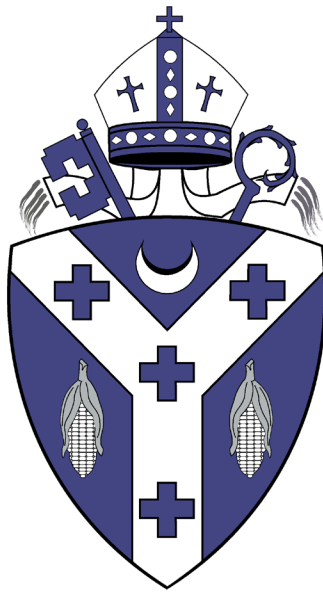


The Diocese of West Missouri

# STAFF HANDBOOK



— *The* **Diocese** *of* —  
**West Missouri**

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**Promulgated by:** The Bishop of West Missouri and the Human Resources Committee of the Diocesan Council 2014

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# THE DIOCESE OF WEST MISSOURI

## A HANDBOOK FOR CLERGY AND LAY STAFF

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### **Our Diocesan Missional Priorities**

*Grow Congregations*

*Grow Personally*

*Grow in Community*

*Grow in Compassion*

*Grow Leaders*

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The employment of lay persons and the calling of clergy leaders (hereafter collectively and interchangeably referred to as “Bishop’s Staff”, “staff members”, “staff”, or “employees”) in and to The Diocese of West Missouri are contingent on the truth and accuracy of applicants’ applications and resumes, personal interviews, satisfactory results of background investigations, reference check results, and the signing of the Diocesan Covenant for Sexual Responsibility.

## **GENERAL INFORMATION**

### **PURPOSE OF THIS HANDBOOK**

The Bishop and other leaders of the Diocese believe the Bishop’s Staff are our most valuable asset, so this handbook is designed to provide the staff with information regarding personnel policies and benefits.

The policies stated in this Handbook are subject to change at any time at the sole discretion of the Bishop and the bodies overseeing diocesan governance. This Handbook supersedes any prior written policies and is not intended to be an exhaustive list of all rules, regulations, and policies.

### **CLASSIFICATIONS OF EMPLOYEES**

Lay employees are classified as “full-time”, “part-time”, or “occasional”. Full-time employees are regularly scheduled to work 1,500 or more hours in a year. Part-time employees are regularly scheduled to work at least 750 hours in a year but less than 1,500. Occasional employees are those who are scheduled to work less than 750 hours in a year. Benefits eligibility is dependent upon a variety of factors, including date-of-hire and total hours worked per year.

## **PAY DAYS**

Effective December 2014, Employees are paid once a month, on the last day of the month for the month in which work was performed. If the last day of the month is on a Saturday, Sunday, or bank holiday; the payment will be made on the closest bank workday prior to the regular pay day.

## **METHOD OF COMPENSATION**

Regularly scheduled employees will be paid in the form of a direct deposit to their designated bank account.

## **PAYROLL DEDUCTIONS**

For lay employees, the Diocese is required by law to withhold federal, state, and local income taxes, the employee portion of Social Security, Medicare taxes, and if applicable, employee contributions for cost-shared benefit plans selected by the employee.

For clergy staff members, the Diocese will—as a service to the cleric and if requested—withhold taxes as it does for lay employees, but such must be requested. This is to relieve clergy staff members from the necessity of remitting their own quarterly, estimated tax payments. Clergy are, in most situations, considered by the IRS to be self-employed, so the cleric will have to specify how much is to be withheld for federal, state, and local income taxes, SECA payments, etc. Contributions for cost-shared benefit plans selected by the cleric will also be deducted.

## **TIMEKEEPING PROCEDURES & OVERTIME**

### NON-EXEMPT EMPLOYEES

To comply with federal employment regulations, each non-exempt employee will keep an accurate daily timesheet recording the hours worked in order to calculate pay and benefits. Time worked is all the time actually spent performing duties, whether performed on or off the premises.

Employees are not permitted to work in excess of 40 hours per week without the written approval of the employee's supervisor. An employee who works more than forty hours in a workweek will be paid one and one-half times the regular hourly rate for all hours worked in excess of forty hours in that workweek. Paid holidays and PTO (paid time off) will not be considered hours worked for the purposes of determining overtime pay.

Compensatory time off must be taken in the same week that the overtime hours are worked, and must also be approved in advance by the employee's supervisor.

Each non-exempt employee must sign her or his timesheet to indicate that the time worked is accurately recorded. The pay week runs Saturday-Friday.

### EXEMPT EMPLOYEES

All clergy staff members are exempt employees. Lay employees may be considered exempt employees. Exempt employees are not required to keep timesheets and are not eligible for overtime pay at a higher rate.

## **LUNCH PERIODS**

All staff members are entitled to a reasonable amount of time for a lunch break in the middle of each work day. Usually, lunch breaks will be for approximately 30 minutes and are expected to be taken between 11:30 am and 1 pm. Alternative lunch plans should be cleared with one's supervisor. The Diocesan Center does not normally close for or during lunch breaks, though it might on certain occasions with the Bishop's or his deputy's permission.

## **ABSENTEEISM AND TARDINESS**

Regular business hours for the Diocesan Center are 8:30 am until 4:30 pm.

Members of the Bishop's Staff who regularly perform their work at the Diocesan Center are expected to arrive and depart on time. If an employee is unable to come to work or needs to arrive late due to illness or family emergency, the employee should call his or her supervisor as soon as possible before the regular work day commences. Other times when an employee needs to be away from work during the work day (i.e. doctor's or dentist's appointments, etc.), must be approved in advance by the employee's supervisor.

Arriving late for the work day on occasion will be met with benign tolerance. Traffic is sometimes unpredictable. If possible, employees should call their supervisor as soon as they know they will be late. Continually and repeatedly arriving late for work is grounds for discipline.

Members of the Bishop's Staff who regularly performs their work from home, on the road, or away from the Diocesan Center must still inform their supervisor of time away from work due to illness, etc.

## **BUILDING EMERGENCIES**

In case of emergency, such as fire, call 911 before taking any other action. Next, notify all people in the building of any action they need to take. All evacuating staff should meet on the southside of the parking lot near the 14<sup>th</sup> Street exit to account for any missing people.

In the event of a tornado, all staff members will shelter in the Center's basement.

If police response is required, call 911 only if doing so will not exacerbate or escalate a situation.

Otherwise, call when the situation is safe. Then, wait in a safe place for the police to arrive.

## **INCLEMENT WEATHER**

Should the Bishop or his deputy determine the Diocesan Center will be closed due to inclement weather, the staff will be notified as soon as practicable. Staff members will be paid for the time they were scheduled and available to work on the day or days of closure. Employees who are able will be expected to do all they can from home to accomplish their assigned work. All employees who work regularly on the diocesan computer network should obtain and learn to use a remote log-in.

Employees may choose not to report to work on a day when the Bishop or his deputy has not closed the building if the employee deems travel to work to be unsafe. In this case, the employee may take the day or portion of the day off without pay, or may use PTO.

## **TOBACCO FREE FACILITY**

The Diocesan Center is a no tobacco use facility inside and on the grounds of the Cathedral property. This policy applies equally to staff members and visitors.

## **USE OF PERSONAL CAR FOR BUSINESS**

Employees may be asked to use their personal cars for business-related travel. If an employee uses their personal car for business, for liability reasons, he/she may be required to show a valid, current, driver's license and proof of current automobile liability insurance to the Financial Administrator. The employee will be reimbursed for such use at the IRS-approved rate current at the time of such use, providing the employee records and submits for reimbursement his or her starting and ending odometer reading, and providing such mileage does not significantly exceed the mileage shown for the employee's business-related trip by an online routing program such as Map Quest or Google Maps.

In some instances, staff members may be instructed to use a rental vehicle to accomplish the business-related travel. The Diocese Accountable Business Expense Policy contains more details.

# **EMPLOYEE BENEFITS**

## **SYNOPSIS OF BENEFITS**

### **EMPLOYER PROVIDED BENEFITS**

- Pension Plans:
  - Clergy--Defined Benefit Church Pension Fund
    - Long-Term Disability Retirement included
  - Lay—Defined Benefit Employees Retirement Plan
    - Life Insurance (the lesser of 2 times annual compensation or \$50,000 for active lay employees under age 72)
  - Lay—Defined Contribution Employees Retirement Plan (effective 3/1/2022)
- Church Health Insurance Plan (Church Medical Trust)
  - Consumer Directed Health Plan (additional plans available)
  - Prescription coverage
  - Vision Benefits
  - Amplifon- network for discounts
  - Employee Assistance Program
  - Mental Health & Substance Abuse Coverage—CIGNA Behavioral Health
  - Health Advocate
  - UnitedHealthcare Global- travel assistance when 100+ miles from home
  - Extension of Benefits (similar to COBRA)
- Short-Term Disability
  - Clergy benefit included in Church Pension Fund
- Group Life Insurance
- Paid Holidays
- Paid Time Off (PTO)
- Medical Leave
- Personal Leave of Absence (Unpaid )
- Bereavement Leave
- Jury/Witness Duty Leave
- Religious Observance Flex Time

### **EMPLOYEE VOLUNTARY BENEFITS** (to be paid by employee if selected)

- Dental Insurance
- Voluntary Supplemental Group Term Life Insurance
- Long-Term Disability Insurance
- Employee Assistance Program (if not enrolled in Church Health Insurance Plan)



### LEGALLY REQUIRED BENEFITS

- Military Leave
- Social Security Taxes
- Workers Compensation
- Voting Time off

## DETAILS OF BENEFITS

### EMPLOYER PROVIDED BENEFITS

Detailed information about benefit plans may be found at [www.cpg.org](http://www.cpg.org).

#### **Church Pension: Lay Defined Benefit (DB) Plan or Lay Defined Contribution (DC) Plan**

An employee who is regularly scheduled to work 1000 or more hours annually is immediately eligible for contributions to one of the pension plans (DC available 3/1/2022).

#### **Church Health Insurance Plan**

The Episcopal Church's General Convention has mandated that all employees and clergy of the Episcopal Church must participate in its Denominational Health Plan administered by the Church Pension Group's Medical Trust or be covered by an equivalent plan provided by a spouse, partner, or family member.

The federal government's Affordable Care Act (ACA) requires that all individuals legally present in the United States must have health insurance coverage, or risk being subject to a tax.

The Diocese will provide, at the Diocese's expense, a base plan selected and approved by the Diocesan Council's Human Resources Committee. Currently (1/2022) the base plan is the Medical Trust's Consumer Directed Health Plan (CDHP-20). Employees who are regularly scheduled at least 1,500 hours annually will receive employee-only coverage on this base plan at no cost to the employee. \* The employee can elect any of the other health plans offered by the Medical Trust, *and* selected by the HR Committee, but will be required to pay any additional premiums incurred. An eligible employee who opts to cover eligible dependents (spouse, children up to age 30, etc.) will pay 100% of the additional premium cost.

An employee may opt out of the church's health insurance plan only if he/she can prove comparable coverage is provided by another family member or is provided by Medicare or

a similar coverage. In this case, the employee will not receive contributions from the employer nor an annuity or other compensation in lieu of benefits.

If an employee is not eligible for the church's health insurance plan, he/she must be covered by another plan or the government-sponsored plan choices available through the Marketplace at [www.healthcare.gov](http://www.healthcare.gov).

\*An employee regularly scheduled to work at least 1000 hours annually is eligible to participate in the Church health plan options at the employee's expense.

### **Prescriptions**

As a participant in the Church Health Insurance Plan, coverage is provided through Express Scripts.

### **Vision Benefits**

As a participant in the Church Health Insurance Plan, coverage is provided through EyeMed and includes an annual, in-network eye exam and frames & lenses/contact lenses annual benefit.

### **Employee Assistance Program (EAP)**

As a participant in the Church Health Insurance Plan, the employee is covered in the 24 hour EAP. Examples of assistance includes: family care services (child care; nursing home research, parenting programs); personal services (limited legal consultation, identity theft support, debt management); online services (emotional and well-being, care-giving resources, health and wellness resources, search assistance). All of this is to improve your work/life balance. You may be eligible for up to 10 face-to-face consultations for a variety of family and personal crisis situations such as: behavioral problems, marital or family relationships, drug or alcohol dependency, legal or financial situations, etc. You may access at 1-866-395-7794 or at [www.cignabehavioral.com](http://www.cignabehavioral.com) and enter Employer ID: episcopal.

### **Extension of Benefits at Termination**

This benefit provides employees and their covered dependents the opportunity to continue their health insurance benefits when termination would normally result in the loss of these benefits. Under this plan, the employee pays the full cost to continue the benefits, at Diocesan group insurance rates, for up to 18 months following termination.

## **Short-Term Disability for Lay Employees (updated 1/1/2020)**

Short-term disability insurance coverage is provided at employer expense to lay employees actively employed a minimum of 20 hours per week. Enrollment for coverage must be completed within the first 30 days of employment.

If medically qualified during a short-term disability, benefit is 66.67% of normal compensation up to \$1,500 per week following a 14-day elimination period. This benefit is received for up to 26 weeks for a continuing disability.

## **Group Life Insurance**

The Diocese provides group life insurance as follows (updated 1/1/2017):

1. Lay employees of the Diocese and Churches within the Diocese scheduled to work a minimum of 1000 hours per year \$25,000 group life insurance and Accidental Death Benefit and Dismemberment coverage as provided until retirement (termination).
2. Active Clergy \$50,000 group life insurance and Accidental Death Benefit and Dismemberment coverage as provided until retirement (termination). Active Clergy is defined as: canonically resident; working a minimum of 20 hours per week per Letter of Agreement; and not receiving retired pension benefits.
3. Retired Clergy \$3,000 group life insurance. Retired Clergy is defined as canonically resident prior and after retirement; having served and been compensated for a minimum of 5 years immediately prior to retirement in a parish, congregation, member of the Bishop's Staff or in another recognized ministry in the Diocese.

## **Paid Holidays (updated 4/18/2023)\***

Employees will be paid without working on the following holidays:

New Year's Day (January 1)

Martin Luther King Day (3<sup>rd</sup> Monday in January)

Good Friday

Memorial Day (last Monday in May)

Juneteenth \*

Independence Day (July 4)

Labor Day (1<sup>st</sup> Monday in September)

Veteran's Day\*

Columbus Day (Indigenous Peoples' Day)\*

Thanksgiving Day (4<sup>th</sup> Thursday in November)

Friday following Thanksgiving Day

Christmas Eve (December 24)

## Christmas Day (December 25)

Employees are immediately eligible for paid holidays upon active employment. If a part-time employee is not regularly scheduled to work on a paid holiday, he/she will receive the percent of 8 hours of time off reflective of their regularly scheduled work week; i.e. an employee who works 20 hours per week will receive 4 hours of compensation. An employee who works 30 hours per week will receive 6 hours of compensation.

A recognized holiday that falls on a Saturday will be observed on the prior Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a paid holiday falls during an eligible employee's paid absence (PTO for example), the paid holiday will apply instead of the PTO benefit.

If the eligible non-exempt employee is required to work on a recognized holiday, he/she will receive overtime (150%) wages for the hours worked on the holiday.

Paid holidays will not be included in total hours paid in a week for the purpose of calculating weekly overtime pay.

## Paid Time-Off (PTO)

Paid Time-Off (PTO) is an all-purpose, time-off policy for eligible lay employees and clergy. It combines traditional vacation, personal days off, and sick-leave days into one flexible, paid time-off policy.

PTO can only be used after it is earned. Part-time employees are eligible for PTO on a pro-rated basis.

The amount of PTO employees receive, is based on years of service based on the following schedules:

Employees will accrue PTO at the rate of 1.5 days (or 12 hours) per month beginning with their first full month of employment. Following the first year of employment, employees will accrue PTO starting with the 1st day of each calendar year. Employees may take this time off as it becomes available with prior approval from their supervisor.

- **1-5 years of service:** the employee accrues 18 PTO days per year at the rate of 1.5 days per month.
- **6-10 years of service:** the employee accrues 24 PTO days per year at the rate of 2 days per month.
- **10 years of service or more:** the employee accrues 30 PTO days per year at the

rate of 2.5 days per month.

*Example: Full-time employee hired 11/1/2014 will receive 1.5 PTO days for 2014 available at the end of November. On 1/1/2015 the employee will have 18 PTO days. On 1/1/2020 the employee will have 24 PTO days.*

The length of service is calculated on the basis of a “benefit year”. An employee’s benefit year may be extended for any significant leave of absence except military leaves. See Personal Leave of Absence for more information.

PTO can be used in minimum increments of ½ day.

PTO should be scheduled as far in advance as possible; for planned PTO a minimum of one month advanced notice is requested.

Requests for PTO will be reviewed based on the needs of the Diocese and of staffing requirements before approval is given.

The Human Resource Administrator will maintain a PTO calendar and all approved time-off will be posted to it. The calendar for the subsequent year will be available for PTO time selection by September 1.

Requests received between September 1 and December 31 for PTO in the subsequent year will be approved based on seniority on a rotating basis. After the turn of the year, all PTO will be scheduled on a first-come-first-served basis.

PTO is paid at the employee’s base pay rate at the time of the absence.

Employees are encouraged to use their PTO each year. This benefit assures employees remain refreshed and energetic in their jobs. Each may, however, carry over 5 days (40 hours) of unused PTO each year to the next benefit year. Any additional unused PTO time will be forfeited at year’s-end.

Should an injury occur on the job, the employee must apply for Workers Compensation (See Workers Compensation) pay if time away from work is medically required. PTO, if available, may be paid concurrently at the employee’s request.

Terminated employees will not be paid for any unused PTO.

## **Family Medical Leave**

The Diocese provides family medical leave of absence without pay to eligible employees who are unable to work due to a serious personal or family member health condition. For purposes of this policy, a serious health condition includes inpatient care in a hospital, hospice, or residential medical facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Eligible employees are actively employed at least 20 hours per week, have completed 365 calendar days of service, which need not be continuous, and 1250 hours worked in the months immediately preceding the date the leave is to begin. PTO will run concurrent with LOA time. Requests for LOA should be made to the supervisor at least 30 days in advance of foreseeable events and as soon as possible in unforeseeable events. A health care provider's statement must be submitted to the business manager verifying the need for medical leave, the beginning date of the leave and the expected date of return to work. Upon return to work, the employee must provide the Human Resource Representative with a release to return work statement from the health care provider.

This leave time may not exceed 12 weeks in any 12-month period, measured backward from the date the leave is to begin in order to be returned to work. The employee should contact the supervisor every 30 days during an extended leave. The employee is expected to notify the supervisor immediately when released to return to work and to return to work the beginning of the following week. Should the leave medically require time off beyond the 12 weeks in any 12-month period, the employee may request a return to work, the decision of which will be made by the supervisor based on the needs of the parish.

Paternity and adoption leave will be granted to employees who work a minimum of 20 hours per week for up to 2 weeks following the birth, adoption or placement of a child in the home. This unpaid time off may be taken within the first year following birth or placement in the home.

Medically required intermittent leave or a reduced work schedules will be counted toward the 12-week maximum leave available. The employee must attempt to schedule this leave time so to not disrupt his/her responsibilities when possible.

Employee benefits will continue as if the employee is on active status for up to 12 weeks in a 12-month period.

## **Personal Leave of Absence**

The Bishop may, for good cause shown, grant an unpaid leave of absence upon an employee's request. Requests for a leave of absence must be made in writing a minimum of two weeks in advance of the requested time for leave and must clearly state the reason for leave and the amount of time requested. Leave of absence may be granted for up to thirty (30) consecutive days. No leave renewal shall ever exceed 60 days.

A position for which the employee qualifies will be available at the time the employee returns to work.

PTO does not accrue during personal leave and the benefits will be at the expense of the employee.

### **Bereavement Leave**

Paid bereavement leave will be provided to eligible full-time or part-time (if scheduled for at least 20 hours per week; and the needed day(s) off are scheduled work days) employees using the current base pay rate at the time taken.

If the death is in the immediate family, the employee will be granted up to three days bereavement leave with pay. Immediate family is defined as; mother, father, brother, sister, spouse, domestic partner, children, in-laws, or any one permanently residing in your home. One day of leave will be granted for other family members and funerals of close friends.

### **Jury/Witness Duty**

The Diocese recognizes jury duty is the obligation of all citizens and encourages employees to fulfill this obligation. If an employee is called for jury duty or subpoenaed as a witness in a court action, the employee will be granted time away from work. The employee is expected to return to duties any time not needed in the courtroom. If an employee is called for jury duty or subpoenaed as a witness, they should advise their supervisor and present the summons as soon as possible. All pay received from this service will remain the employees.

### **Religious Observance Flex Time**

As a religious organization, the Diocese is mindful of an employee's desire to participate in a religious service periodically during normal work hours. With advance approval from the employer, an employee may have time off for a religious observance and make up that time in a manner prescribed by the supervisor.

### *EMPLOYEE VOLUNTARY BENEFITS*

Detailed information about the benefits listed below may be found at [www.cpg.org](http://www.cpg.org).

### **Dental Insurance**

An employee who is regularly scheduled to work 1000 or more hours annually is eligible to purchase coverage for employee and dependents. Enrollment must occur within 30 days

of employment or during the annual open enrollment. There are 3 PPO plans to choose from: Preventive Dental; Basic Dental, Dental and Orthodontia.

### **Voluntary Supplemental Group Term Life Insurance**

This benefit is available to newly hired staff under the age of 64 who are enrolled by the Diocese's Human Resources Administrator with the Group Life Insurance within 60 days of their hire/eligibility date. Employee paid coverage of \$50,000 is guaranteed when application is received within 31 days after date of hire. A simplified underwriting can be processed after the 31<sup>st</sup> day of employment, but there is no enrollment after 6 months of employment. Coverage up to \$500,000 (increments of \$50K) per employee, \$240,000 (increments of \$30K) per dependent, and \$10,000 per child is available. The policy includes a Waiver of Premium in the case of disability, an Accelerated Death Benefit and Conversion Benefit, as well as portability.

### **Long-Term Disability Insurance (updated 1/1/2020)**

Lay employees working a minimum of 20 hours per week are eligible to enroll (at employee cost) within 60 days of hire for guaranteed issue. After 60 days, enrollee is subject to medical underwriting. Long term disability provides 50% of their salary to a maximum of \$5,000 per month. This amount may be reduced by other sources of income during disability, such as Social Security Disability Income. This benefit would begin after 180 days of disability and continue until age 65 should the disability continue.

Long-term disability insurance for clergy is included in their pension benefits.

## **LEGALLY REQUIRED BENEFITS**

### **Military Leave**

A military leave will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Heroes Earnings Assistance and Relief Tax Act, "Heroes Act". To request a leave of absence for military duty, furnish your supervisor with a copy of your military orders prior to departure.

### **Social Security**

Social Security coverage entitles all employees and their families to certain health and retirement benefits based on the employee's income and number of years worked. The Diocese contributes to this coverage by paying one-half of the Social Security tax.



## **Workers' Compensation**

Workers' compensation insurance provides financial protection in case an employee is injured or becomes ill as a result of employment. This coverage is in compliance with the workers' compensation laws of Missouri. The Diocese pays the entire cost of this protection for all employees.

## **Voting Time Off**

The Diocese encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to vote before or after work. If however, the employee is unable to vote during non-working hours, up to 2 hours of paid time will be granted. This time off should be requested to your supervisor at least 1 day prior to the election and the time off will be scheduled at the time most convenient to the Diocese workflow.

## **EMPLOYEE CONDUCT**

The Diocese expects employees to follow rules of conduct that will protect the diocese, provide safety to all employees and reflect the Diocesan values. It is not possible to list all the forms of conduct that are considered unacceptable, but below are some examples of conduct that may result in negatively affecting your performance review or result in disciplinary action up to and including termination of employment.

- Theft of paid time, falsification of time sheets, or inappropriate removal or possession of Diocesan property.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty, or while operating vehicles in the course of conducting Diocesan business.
- Fighting, horseplay, intimidation or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace including use of abusive, insolent, belligerent, vulgar, profane or other objectionable language.
- Negligence or improper conduct leading to damage of Diocesan-owned property.
- Sexual or other unlawful or unwelcome harassment even if the relationship was originally by mutual consent. Incidents of sexual harassment must be reported to your supervisor immediately. Please see the Diocesan Policy Regarding Prevention of Sexual Misconduct. Note: A mutually consensual relationship between two Diocesan employees must be revealed to their supervisor(s).
- Possession of dangerous or unauthorized materials, such as explosives or firearms on Diocesan property.
- Excessive lateness, absenteeism or any absence without notice.

- Unauthorized disclosure or copying of lists, financial information, or other confidential information.
- Communication of any false, vicious or malicious statements concerning any employee, vendor or associate.
- Excessive time spent in personal and/or electronic communication during working hours.
- Refusal to work overtime when requested to do so.
- Discrimination.
- Unsatisfactory performance or conduct deemed to not be in the best interest of the Diocese, including, but not limited to, conduct which in the opinion of the Bishop reflects adversely on the Diocese, its employees, associates, or damages the Diocese reputation.

Employment with the Diocese is at-will, i.e., the mutual consent of the parish and the employee, and either party may terminate that relationship at any time with or without cause and with or without advance notice.

## **VISITORS IN THE WORKPLACE**

Restricting access to the premises helps maintain safety standards, protects against theft, safeguards employee welfare, and avoids potential distractions and disturbances. Family and friends of employees are encouraged not to visit during working hours. If an unknown individual is observed on the premises at a time when visitors would not normally be present, you should inquire of the visitor with an offer of help. If a satisfactory response is not forthcoming, the KC police, followed by other staff members, should be immediately notified. Do not place yourself in peril.

## **SOCIAL MEDIA POLICY/GUIDELINES**

Social media can be defined in many ways, including online technologies and practices that people use to share opinions, insights, experiences and perspectives. Social media can take many different forms, including text, images, audio and video. These sites typically use technologies such as blogs, message boards, podcasts, wikis, and any other way people interact online together.

We understand that employees may use these forms of social media for personal use and in doing so may mention the Diocese or the name of an associate. Therefore, employees are responsible for adhering to the following policy when engaged in such use.

- Accurate and timely work, and availability to work, comes first. You are expected to limit your time engaging social media during paid work time. If you are unsure about the term “limit”, please discuss with your immediate supervisor.

- You are responsible for choosing to create or participate in a blog, wiki, online social network or any other form of online publishing.
- Assess carefully whether a social media outlet is the best channel for your expression about any matter or person concerning or involved with the Diocese. Face-to-face communication is best when there is need for resolution to a problem, misunderstanding, issue, or upset feelings.
- Do not use social media to comment negatively or critically on issues related to the Diocese, its staff, or associates.
- Comply with all copyright, fair use and financial disclosure laws.
- Do not share any confidential or proprietary information known through your employment.
- Be mindful that what you publish will be public for a long time—protect yourself and others.
- If you choose to discuss Diocesan related matters or individuals, and if to do so does not violate any of the above policy, identify yourself—your name and, your role at the Diocese. Also, write in the first person. Make it clear you are speaking for only yourself and never on behalf of the Diocese.
- Use a disclaimer such as: “the postings on this site are my own and do not represent the Diocese or Episcopal organization beliefs or opinions.”
- Respect your audience. Do not use ethnic slurs, personal insults, obscenity, or engage in any topics or conduct, or use any language that would not be acceptable in the workplace.
- Add value and understanding. Provide worthwhile information and perspective, never gossip.
- Correct your own mistakes and don’t alter previous posts without indicating that you have done so.
- External blog postings may generate media coverage. If a member of the media contacts you about your content or requests information of any kind, or if you have questions about this policy, you should contact the Bishop immediately.

Any employee who violates this policy or makes a posting that violates this policy may be subject to disciplinary action up to and including termination of employment.

## **COMPUTER/INTERNET/E-MAIL**

Computers, computer files, e-mail, and Internet systems and all supporting software furnished to employees are Diocesan property intended for business use. Incidental personal use is permissible if the use (a) does not constitute more than a trivial amount of time, and (b) does not in any way interfere with work productivity. The diocesan systems should never be used to send or receive obscene, pornographic, harassing, discriminatory, threatening, intimidating, inflammatory, or unlawful content.

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

Personal software or games may not be installed on the diocese owned computers. Licensing agreements will be followed. The unauthorized use, installation, copying or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited.

Employees are not permitted to “browse” through the Diocesan files. Employees should not use a password, access a file or retrieve any stored communication without authorization.

## **COPYRIGHT GUIDELINES**

The Diocese does not condone the unauthorized reproduction of copyrighted materials in any formats or through any means. The diocesan copiers are not to be used to reproduce any copyrighted materials other than for private study, scholarship, or for research. The person using the copier is liable for any copyright infringement.

The Diocese will seek permission to reproduce copyrighted materials when necessary and will pay royalties for copies made when such copying is beyond that permitted under the law. Generally, 1-2 weeks is needed to receive proper permission from a copyright owner.

## **CHANGES IN EMPLOYMENT INFORMATION**

Employees must keep their personal information (contact information, W-4 withholding, etc.) updated with the Human Resources Representative.

## **WORKPLACE SAFETY**

Aisles and office floors must be kept open and uncluttered. Electrical cords may not run across walkways. File drawers must be kept closed. Turn off all electrical heaters or coffee pots, etc. prior to leaving the work area. Work safely at all times.

## **PERSONAL APPEARANCE**

Business casual dress is appropriate for office hours.

## **PROTECTION OF VALUABLES**

Be mindful of strangers. Inquire how to help them. Keep your purse or other valuables out of sight or easy reach. Log off your computer at the end of the workday. Change your password frequently. Lock your cars. Remember to lock the office doors and set alarms as needed.

## **WHISTLEBLOWER POLICY**

The Diocese employees and associates are required to observe high standards of business and personal ethics in conducting of the Diocese duties and responsibilities. Therefore, you must report any suspected violations of honesty or integrity to your supervisor, or if uncomfortable speaking with your supervisor, the Bishop who will act as the Diocese's Compliance Office in this matter.

All Whistleblowing reporting must be done in good faith and if so, no one reporting shall suffer harassment, retaliation, or adverse employment consequences. The reporting may even be done anonymously. The reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **PROBLEM RESOLUTION**

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 the appropriate supervisor and from each other. No one will be penalized for raising a concern or question in a business-like manner.

Should the concern be with the Bishop and be of a serious nature, you are encouraged to speak to the President of the Standing Committee of the Diocese.

## **POSITIVE DISCIPLINE**

Disciplinary action, should it be required will be fair, prompt, uniform, and impartial. The purpose of any disciplinary action will be to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with the Diocese is based on at-will employment and mutual consent, both have the right to terminate the employment relationship, and the supervisor may choose to use progressive positive discipline steps.

A verbal reminder of performance or workplace expectations may be all that is needed. If not, a written warning may be discussed and given the employee. Except in the case of termination, once the corrective action is understood by the employee, the employee must decide if they wish to resign or accept the progressive discipline and meet the requirements of the job. If the employee remains employed and does not fulfill the job's expectations, termination of employment will follow.

## **EMPLOYMENT TERMINATIONS**

The most common circumstances leading to termination are:

Resignation--voluntary termination initiated by the employee. We request two weeks notice prior to departure. We may accept your resignation effective the date we determine to be the best for the workplace.

Discharge or Reduction-in-Force--involuntary termination initiated by the organization and normally effective the date of notification.

Retirement--voluntary termination from the workforce. Normally the effective date will be the date requested by the retiree.

Separation--due to unacceptable conduct, poor job performance or failure to comply with the terms of progressive discipline.

## **PERFORMANCE REVIEWS**

The supervisors and employees will discuss job performance and goals informally, day-to-day. A formal written performance review will be given by the supervisor to each employee on an annual basis to identify growth areas, recognize strengths and contributions, and then mutually draft the coming year's goals.

## **ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK**

### **FOR THE STAFF MEMBER'S PERSONNEL FILE**

I acknowledge receipt and understanding of *A Handbook for Clergy and Lay Staff*.

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Signature

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Date