insurance premiums.

If paid leave is substituted for FMLA leave, the employee's share of the group health plan premiums must be paid by the method normally used during paid leave (usually payroll deduction). An employee on unpaid FMLA leave must make arrangements to pay the normal employee portion of the insurance premiums in order to maintain insurance coverage. If the employee's premium payment is more than 30 days late, the employee's coverage may be dropped. Written notice will be provided to the employee that payment has not been received and will allow 15 days after the date of the letter before terminating coverage.

If an employee does not return to work at the end of an approved FMLA leave, he/she may be required to repay the Diocese for the insurance premiums it paid and is also subject to termination. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

404 - PARENTAL LEAVE

The Diocese provides parental leave to employees at the time of birth or adoption of a child. The Diocese will grant up to three months (12 weeks) of parental leave from a position with the understanding that no employment rights

will be lost because of parental leave. Parental leave must be taken within twelve months of birth or adoption. In the event that both parents are employed by the Diocese, spouse aggregation limits also apply, as detailed in the FMLA policy above.

For benefit-eligible employees with an employee classification of Regular Full-Time or Regular Part-Time, the first month (4 weeks) will be fully paid. The second and third months (the following 8 weeks) will be unpaid, however accrued sick and/or vacation time may be used to extend the paid period of the leave. With approval of the supervisor, second and/or third month's leave may be taken working one-half time, extending the benefit into the fourth and/or fifth month. With approval of the supervisor, accrued vacation time may also be used to extend the leave.

During the two months of unpaid parental leave time, benefit application is the same as leave of absence without pay except the Diocese will continue to pay the Diocesan portion of the medical insurance premiums during the two-month unpaid time of parental leave.

405 - HOLIDAYS/RELIGIOUS FEASTS

The Diocese will grant holiday time off to all employees on the holidays listed below. Additional holiday time off is at the discretion of the supervisor and/or pastor:

- New Year's Day/Mary, Mother of God (January 1)
- Holy Thursday (Thursday before Easter)
- Good Friday (Friday before Easter)
- Easter Monday (Monday after Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Assumption of the Virgin Mary (August 15)
- Labor Day (First Monday of September)
- All Saints (November 1)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Immaculate Conception (December 8)
- Christmas Eve (December 24)
- Christmas (December 25)

The Diocese will grant paid holiday time off to all benefit-eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees
- Probationary employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. In the case that Christmas falls on a Saturday, observance of Dec 25 will occur on the following Monday. If December 24 falls on a Sunday, it will be observed the preceding Saturday. If a recognized holiday falls during an eligible employee's paid absence (such as vacation, sickness, or family leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible non-exempt employees work on a recognized holiday, wages will be paid at their straight-time rate for the hours worked on the holiday, unless the holiday work otherwise qualifies as "hours worked" for the purposes of determining overtime.

Paid time off for holidays will not be counted as hours worked for the purpose of determining overtime.

406 - OTHER LEAVES OF ABSENCE

406.1 - Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Up to five days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- Regular full-time employees
- Regular part-time employees
- Probationary employees

Bereavement pay is calculated based on the base pay rate at the time of absence.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with supervisor's approval, use any available paid leave for additional time off as necessary.

The Diocese defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; the employee's grandparents or the employee's grandchildren.

With approval from their supervisor, employees may have time off to attend funerals of non-family members. This time will either be paid or unpaid, at the sole discretion of supervisor.

406.2 - Military Leave

The Diocese will grant a military leave of absence if an employee is absent from work because he/she is serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

The employee must give their supervisor/Pastor or the Human Resource Department advance notice of upcoming military service, unless military necessity prevents advance notice, or it is otherwise impossible or unreasonable. The employee will not be paid for military leave. However, the employee may use any available accrued paid time off, such as vacation or sick leave, to help pay for the leave. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

Employee benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a military leave. When the employee returns from leave, the benefits will start accruing again. If the employee is on military leave for up to 30 days, the employee must return to work on the first regularly scheduled work period after the service ends (allowing for reasonable travel time). If the employee is on military leave for more than 30 days, the employee must

apply for reinstatement in accordance with USERRA and applicable state laws. When the employee returns from military leave (depending on the length of the military service in accordance with USERRA), the employee will be placed either in the position the employee would have attained if the employee had stayed continuously employed or in a comparable position.

For the purpose of determining benefits that are based on length of service, the employee will be treated as if he/she had been continuously employed. If the employee has questions about military leave, contact the Human Resource Director for more information.

406.3 - Military Caregiver Leave

The Military Caregiver Leave permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty which may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability retired list. Caregiver may be a spouse, son, daughter, parent or next of kin of the covered service member. The same timing requirements for certification apply to all requests for FMLA Leave, including those for military leave.

406.4 - Jury Duty

The Diocese encourages employees to fulfill their civic responsibilities by serving jury duty when required. If an employee receives a jury duty summons, the employee will need to show it to their immediate supervisor as soon as possible so arrangements can be made to accommodate the employee's possible absence from work.

Jury duty pay will be calculated at the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence subtracting any compensation received from the court. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Regular part-time employees
- Probationary employees

406.5 - Voting

The Diocese encourages employees to fulfill their civic responsibilities by voting in elections.

Generally, the polls are open for several hours in the morning and evening and the Diocese expects that employees will be able to vote either before or after work hours. If employees are unable to vote in an election during their nonworking hours, the Diocese will grant up to one hour of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule.

406.6 - Witness Duty

The Diocese encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by the Diocese, they will receive paid time off for the entire period of witness duty.

Employees will be granted a maximum of two hours of paid time off to appear in court as a witness at the request of a party other than the Diocese of Great Falls-Billings. Additional paid time off may be allowed to an employee for extenuating circumstances as deemed appropriate by the employee's supervisor. Employees will be paid at their base rate and are free to use any remaining paid leave benefits (such as vacation leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

500 - EMPLOYEE BENEFITS

Eligible employees of the Diocese are provided with a wide range of benefits. Several of the programs (such as Social Security, workers' compensation insurance, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon employment category. An employee's supervisor or Human Resources can identify the programs for which an employee is eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- 403(b) Retirement Savings Plan
- Medical Health Insurance
- Dental/Vision Insurance
- Flexible Spending Accounts/Health Savings Accounts
- Employee Assistance Program
- Life Insurance and Accidental Death & Dismemberment
- Long-Term Disability
- Accident Insurance (fully paid by the employee)
- Vacation and Sick Leave
- Family and Parental Leave
- Paid Holidays
- Bereavement Leave
- Jury Duty Leave
- Flextime Scheduling

Some benefit programs require contributions from the employee, but many are fully paid by the Diocese.

501 - RETIREMENT

501.1 - Retirement Savings Plan: 403(b)

The Diocese has established a 403(b) savings plan to provide employees with the potential for future financial security for retirement.

To be eligible to join the 403(b) savings plan on a voluntary contribution basis, an employee must be 18 years of age or older. Eligible employees may participate in the 403(b)-plan subject to all terms and conditions of the plan.

The 403(b) savings plan allows an employee to elect a percentage of his/her salary for a pre-tax payroll deduction, as allowed by law, so the employee can tailor their own retirement package to meet their individual needs. Employees are encouraged but not required to prayerfully consider contributing to their retirement plans.

For benefit-eligible employees with an employee classification of Regular Full-Time or Regular Part-Time, after the employee's six-month probationary period ends, the Diocese contributes 6% of base salary to a designated 403(b) plan for each eligible employee.

Rehires: Former employees who return to diocesan employment within one year are eligible to receive the employer matching contribution as though there were no break in employment, provided previous employment was at least 30 hours per week.

Because an employee's contribution to a 403(b) plan is automatically deducted from his/her pay before federal and state tax withholdings are calculated, the employee saves tax dollars now by having current taxable amounts reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 403(b) distributions.

Additional information about plan eligibility, loans, hardship withdrawals, rollovers, etc. are detailed in the 403(b)-retirement plan document. Contact Human Resources for more information.

501.2 - Social Security

The payment of Social Security and Medicare benefits is made by the employee and the Diocese. The Diocese matches the employee's contribution to Social Security and Medicare and thereby pays one-half of the cost of the employee's retirement and Medicare benefits under the Social Security Act. Social Security provides a variety of benefits, including retirement income, death benefits, disability benefits and monthly income for certain dependent survivors of covered employees. For additional information regarding Social Security eligibility and benefits, go to www.socialsecurity.gov.
through the local entity and the retiree is responsible for paying their half to avoid losing coverage. This benefit does not pertain to family members.

502 - MEDICAL HEALTH INSURANCE

The Diocese of Great Falls-Billings provides full-time eligible employees with employer-paid group health insurance and dental/vision plans. Employees in the following classifications are eligible to participate in the health insurance:

- Regular full-time employees
- Regular part-time employees (no pro-ration)
- Probationary employees

Details of the health and dental/vision insurance plans are described in the yearly Summary Plan Description (SPD). Comprehensive health coverage is available for spouses and/or dependent children at subsidized rates. These benefits are offered on date of hire, at open enrollment or through a qualifying event (i.e., birth, death,

change of health coverage, etc.). The SPD and information on the cost of coverage through payroll deduction will be provided in advance of enrollment to eligible employees.

For benefit-eligible employees enrolling in health benefits, the benefit coverage effective date is typically the first of the month following a minimum of 30 days of employment.

Rehires: Former benefit-eligible employees who return to diocesan employment (or transfer employment to another diocesan location) within 60 days will have a benefit coverage effective date the first of the month immediately following the date of rehire. If the gap in employment is longer than 60 days, then the normal coverage effective date policy will apply.

Medicare: Employees working past age 65 are eligible and encouraged to stay on the Diocese's Group Health Plan despite being eligible for Medicare.

Contact Human Resources for more information about health benefits.

503 - DENTAL/VISION INSURANCE

The Diocese's dental/vision insurance plan provides employees and their dependents access to dental and vision insurance benefits. Employees in the following employment classifications are eligible to participate in the dental-vision insurance plan:

- Regular full-time employees
- Regular part-time employees (no pro-ration)
- Probationary employees

Employees may include their spouse/children under their dental/vision insurance. The employee is responsible for the premium for dependent coverage.

Contact Human Resources for more information about dental/vision insurance benefits.

504 - FLEXIBLE SPENDING ACCOUNTS

Those on a traditional health care plan can elect to contribute money to a medical flex account on a pre-tax basis. This money can be used to help pay for out of pocket medical, prescription, dental or vision expenses for themselves and family members.

Employees on a traditional plan or a high-deductible health plan may use flexible dependent care spending. This account allows employees to pay for dependent daycare with pre-tax dollars.
These spending accounts are completed on a fiscal year, not calendar year basis (i.e., July 1 to June 30). Funds not withdrawn and used before June 30 are forfeited. But FSA has a run-out period of up to 90 days after the FLEX plan year where you can submit claims with dates of service between July 1 and June 30. Contact Human Resources or your payroll office to arrange payroll deductions.

505 - HEALTH SAVINGS ACCOUNTS

A Health Savings Account (HSA) is available for eligible employees enrolled in a High-Deductible Health Plan (HDHP). Under the HSA, pre-tax contributions are placed into an employee's account to allow payment for out-of-pocket eligible expenses for medical, prescription, dental, and vision costs. HSA monies carry over from year to year and do not have to be used by year's end.

506 - WELLNESS

The Diocese is committed to the health and safety of all employees, and thus promotes employee wellness programs for the following purposes:

- To manage risk(s) in the group health plans resulting in affordable premiums and better provide for employee health.
- To maintain and enhance employee interest in health issues.
- To ensure that managers, supervisors, and employees are aware through training activities that they are responsible for the prevention of workplace accidents.
- To help make health and safety activities an integral part of the organization's operating procedures, culture, and programs.
- To provide an opportunity for discussion of health problems and possible solutions.
- To inform and educate employees and supervisors about health issues and research findings, etc.
- To help reduce the risk of workplace injuries and illnesses.
- To help ensure compliance with federal and state health standards.

The Diocese will review the wellness program annually and reserves the right to change, revise, or rescind the program offerings at any time.

507 - EMPLOYEE ASSISTANCE PROGRAM

The Diocese provides an Employee Assistance Program (EAP) to all employees regardless of enrollment in benefits, it is administered by ComPsych-Guidance Resources This program provides you and your family members free, 24/7 access to licensed professional for personal, relationship, family, and professional concerns. Services include:

- Unlimited phone access to legal, financial, and work-life services.
- In-person help with short-term issues
- Up to four sessions, per person, per issue, per year

For more information, please visit:
https://www.guidanceresources.com
username: lfgsupport
password: lfgsupport1
or call (888)628-4824

508 - LIFE INSURANCE

Life insurance offers the employee and his/her family important financial protection. The Diocese provides a basic life insurance plan for eligible employees. The basic life insurance plan includes Accidental Death and Dismemberment (AD&D) insurance. AD&D provides benefits in case an accident causes a serious injury or death. Employees in the following employment classifications are eligible to participate in the life insurance plan:

- Regular full-time employees
- Regular part-time employees
- Probationary employees

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between the Diocese and the insurance carrier.

Details of the basic life insurance plan, including benefit amounts, are described in the Summary Plan Description provided to eligible employees. Additional life insurance may be purchased by individuals. Upon termination, an employee can elect to "port" (keep the insurance by assuming the individual premium) their life insurance coverage. Please contact supervisor/pastor or Human Resources for more information about life insurance benefits.

509 - LONG-TERM DISABILITY

The Diocese provides long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury which results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are partially or fully disabled and unable to work.

Employees in the following employment classifications are eligible to participate in the LTD plan:

- Regular full-time employees
- Regular part-time employees

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between the Diocese and its insurance carrier.

LTD benefits are offset with amounts received under Social Security or workers' compensation for the same time period.

Details of the LTD benefits plan, including benefit amounts, limitations, and restrictions, are described in the Summary Plan Description provided to eligible employees. Contact Human Resources for more information about LTD benefits.

510 - ANCILLARY PRODUCTS

Additional voluntary benefits are available through Aflac. See current Benefit Guide or contact Human Resources for more information on the following products:

- Short Term Disability
- Hospital Indemnity Policy
- Accident insurance
- Cancer
- Critical Illness

511 - HIPAA POLICY

The Diocese is not covered by the requirements of the Health Insurance Portability and Accountability Act (HIPAA). However, the Diocese will undertake efforts to limit access to and ensure confidentiality of employee records pertaining to Protected Health Information (PHI).

PHI is individually identifiable health information including demographic data relating to the individual's past, present or future physical or mental health or condition; the provision of health care to the individual; or the past, present or future payment for the provision of health care to the individual. Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security number).

All employees who have access to PHI will receive the appropriate training relating to the management of PHI and confidential employee information. Any breach of privacy or confidentiality will be subject to disciplinary action.

The Human Resource Director is designated as the HIPAA Compliance Officer (HCO). Any questions or concerns regarding HIPAA regulations should be referred to the HCO. All records governed by the HIPAA policy will be maintained for a period of six years unless state law requires a longer period of retention. After the required retention period, the records will be destroyed.

600 - GRIEVANCE PROCEDURE

601 - PROBLEM RESOLUTION: GRIEVANCE PROCEDURE

The Diocese is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from diocesan supervisors and management.

The Diocese strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

There are times when interpretation and application of diocesan policies and procedures may lead to differences among personnel. Two means are provided for resolving such differences:

601.1 - Informal Review Process

When a dispute arises, the most efficient means of communicating is for the employee and immediate supervisor to engage in a thorough discussion of the matter. At times, discussion with other management personnel may help. Supervisors will act and advise the employee of any resulting decisions.

601.2 - Formal Grievance Process

Step 1. The grievance must be presented in writing to the employee's immediate supervisor within 5 days of the incident's occurrence. The written grievance should include the facts related to the incident, diocesan policy or procedures involved, and the remedy sought.

Step 2. The supervisor will meet with the employee and provide the employee with a written decision that includes the reasons supporting the decision. The supervisor will also provide his or her own supervisor with copies of the grievance and the written decision.

Step 3. If the employee remains dissatisfied with the immediate supervisor's decision, he or she will notify the immediate supervisor in writing within 5 working days after receiving the decision. The immediate supervisor will then arrange a meeting between the employee and the next highest supervisor. The procedure outlined in *Step 2* above will be repeated, with the results and copies forwarded to the Director of Human Resources at the Diocesan Pastoral Center and the Pastor.

Step 4. If the employee remains dissatisfied with the decision reached in *Step 3*, he or she may notify the Director of Human Resources who will consult with Vicar General & the Chief Operating Officer for the diocese, who will proceed as outlined in *Step 2.*

If the matter is then not able to be resolved, it will be directed to the Bishop of Great Falls-Billings. The Bishop will make the final decision, taking into consideration all documentation and information to this point.

It should be noted, not all entities of the Diocese of Great Falls-Billings have multiple levels of supervisors however, the line of accountability is acknowledged as such: Employee - Immediate Supervisor - Pastor/Parish Administrator-Diocesan Director of Human Resources – Chief Operations Officer – Bishop.

700 - ADDITIONAL EMPLOYEE INFORMATION

701 - EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, the Diocese expects employees to follow rules of conduct to protect the interests and safety of all employees and the Diocese.

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

- Employees are expected to respect all moral and religious teachings of the Roman Catholic Church and not to engage in any personal conduct or lifestyle which would be at variance with or contrary to the policies of the Diocese, or the moral and religious teachings of the Roman Catholic Church
- Theft or inappropriate removal or possession of property
- Falsification of records or information
- Working while impaired by alcohol, other intoxicating substances, or under the influence of illegal drugs; illegal drugs include marijuana
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Violation of safety or health rules
- Smoking/Vaping in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials in the workplace
- Excessive unexcused absenteeism or any absence without notice
- Unauthorized use of telephones, mail system or other employer-owned equipment
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Insubordination
- Inability to work cooperatively with superiors, peers and/or subordinates

702 - ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, the Diocese expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Diocese. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. If absences are longer than three consecutive workdays, or are part of a broader pattern of absenteeism,

the supervisor may require a third-party certification (e.g., doctor's note, court document, etc.) to verify the need for the absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment. If an employee does not report to work as scheduled and does not notify his/her supervisor for three consecutive business days, the supervisor may declare the position abandoned and may terminate the employee if all reasonable means of investigating the unexplained absences have been exhausted.

703 - PERSONAL APPEARANCE AND BUSINESS CASUAL DRESS POLICY

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image the Diocese presents to visitors.

No dress code can cover all contingencies so employees must exert a certain amount of reasonable judgment in their choice of clothing to wear to work. If there is uncertainty about acceptable, professional business casual attire for work, please ask your supervisor or Pastor.

If clothing fails to meet the standards, as determined by the employee's supervisor and/or Pastor, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.

704 - COMPUTER AND E-MAIL USAGE

Computers, computer files, the e-mail system, internet access and software furnished to employees are diocesan property intended for business use. Employees should not access a file or retrieve any stored communication without authorization.

The Diocese strives to maintain a workplace free of harassment and a workplace sensitive to the diversity of its employees. Therefore, the Diocese prohibits the use of computers, the e-mail system and the internet in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, political causes, outside organizations, or other non-business matters.

The Diocese purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Diocese does not have the right to reproduce such software for use on more than one computer. Licenses are maintained and tracked by Information Services.

Employees are not allowed to bring or install software into diocesan /parish computers which is unauthorized by the Diocese.

Employees may only use software on local area networks or on multiple machines according to the software license agreements. The Diocese prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, Information Services, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

705 - PHONE AND MAIL SYSTEMS USAGE

Employees are required to reimburse the Diocese for any charges resulting from their personal use of the telephone. Also, employees must reimburse parishes for any personal postage charges.

To ensure effective telephone communications, employees should always speak in a courteous and professional business manner. Please confirm information received from the caller and hang up only after the caller has done so.

706 - CELL PHONE USAGE

The Diocese provides cellular telephones to some employees as a business tool. Cell phones are provided to assist employees in communicating with management and other employees, their clients, associates, and others with whom they may conduct business. Cell phone use is primarily intended for business-related calls. However, occasional, brief personal use is permitted within a reasonable limit. Cell phone invoices may be regularly monitored.

Employees may have access to a cell phone while in their cars and should remember that their primary responsibility is driving safely and obeying the rules of the road. Employees are prohibited from using cell phones, without the use of a hands-free device, to conduct business while driving and should safely pull off the road and come to a complete stop before dialing on the phone.

As a representative of the Diocese, cell phone users are reminded that regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.

707 - USE OF EQUIPMENT/COMPANY PROPERTY

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify the supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of damage, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. If there are any questions about an employee's responsibility for maintenance and care of equipment used on the job, please contact a supervisor.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

Equipment owned by the Diocese will not be loaned or rented to a non-church entity.

708 - PROFESSIONAL DEVELOPMENT

The Diocese recognizes the skills and knowledge of its employees are critical to the success of the organization. Professional staff members are expected to pursue professional growth.

Time off for study toward a degree can be a leave of absence with or without pay. Generally, the Diocese will not pay for degree programs of lay employees. Time off and compensation will be determined by length of employment, position, future growth potential and diocesan benefit derived.
Employees are encouraged to pursue professional growth. They are also encouraged to attend workshops, conventions, and seminars to advance their knowledge, skills, and ability to progress in employment. Employees may attend after obtaining approval from their supervisor.

709 - BUSINESS TRAVEL EXPENSES

The Diocese will reimburse employees for approved; reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the immediate supervisor or Pastor.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Diocese/parish/entity. Employees are expected to limit expenses to reasonable amounts.
Expenses that generally will be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees, only for compact or mid-sized cars.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi fares, only when there is no less expensive alternative.
- Mileage costs for use of personal cars at the current IRS rate if a fleet vehicle is not available.
- Cost of standard accommodation in low to mid-priced hotels, motels, or similar lodgings.
- Cost of meals, no more lavish than would be eaten at the employee's own expense.
- Tips not exceeding 25% of the total cost of a meal or transportation (taxi, shuttle) fare.
- Charges for telephone calls, fax and similar services required for business purposes.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the Diocese may not be used for personal use without prior approval. All required vehicle training and screening processes must be completed.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, if time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense receipts and reports to their supervisors for review within 30 days. Reports are to be accompanied by receipts for all individual expenses. **All business travel or meeting expenses must include detailed receipt(s) (not credit card summary receipts) for purchases. Included with any receipt(s) for purchased food must be a list of those who attended the meeting(s) anytime food is purchased with diocesan funds. Gas receipt(s) must include the purpose of the trip (ex. – 'Vicariate Meeting – Great Falls to Billings and return.)**

Employees should contact the business office for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

710 - VISITORS IN THE WORKPLACE

All visitors should enter the Diocese at the appropriate entrance and check in. Authorized visitors will receive directions or be escorted to their destination. If an unauthorized individual is observed on diocesan premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

Employees are responsible for the conduct, supervision, and safety of their visitors.

711 - CRIMINAL/IMMORAL ACTIVITY

The Bishop, Chief Operating Officer or Pastor may impose disciplinary action, including termination, leave of absence, or suspension with or without pay, for an employee against whom formal charges have been filed for: the commission of a crime; violating moral turpitude; or being arrested or accused of same; pending the outcome of investigation or adjudication of innocence or guilt.

712 - NON-DISCLOSURE

It is very important to the Diocese that confidential business information is protected. Confidential information includes, but is not limited to the following:

- Compensation/Payroll data
- Computer Process
- Computer Programs and Codes
- Donor Lists
- Financial Data and Information
- Technological Data

An employee may be asked to sign a non-disclosure agreement as a condition of employment. If an employee improperly uses or discloses confidential business information, the employee will be subject to disciplinary action, up to and including termination of employment and legal action.

713 - EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures or earthquakes can disrupt diocesan operations. In extreme cases, these circumstances may require the closing of a work facility and employees will be notified.

In cases where an emergency closing is not authorized, employees who fail to report to work will need to contact their supervisor. They may request to take available leave time or time off without pay.

714 - RETURN OF PROPERTY

Employees are responsible for all the Diocese of Great Falls-Billing property, materials, or written information issued to them or in their possession or control. All Diocese of Great Falls-Billings property must be returned by employees on or before their last day of work.

715 - RECYCLING

The Diocese supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of, products and materials in a manner that will best use natural resources and minimize any negative impact on the earth's environment.

The simple act of placing a piece of paper, can or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all. Employees are encouraged to make a commitment to recycle and be a part of this solution.
The Diocese encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through workplace practices of environmental responsibility such as:

- communication through computer networks with e-mail
- posting memos for all employees
- two-sided photocopying
- reusing paper clips, folders, and binders
- turning off lights when not in use

Whenever possible, diocesan employees are encouraged to purchase products for the workplace which contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

By recycling, the Diocese is helping to solve trash disposal and control problems facing all of us today.

Acknowledgement of Receipt of Diocesan Handbook and Policy to Report Wrong-Doing

The Diocesan personnel handbook has been prepared to provide our employees with a general understanding of our personnel policies, work rules and benefits. All employees are responsible for becoming familiar with our policies and procedures.

If you have any questions regarding the material in the handbook, please contact your supervisor or the Director of Human Resources for clarification. The handbook should not be construed as an employment contract or agreement for employment for any specified period. The Diocese reserves the right to make changes to these policies at any time. When changes are necessary, we will provide you with amended pages for your handbook.

I acknowledge receipt of the Diocese of Great Falls-Billings Lay Employee Handbook, revised June 2026, as promulgated by Bishop Jeffrey Fleming on July 1, 2026:

_____

Employee Name (Please Print)

_____

Employee Signature

Date: _____