



LIVING HOLY CROSS VALUES SINCE 1918



Employee Handbook

2019-2020

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INTRODUCTION

Handbook Use and Purpose

Cathedral's faculty and staff policies and procedures were developed to facilitate consistent and equitable employment and human resources practices for all employees. This handbook is designed to help employees familiarize themselves with important information about Cathedral, as well as to provide information regarding each individual's privileges and responsibilities.

It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. Also, future circumstances may require changes in the policies, practices, and benefits described in this handbook.

Accordingly, Cathedral reserves the right to modify, rescind, supplement, or revise any provision in this handbook. Cathedral will make reasonable efforts to provide employees with advance notice of any modifications or revisions to the handbook and will distribute updated pages as revisions are made.

It is important to note that this handbook only highlights our policies, practices, and benefits and it is not intended to be a legal document or contract of employment. The policies and procedures in this handbook are intended to replace all previous human resources policies, practices, and guidelines.

Any questions regarding the contents of this handbook may be addressed with the Principal, the Business Office Manager, or the HR Consultant.

Mission

Cathedral, a premier Catholic high school in the Holy Cross tradition, transforms a diverse group of students spiritually, intellectually, socially, emotionally, and physically to have the competence to see and the courage to act.

Vision

Cathedral will be the Catholic high school of the future, providing the best possible education for the individual student with a firm foundation in Holy Cross values.

Holy Cross Core Values

Divine Providence
Excellence
Integrity
Family
Educating Hearts and Minds
Hope
Inclusiveness and Diversity
Option for the Poor
Zeal

Characteristics of Professional Excellence For Cathedral High School's Teaching Faculty

"Since God alone provides the means for the successful accomplishment of any task, it seems evident that a person needs to be called by God to be an effective teacher."

(Christian Education by Basile Anthony M. Moreau)

Catholicity

1. Serves as a role model for a Christ-centered lifestyle
 - Displays a lifelong faith commitment
 - Influences others through his/her roles as servant, shepherd, and steward
2. Supports the teachings and traditions of the Roman Catholic Church
 - Embraces the sacramental life of the school and encourages students to do the same
3. Supports and lives the values of Holy Cross

Academic Excellence

4. Prepares, plans, and implements coherent and engaging content
5. Believes teaching is a vocation
 - Connects with students on a personal level
 - Affects the lives of young people in a positive manner both inside and outside of the classroom
6. Elicits deep, engaged, active learning for all students, ensuring diversity, equity, and justice.
7. Applies deep content knowledge and uses instructional and assessment strategies to enable diverse students to meet learning goals
8. Creates a physically and emotionally positive learning environment

Holistic

9. Educates the whole child
 - Mentors students inside and outside of the classroom
 - Values spiritual, intellectual, social, emotional, and physical development
10. Lives a holistic, disciplined life in order to be healthy in mind, body, and spirit

Professional Practice

11. Demonstrates collaboration, flexibility, and collegiality
 - Participates actively in Professional Learning Communities (PLCs) to plan, assess, and improve instruction
 - Demonstrates consistently a strong commitment to the personal and

professional well-being of faculty colleagues, administrators, and staff

12. Prioritizes professional growth
 - Pursues career-long professional development
 - Applies research-based knowledge in the classroom
13. Demonstrates commitment to the school
 - Shows through words and actions an earnest public and private commitment to the school, its mission and purposes, its leadership, and one's peers
 - Participates actively in the life of the school community

Characteristics of Professional Excellence For Cathedral High School's Staff

"What we do here is holy work, work that matters immensely to the future of this country and our world. We do this work with quiet prayers and with searing honesty so that we may rise to the best possibilities..."

The University of Portland's mission
Rev E. William Beauchamp, President

Catholicity

1. Serves as a role model for a Christ-centered lifestyle
 - Displays a lifelong faith commitment
 - Influences others through his/her roles as a servant leader
2. Supports the teachings and traditions of the Roman Catholic Church
 - Embraces and participates as fully as possible in the sacramental life of the school and encourages students and co-workers to do the same
3. Supports and lives the values of Holy Cross: Faith, Hope, Family, Inclusiveness & Diversity, Option for the Poor, Educating Hearts & Minds, and Zeal
 - Considers work at Cathedral a vocation

Holistic

4. Appreciates and articulates how "educating hearts & minds" is an approach that differs from that of other schools
 - Demonstrates sensitivity when relating to students, while mentoring them with empathy and compassion
 - Values spiritual, intellectual, social, emotional, and physical development
5. Lives a holistic, disciplined life in order to be healthy in mind, body, and spirit

Professional Practice

6. Demonstrates collaboration, flexibility, adaptability, and collegiality
 - Actively engages and participates in school leadership as appropriate
 - Consistently demonstrates a strong commitment to the personal and professional well-being of co-workers
 - Demonstrates effective, timely, and appropriate communication
7. Prioritizes professional growth
 - Maintains awareness of the strategic plan and applies it in decision making
 - Pursues career-long professional development
 - Applies research-based knowledge and shares that knowledge with peers
8. Demonstrates commitment to the school
 - Show through words and action an earnest public and private commitment to the school, its mission and purpose, its leadership, and its community
 - Actively participates in the life of the school community
 - Effectively and efficiently uses the school's resources
 - Assists in enforcing school policies and regulations
 - Models excellence in customer service
 - Uses sound judgment by respecting confidentiality

Morals Clause

The Archdiocese recognizes that many teachers who contribute positively to the mission of the Church in forming young people through our Catholic schools are not practicing Catholics. For faculty members of other faith traditions, there remains an expectation that, regardless of their personal religious affiliations and beliefs, they will become knowledgeable of Catholic Church teachings, will be credible witnesses of the Catholic faith and will be models of Christian values. Catholic schools are ministries of the Catholic Church, and faculty members are vital to sharing the mission of the Church. Teachers are expected to be role models and are expressly charged with leading their students toward Christian maturity and with teaching the Word of God. As role models for students, the personal conduct of every teacher and staff member must convey and be supportive of the teachings of the Catholic Church. The Seven Themes of Catholic Social Teaching can be found at <http://www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching/seven-themes-of-catholic-social-teaching>. A thorough description of Catholic Church teaching can be found in the Catechism of the Catholic Church. Determining whether a faculty

member is conducting him/herself in accordance with the teachings of the Catholic Church is an internal Church/School matter and is at the discretion of the pastor, administrator, and/or Archbishop.

EMPLOYMENT PRACTICES

Nature of Employment

Employment with Cathedral is entered into voluntarily, and the employee is free to resign at will at any time, with or without cause. Similarly, Cathedral may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Employee Classifications

It is the intent of Cathedral to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt 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. Exempt employees are paid on a salary basis that does not vary from week to week based upon the quality or quantity of work performed. In other words, exempt employees are paid "to get the job done." Thus, an exempt employee's pay will not be reduced in any fashion for partial day absences, except when permitted by law, such as unpaid intermittent FMLA leave. Any deductions from an exempt employee's salary will be in compliance with acceptable parameters for such deductions.

For example, the following types of deductions are permissible with regard to exempt employees' pay:

- No work is performed in a workweek;
- Absences of one or more full days for personal reasons other than sickness or disability if all accrued PTO has been exhausted (deducted in full day increments only);
- Absence from work for one or more full days due to sickness or disability (including workers' compensation) if deductions made under the PTO plan, or any other policy or practice of providing wage replacement benefits for those types of absences.
- Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due to the employee for the week;
- Penalties imposed by infractions of safety rules of major significance;
- Unpaid disciplinary suspensions of one or more full days in accordance with the school's disciplinary policy;

- Deductions for the first and last week of employment, when only part of the week is worked by the employee; and
- Deductions for unpaid leave taken in accordance with an approved absence under the Family and Medical Leave Act.

Employees who believe their pay has been improperly reduced should immediately contact the Business Office Manager. Cathedral will investigate the employee's concern and determine whether an inadvertent improper deduction has been made. If the deduction was in fact improper, Cathedral will reimburse the employee as promptly as possible. Cathedral complies with all applicable laws concerning the payment of wages and will correct any inadvertent improper deduction, should it occur, and will monitor the situation to ensure no further issues arise.

An employee's exempt or nonexempt classification may be changed only upon written notification by Cathedral management.

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

- Exempt Employee: An executive, administrative, or professional employee who is exempt from the provisions of the FLSA and paid a salary.
- Nonexempt Employee: An employee (generally paid by the hour) who is eligible for overtime pay according to the provisions of the FLSA.
- Regular Full-Time Employee: A salaried or hourly employee who is normally scheduled to work 40 hours per workweek.
- Regular Part-Time Employee: A salaried or hourly employee who is normally scheduled to work between 15 and 32 hours per workweek.
- Temporary Employee: An employee who is hired on a full- or part-time basis for a specified period of time, usually not to exceed six (6) months.
- On-Call Employee: A nonexempt employee who is not required to work a specified number of hours in any given workweek but who is scheduled to work on an as-needed basis.
- Inactive Employee: An employee who is on a leave of absence and is not receiving pay from Cathedral.
- Faculty: An employee who is hired to instruct students.
- Staff: Any employee who is not faculty.

Changes in Employee Classifications

An employee's classification will not be changed due to a temporary change in work schedule.

Changes in employee classification will occur when a job change, a promotion, or a change in work hours—

projected to be ongoing or last for more than four (4) months—takes place, unless the situation meets the criteria of a temporary employee status.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Cathedral will be based on merit, qualifications, and abilities. Cathedral does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, military service veteran status, or any other characteristic protected by law.

Cathedral will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

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 President. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination may be subject to disciplinary action, up to and including termination of employment.

This policy shall apply to all employees, applicants for employment, board and committee members, and volunteers and extends to all phases of employment, including recruitment, screening, referral, hiring, training, promotion, discharge or layoff, rehiring, compensation, and benefits.

Workplace Diversity

Cathedral cultivates a work environment that encourages fairness, teamwork, and respect among all employees. We are firmly committed to maintaining a work atmosphere in which people of diverse backgrounds and lifestyles may grow personally and professionally.

Americans with Disabilities Act Amendments Act

Cathedral is committed to complying fully with the Americans with Disabilities Act Amendments Act (ADAAA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide meaningful employment to persons with disabilities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment

decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, and lines of progression.

Cathedral is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Cathedral will follow any state or local law that provides individuals with disabilities greater protection than the ADAAA.

This policy is neither exhaustive nor exclusive. Cathedral is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADAAA and all other applicable federal, state, and local laws.

Employees with questions or seeking more information on the ADAAA are encouraged to contact the Business Office Manager. Employees may raise questions or complaints about the ADAAA compliance without fear of reprisal.

Anti-Harassment Policy

Cathedral is committed to developing a work environment free of unlawful discrimination and harassment. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Cathedral expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purpose of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the

circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; improper use of e-mail or voice mail; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures including screen savers or improper e-mails or attachments; and other physical, verbal, or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that derogates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, national origin, age, disability, marital status, citizenship, or any other characteristic protected by law or that of his or her relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; derogatory jokes; and written or graphic material that derogates or shows hostility or aversion toward an individual or group or that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

Individuals found to be performing such harassing conduct may be subject to disciplinary action, up to and including termination.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to Cathedral (e.g., an outside vendor, consultant, or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

Retaliation Is Prohibited

Cathedral encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Cathedral to investigate such reports. Cathedral prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Reporting

Cathedral encourages reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victims of harassing conduct should discuss their concerns with their immediate supervisor or any member of management.

In addition, Cathedral encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Cathedral recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures.

Complaint Procedures

If for any reason an individual does not wish to address the offender directly, or if addressing the offender does not successfully end the offensive conduct, the individual should notify his or her immediate supervisor, human resources, or the Principal. In addition, there may be instances in which an individual seeks only to discuss matters with one of the Cathedral designated representatives, and such discussion is encouraged.

An individual reporting harassment, discrimination, or retaliation should be aware, however, that Cathedral may find it necessary to take action to address such conduct beyond an informal discussion. This decision will be discussed with the individual.

As noted above, individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with their supervisor or any member of management.

Cathedral encourages the prompt reporting of complaints or concerns so that rapid and corrective action can be taken before relationships become irreparably damaged. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Retaliation against an individual for reporting harassment or discrimination or for participation in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination.

Acts of retaliation should be reported immediately and will be investigated and corrective action taken promptly. Corrective action may include retraining, referral to counseling and/or disciplinary action up to and including termination, withholding of a promotion or pay increase, reassignment, or temporary suspension without pay as deemed appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to Cathedral's President.

Confidentiality

Cathedral will make all reasonable efforts to maintain the confidentiality of all parties involved in a harassment investigation. Confidentiality, however, cannot be guaranteed. For example, some details or identities may need to be revealed in order to fully investigate the harassment complaint.

False Claims

In order to cover all possibilities of misconduct, Cathedral reserves the right to discipline employees who have falsely accused another of sexual harassment, retaliation, and/or discrimination. This does not mean that a complaint will be considered "false" solely because it cannot be corroborated.

Conclusion of Harassment Policy

Cathedral has developed this policy to ensure that all its employees can work in an environment free from harassment, discrimination, and retaliation. Cathedral will make every reasonable effort to ensure that all necessary persons are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has any questions or concerns about these policies should talk with the Business Office Manager.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of Cathedral prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges, and prerequisites of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Open-Door Policy

Cathedral has an open-door policy that encourages employee participation in decisions that will affect them and their daily professional responsibilities. This

policy also encourages employees who have job-related problems or complaints to talk them over with their supervisor or a manager at any level of management who they feel can help them.

Cathedral believes that employee concerns are best addressed through informal and open communication. If an employee feels that he or she is being subjected to any reprisal for raising an issue, that employee should immediately take the matter directly to the President.

Cathedral will attempt to keep all such expressions of concern, their investigation, and the terms of their resolution confidential. However, in the course of investigating and resolving concerns, some dissemination of information to others may be appropriate. No employee will be disciplined or otherwise penalized for raising a concern in good faith.

Problem Solving

Employees should attempt to resolve problems informally with their immediate supervisor as soon as possible. If a solution cannot be reached, the employee may present a formal complaint, in writing, to the President.

All complaints will be handled in a timely manner. Cathedral's goal is to resolve a complaint within twenty (20) working days from the time of its initiation. If an extension or a reduction of the time limit becomes necessary, all parties involved will be notified. Employees may not initiate a complaint challenging the substance of a performance evaluation or the termination of employment.

Whistleblower Policy

If any employee reasonably believes that some policy, practice, or activity of Cathedral High School is in violation of law, a written complaint may be filed by that employee with the President or Principal. The President and/or Principal is to provide a complete copy of the complaint to the Board of Directors Governance Committee for review and report to the Board of Directors.

It is the intent of Cathedral High School to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of the President or Principal and provides a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees who comply with this requirement.

Cathedral High School will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of Cathedral High School or of another individual or entity with whom Cathedral High School had a business relationship, on the basis of the belief that the practice is in violation of law or a clear mandate of public policy.

Cathedral High School will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of Cathedral High School that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

Employment of Board Members

To preserve the objectivity and integrity of the Board of Directors, any member who wishes to apply for employment with Cathedral must first resign from the board.

Hiring of Relatives/Nepotism

Cathedral has no prohibition against hiring relatives of our employees. However, one general restriction has been established to help ensure fair treatment of all employees. Although we will accept and consider applications for employment from relatives, a relative will not be hired for, promoted to, or transferred into a position in which there is a direct or indirect supervisory relationship between family members.

Employee Information

It is important that personnel files contain up-to-date information regarding each employee. Employees should inform the Business Office Manager immediately whenever there are changes in their personal data, such as address, telephone number, marital status, number of dependents, and person to notify in case of emergency.

Employees may inspect their personnel file during regular office hours. To do so, the employee must make an appointment with the Business Office Manager, who will accompany the employee while he or she inspects the file. Personnel records are the property of Cathedral and are not allowed to leave the Business Office without authorization.

Position Descriptions

Cathedral has job descriptions for many positions. A job description generally contains the following elements: title, summary of job duties, essential duties and responsibilities, qualifications (education, experience, and other), title of the immediate supervisor, and date. Employees may occasionally be required to perform related duties not set forth in the job description. Job descriptions must be revised from time to time, such as in the event of major new essential duties and responsibilities or other significant changes. Please see the Business Office Manager for a list of job descriptions.

Job Postings

It is the policy of Cathedral to find the most qualified candidates to fill position vacancies. This will be accomplished through a combination of internal and external recruiting. Consideration will be given to the advancement of current employees, and employees are encouraged to apply for promotions or transfers for which they feel they are qualified.

Criminal History and Background Checks

Criminal history background checks will be done on all employees and volunteers at Cathedral High School. Should Cathedral find issue with something on the criminal history check, Cathedral has the full right to terminate that person's relationship with the organization. All employees are required to complete Safe and Sacred training through the Archdiocese before commencing employment with Cathedral.

EMPLOYEE CONDUCT

Use of Email Accounts

Email services are primarily intended to allow faculty and staff to communicate for academic and business related use. Personal use of email is allowed, provided that personal use

- Does not materially interfere with performance of work responsibilities
- Does not interfere with the performance of Cathedral networks and
- Is otherwise in compliance with this and other Cathedral policies.

Even the most careful faculty and staff will occasionally send an email to unintended recipients. Cathedral has no control over the forwarding or alteration of emails once they are sent. Accordingly, employees must not use email to communicate information and/or data that is restricted or personal information without appropriate permission based on job description and responsibility. Common examples of this type of information include: social security numbers, credit card numbers, student grades and education records, personnel records, individual donor gift records, and health information subject to

the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Confidentiality and Security

Cathedral reserves the right to monitor and review any information and data stored within the email system and its services at any time without permission.

Although Cathedral does not monitor email content routinely, users must not assume that email content will remain private and confidential. Members using Cathedral email services should not have an expectation of privacy in anything they store, send, or receive. Any and all information stored in the Email system and its services are subject to administrative review.

The password associated with an email account may be used to authenticate identity in other Cathedral online services. To safeguard your identity and your privacy, do not share your account or give your password to anyone.

Account Termination

Access to email services for faculty, staff, coaches, and volunteers and/or guests will be restricted upon the last day of enrollment or employment. An automatic reply will be activated indicating employment with Cathedral High School has ended and continued correspondence will be directed to the immediate supervisor or another account as determined by the immediate supervisor.

Students transferring from Cathedral High School to another school will have their account suspended upon notice of transfer. Students and their families will need to schedule time with the Technology Support Center to access information stored within the Cathedral Email system.

Use of Social Media and Electronic Communications

Cathedral High School encourages all staff to use 21st Century tools to teach, communicate, and bring the real world into the classroom. The use of technology and communication is supported for uses that promote, support, and maintain strong, appropriate relationships between staff and students.

School-provided accounts that can be monitored and are supported with staff assistance are always the safest means for both students and faculty and staff to communicate electronically. To protect all parties, it is important that faculty and staff, students and parents understand the boundaries of professional decorum in the use of ever-changing online, digital learning possibilities. Faculty and staff must conduct themselves in ways that do not distract from nor disrupt the educational process and in ways that protect students, and faculty and staff members alike,

from inappropriate use or the appearance of inappropriate use.

Cathedral High School's expectation is that faculty and staff will use mature, sound professional judgment in all interactions with students, parents and community members.

Practical guidelines include but are not limited to:

1. Staff members should not list or follow current students (except their own children) as "friends" or "followers" or equivalent labels on personal networking accounts except as it relates to a specific class or subject.
2. Staff members are required to first and primarily use school-provided accounts to create a classroom presence or site for legitimate educational and communication purposes (separate from personal sites) such as the school email and Cathedral websites.
3. When a non-school provided communication tool is used for legitimate educational and communication purposes, a Cathedral High School administrator must have access to, or be present within, those group dynamics.
4. All staff electronic contacts (including phone) with students (except their own children) should be through school accounts whenever possible.
5. In circumstances when a non-Cathedral account is used for interaction between faculty and staff and students, interactions should be strictly limited in scope, frequency and duration.
6. All electronic contacts (including phone) by teachers/coaches/sponsors/directors/moderators with the class/team or individual class/team members shall be for legitimate education and/or communication purposes only.
7. Postings that contain content that disrupts the educational program and damages the relationships of trust necessary between students, staff and parents are strictly prohibited. Examples include but are not limited to content that:
 - a. is sexually provocative or flirtatious in nature;
 - b. exhibits or advocates for use of drugs and alcohol;
 - c. would be defined by a reasonable person as obscene, racist, or sexist;

- d. promotes illicit, illegal or unethical activity;
 - e. violates the school's equal opportunity and/or bullying and harassment policies.
8. Postings that communicate confidential information to persons not authorized to receive that information are prohibited.
 9. Postings that cause significant interference with the education program via any electronic means are prohibited.

Legitimate Educational and Communication Purposes

As used in this policy, legitimate educational purposes include:

1. Answering academic inquiries regarding homework, other classroom work or assignments;
2. Scheduling appointments for school-related conferences and/or extra help;
3. Clarifying classroom expectations and/or assignments;
4. Notifications related to classroom, club or sports schedules, safety, attendance, events, trips, assignments and/or deadlines.

Personal Networking Sites

Employees of Cathedral High School are role models for her students and ambassadors to the community. As such, they are expected to use good judgment when posting content or managing networking sites and pages. Absolute care must be exercised by Cathedral employees when maintaining personal sites to ensure information does not reflect poorly on the individual employee and/or Cathedral High School. Cathedral encourages employees to use privacy settings and to limit who and what content can be viewed on personal site(s).

Faculty and staff should avoid accessing networking sites during school hours for purposes of personal communication. School-related communications, as outlined above, are acceptable, though prolonged use is discouraged.

Acceptable Use

Cathedral High School reserves the right to protect itself, its students, employees and other members of its community by monitoring employee electronic communications and activities. Employees are prohibited from engaging in illegal activities or accessing websites prohibited by the school when using school networks or equipment on or off school property, during or after working time or while directly or indirectly representing the school. Violation of this policy will result in disciplinary action up to and including immediate termination. There is no expectation of privacy in regards to cell phones and computers. Administration can search Cathedral

issued technology if there is a reasonable suspicion that there is something inappropriate on it.

Conflict of Interest/Outside Employment

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Cathedral wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Business Office Manager for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of Cathedral. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Cathedral'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 similar to that of persons who are related by blood or marriage. It is important to avoid not only a situation that is an obvious conflict of interest, but also any situation that might give the appearance of such a conflict.

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 to an officer of Cathedral as soon as possible the existence of any actual or potential conflict of interest so that safeguards can 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 Cathedral does business, but also when an employee or relative receives any kickback, bribe, or substantial/special gift.

Relations with Suppliers

From time to time, employees may be offered gifts, entertainment, or other favors from a supplier, contractor, or organization with which Cathedral has business dealings. No employee of Cathedral may accept any item of significant value aside from nominal gifts and common courtesies. Furthermore, all employees should understand that entering into a personal relationship with a subordinate employee or

with an employee of a supplier, contractor, or other organization having financial dealings with Cathedral creates a possible conflict of interest that requires full disclosure to their supervisor. If there is ever a question about such relationships, gifts, or favors, it should be brought to the attention of a supervisor immediately.

Fraternization

Cathedral strictly prohibits employees from fraternizing with students. Fraternizing is defined as pursuing an inappropriate relationship with a student. We also strictly prohibit the inappropriate transfer of money or goods between employees and current students or other high school age students.

If evidence of nonprofessional, non-work-related interaction between an employee and any student **served by Cathedral** is substantiated, the employee will be subject to immediate dismissal, and a report will be filed with the appropriate authorities.

Employees are further required to exercise good judgment in establishing nonprofessional, non-work-related relationships with current or other high school age students. In general, we discourage such relationships at any time. Employees who have a concern about a potential personal relationship with a current or other high-school-age student should discuss it in confidence with the President.

Overnight Trips

Faculty and/or staff members wishing to take a trip overnight with students must receive permission from the Principal prior to taking the trip. Employees are asked to first distinguish between overnight and several days' travel as well as in the "county," in the "country" and "out of the country." The guidelines and all forms for overnight travel may be obtained from the Vice Principal and should be completed prior to leaving for the trip.

Drug- and Alcohol-Free Workplace

It is Cathedral's desire to provide a healthful, safe, and drug-free 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 on Cathedral's premises and while conducting business-related activities off Cathedral's premises, no employee may distribute, sell, or be under the influence of alcohol or use, possess, sell, or be under the influence of illegal drugs. 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 participation in a

substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Business Office Manager to receive assistance or referrals to appropriate resources in the community.

Substance Abuse Education and Treatment

For employees who seek help in overcoming drug and alcohol abuse problems, Cathedral offers both medical benefits for substance abuse treatment and information about community resources for treatment. Rehabilitation is the employee's responsibility. An employee who voluntarily enters a substance abuse treatment program will not be penalized for doing so; however, an employee who requests assistance after engaging in conduct which may lead to discipline or discharge under this policy is still subject to such discipline.

Employees who violate the drug and alcohol-free workplace policy may, at the discretion of the President, be required to attend a rehabilitation or drug abuse assistance program as an alternative or in addition to disciplinary action. Employees given this opportunity must satisfactorily participate in the program as a condition of continued employment.

Conviction Notification

An employee who is convicted of violating a criminal drug statute in the workplace must inform the President or the assigned designee (including pleas of guilty or nolo contendere) within five (5) days of the conviction. Failure to so inform Cathedral may result in disciplinary action up to and including termination of employment.

Smoking

Cathedral strives to provide a healthful, safe, and comfortable working environment for all employees, students, and visitors. Smoking by employees, students, and visitors is therefore prohibited throughout all buildings, buses, vans, the entire campus, etc., or while representing Cathedral at extracurricular functions.

This policy applies equally to all employees, students, and visitors. Cathedral will not discharge, refuse to hire, or in any manner retaliate against an employee, applicant for employment, or student because that employee, applicant, or student exercises his or her right to smoke outside of the workplace.

Weapons and Violence

Cathedral supports an environment that is safe and free from violence for all employees, students and other members of the public. To that end, employees are not allowed to carry firearms, ammunition, knives (other than tools used directly for work-related functions), or any other weapon into our buildings or

on our buses. Any employee found to be carrying such items is subject to our discipline policy, up to and including termination, per applicable state law.

Cathedral discourages employees from bringing guns onto school property. If a staff member, student, or parent brings a gun onto school property the gun must remain in a locked car. The individual must register this activity with the Principal and/or President of Cathedral High School.

Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. This includes all acts of harassment and discrimination. All threats should be reported immediately to your direct supervisor or a member of the Executive Team.

All reports of threats, violence or suspicious individuals or activities will be thoroughly investigated. Cathedral will take precautions to protect the identity of the individual reporting the threat or activity as much as possible, but the school will be required to conduct an investigation so all parties involved will be expected to keep the information in confidence.

Anyone determined to be responsible for threats of (or actual) violence or other conduct in violation of these policies will be subject to disciplinary action up to and including termination of employment.

Seclusion and Restraint

Cathedral High School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience.

Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

A full copy of our school's plan is held by the Principal.

Suspected Child Abuse

As of July 1, 2017, Indiana Law, [IC 31-33-5-2](#), now requires the school employee to immediately report suspected child abuse or neglect to the Department of Child Services (DCS) or to a local law enforcement agency, and then notify the principal or the principal's designee that a report has been made. The DCS number to call to report suspected child abuse or neglect is [800-800-5556](#).

Personal Appearance

During school hours or when representing Cathedral, employees are expected to present a clean, neat, and tasteful appearance. They should dress and represent themselves according to the requirements of their position. This is particularly true if their job involves dealing with employees, students, volunteers, parents, or visitors in person.

Supervisors or department heads are responsible for establishing a reasonable dress code appropriate to the job an employee performs. If a supervisor feels that an employee's personal appearance is inappropriate, the employee may be asked to leave the workplace until properly dressed or groomed. Under such circumstance, the employee will not be compensated for the time away from work. Employees should consult their supervisor if they have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

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

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Tank tops, tube or halter tops, or shorts may not be worn under any circumstances.
- Mustaches and beards must be clean, well trimmed, and neat.
- Hairstyles are expected to be in good taste and well trimmed.
- Offensive body odor and poor personal hygiene are not professionally acceptable.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, are not professionally appropriate and must not be worn during business hours.

- Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
- Visible excessive tattoos and similar body art must be covered during business hours.
- Men are to wear ties unless they wear an approved Cathedral oxford or polo from the President's office or the school bookstore. Polos or shirts promoting clubs, sports, or activities are approved on Friday only. Men are to wear dress slacks or dress khakis.
- Women are to wear skirts/dresses of appropriate length or dressy pants. Dressier pants that are below the knee at the calf with finished edges are allowed. No cargo type pants, denim or shorts are allowed. Tights may be worn under dresses of appropriate length. Polos or shirts promoting clubs, sports, or activities are approved on Friday only.
- Tennis shoes may not be worn except by physical education teachers while conducting class.
- Clothing should not be distracting.

Fridays: Optional spirit day. Show your pride and wear ANY Cathedral shirt. This can be a t-shirt, sweatshirt, or a collared shirt worn with jeans, slacks, or appropriate length skirts. Business/professional attire may also be worn.

PERFORMANCE MANAGEMENT

Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations may be conducted at the end of an employee's initial period in any new position. This period, known as the introductory period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations may be conducted periodically 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.

Salary Reviews

Employees have the opportunity for a potential salary increase annually. Increases are not automatic but are based on overall job performance and school budget. Employees who are on a Performance Improvement Plan are not eligible for salary increases until their performance or other job-related issues are satisfactorily resolved.

Disciplinary Procedures

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

Cathedral requires discipline, cooperation, efficiency, and productivity of all employees. We have set out standards for faculty and staff in this handbook emphasizing personal honesty and professional integrity with which all employees are required to comply. Cathedral observes and complies with all laws, rules, and regulations applicable to the conduct of her business and requires all employees to avoid any activities that could involve the school or her personnel in any unlawful or unethical practice. Failure to comply with these standards or common, social workplace standards may result in disciplinary action, up to and including termination.

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

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

Disciplinary action may call for any of four steps—verbal warning, written warning, suspension with or without pay, or termination of employment—depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

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

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

Generally, when an employee is believed, in the opinion of his or her supervisor, to have a job performance problem or to be engaging in behavior that is unacceptable or counterproductive, the employee will be given an opportunity to improve his or her performance or behavior to an acceptable level by means of a formal corrective action/disciplinary process. However, the following list, though not complete, gives examples of behaviors that can result in immediate termination of employment:

- Breaching confidentiality.
- Violating the drug- and alcohol-free workplace policy.
- Theft—including, but not limited to, the removal of school property or the property of another employee or student from school premises without prior authorization.
- Walking off the job without supervisory approval.
- Working for another employer while on a leave of absence without prior consent of the President.
- Fighting, roughhousing, abusive language, or conduct that is hostile or disrespectful toward a student, coworker, supervisor, board member, volunteer, or any person associated with or served by Cathedral.
- Disregarding established safety procedures: knowingly creating an unsafe work situation for oneself, a student, or any colleague.
- Falsifying or altering records or time sheets.
- Refusing to perform a work-related duty when directly instructed to do so by a supervisor or member of management.
- Possessing a weapon or firearm on school property.
- Unauthorized use or dissemination of proprietary information.
- Violating Cathedral's equal opportunity or anti-harassment policies.
- Unauthorized use of school property, including vehicles.

GENERAL POLICIES

Leaving Campus

Any faculty member leaving campus during the school day must receive approval from their department head.

Confidentiality of Voice Mail and Electronic Mail

Cathedral's telephones and computer systems (including Internet access) are in place to help us be more efficient and effective in our communication. Accordingly, all employees should be aware that

these systems are for school use, not personal use. Employees should be aware that voice mail and electronic mail messages are not private and are subject to review by management at any time, without notice. Accordingly, employees have no expectation of privacy with regard to the telephone and computer communication systems. It is expected that e-mail and telephone messages concerning school business will be returned by Cathedral employees in a timely manner.

Time spent on-line on a school account should concern Cathedral business only.

Use of Facilities and Property

Employees are asked to treat school property as they would their own. Specifically, employees are to keep their own work area and common areas clean and well maintained. Employees should limit their use of school equipment to work-related purposes. Employees are required to receive supervisory approval before removing any school property from the premises.

Use of Personal Automobile

Employees who use their own automobiles for travel on authorized school business will be reimbursed for mileage at the rate established by the Internal Revenue Service. Employees must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

Confidentiality/Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of Cathedral. Such confidential information includes, but is not limited to, the following examples:

- computer processes
- computer programs and codes
- student, parent and benefactor lists, financial information, and preferences
- financial information regarding Cathedral High School and fundraising activities that are confidential in nature
- marketing strategies
- new materials research
- pending projects and proposals
- proprietary production processes
- research and development strategies
- scientific data
- technological data
- technological prototypes
- student records
- parent and student email addresses and phone numbers

All records, history, and discussions about the students served at Cathedral must be considered private and kept in confidence. Employees may not disclose any information about a student to anyone outside this

organization unless so permitted by the parents of the student. Information about students may be disclosed only if prior to the release of information, a release of information form is explained to and completed by a student eighteen (18) years or older or a parent of a student under eighteen (18). Information about students may be disclosed if required by law. In the event any disclosure of student information is requested, such requests should be directed to the President.

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement and/or a Confidentiality and Privacy Acknowledgement as a condition of employment. Employees who improperly use or disclose trade secrets, student information or confidential school business information may be subject to disciplinary action, up to and including termination of employment and legal action, including legal fees, even if they do not actually benefit from the disclosed information.

More on Student Records

Student permanent records are maintained in the Registrar's Office. Cathedral does not release any information about a student to anyone who is not an employee with a need to know. These records are accessible within the confines of that office to faculty and staff who have a need to know. All of the information in student files is completely confidential and may only be shared in the securest of environments such as parent conferences, guidance counselor and faculty member conferences, etc. Students have access to these records upon reaching the age of eighteen (18), but the records cannot be altered. Custodial and non-custodial parents have access to these records with the supervision of the Registrar. All outside telephone and written inquiries shall be referred to the President or his designated representative for his approval to release any information concerning a student.

Speaking to the Media

Cathedral has designated the Director of Marketing and Communications as the person responsible for speaking with the press and making written and oral statements for publication. Any request for information or interviews by the media should be referred to the Director of Marketing and Communications or the President. Coaches and other extracurricular moderators are permitted to discuss their particular activity with interested media as long as the discussion centers on their particular sport or group. Questions regarding school policy or operations should always be referred to the President.

Internal Communication

Frequent, open communication of information about our operations, programs, and activities is an essential ingredient in maintaining a productive working environment. To encourage understanding and

dialogue among colleagues, Cathedral provides a number of vehicles to facilitate communication.

E-mail bulletins are published, as needed. Individuals who wish to contribute to the bulletin are encouraged to e-mail their announcements to the Principal. All employees have access to a computer calendar which will set forth dates, times and places of events. Bulletin boards are maintained in the faculty lounge posting memos, job openings, and information about employee rights. Cathedral reserves the right to determine what may be posted on bulletin boards and to remove notices that are outdated or inappropriate for the work environment. Employees are expected to read published and posted information and to attend meetings in order to keep informed about available activities and opportunities.

Faculty and staff meetings are held to provide an opportunity for all employees to hear directly from the President and Principal about Cathedral's progress toward annual goals. Attendance at faculty and staff meetings is required. Faculty meetings are held for a variety of reasons. Monthly group meetings before school are the norm and will be announced in advance by e-mail. Faculty who are unable to attend should contact the Principal.

Safety Policy

To assist in providing a safe and healthful work environment for employees, students, and visitors, Cathedral has established a workplace safety program. This program is a top priority for Cathedral. Cathedral has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Each employee is expected to comply with occupational safety and health standards and all rules and regulations, and orders issued relative to Occupational Safety and Health Act (OSHA) that are applicable to his or her own actions.

All employees must wear the appropriate safety equipment required to perform their job safely or while in certain designated areas of the work environment. Employees who are unsure about what safety equipment they are required to wear at any given time should inquire with their immediate supervisor or the Vice Principal.

It is the responsibility of the Director of Maintenance and Facilities to oversee proper care, storage, and maintenance of all equipment and potentially hazardous materials (including chemicals such as toner or cleaning agents). The maintenance staff regularly conducts safety reviews of work areas and takes steps to correct any potentially hazardous situations.

If an accident results in an injury, no matter how minor the injury may be, an employee is still required to report the incident to his or her immediate supervisor or to the Vice Principal at Cathedral. At the time the injury occurs, the need to see a doctor will be determined. In all states where workers' compensation laws or procedures allow, workplace injuries will be seen by a physician selected by Cathedral. Reports of injury are necessary to comply with the laws and initiate insurance and workers' compensation benefits.

Please note that in the event an accident or injury is not reported immediately, there may be a delay in the benefits paid, including the possibility that medical bills will not be paid at all.

Any employee who is injured on the job and must leave the worksite may be subject to an alcohol and drug screening. Refusal to submit to this screening may result in disciplinary action, up to and including termination. Positive drug and alcohol test results may also result in disciplinary action, up to and including termination.

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 the Vice Principal at Cathedral. 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 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, 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 should immediately notify the Vice Principal or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Security

Cathedral strives to provide a secure work environment for employees, students, volunteers, and visitors. We provide for the security of our buildings and facilities by maintaining alarms and locking doors. Employees must comply with all security procedures established in their work area and immediately report any breach of security to their manager.

We encourage employees to be prudent about bringing personal items to work. Cathedral is not responsible for losses resulting from theft of property while employees are away from their work area.

All employees must immediately report lost or stolen keys or missing school property to their supervisor. Copying or giving keys or lock combinations to an unauthorized individual may be considered grounds for immediate dismissal.

Exit Interviews

The Human Resources Consultant may conduct a confidential interview with each employee who terminates employment with Cathedral prior to the last day of work. These conversations enable Cathedral to gather important information about personnel policies and procedures that may be of benefit to many other employees. Although exit interviews are not mandatory, employees are encouraged to participate in them and to speak frankly about their employment experience with Cathedral.

ATTENDANCE AND TIME OFF

Time and Attendance Policy

In general, all employees are expected to be responsible and demonstrate respect for fellow employees by establishing a record of punctuality and regular attendance. These are factors considered in evaluating overall job performance. Frequent lateness or excessive absenteeism may result in disciplinary action up to and including termination.

Work Schedules

The workweek commences at 12:01 a.m. Monday and ends at midnight Sunday. The standard workweek for a full-time employee is 40 hours.

Faculty and Guidance Staff: Ten-Month Schedule

Teachers should arrive to school no later than 7:30 a.m., unless instructed differently by administration or department head(s). Teachers are also to stay until 3:30 p.m. If you plan to arrive later than 7:30 a.m. or leave earlier than 3:30 p.m., you must get approval from administration.

If you have an occasional circumstance in which you are unable to be here by 7:30 a.m. or you need to leave earlier than 3:30 p.m., this must get approval by your department head or the principal.

Staff: Twelve-Month Schedule

Although the regular workweek is from 8:00 a.m. to 5:00 p.m., Monday through Friday, other work arrangements may be made between employee and his or her supervisor, subject to the demands and limitations of the job and department. Supervisors have final approval for flextime requests and retain

the authority to require the employee to return to a regular schedule should organizational need require it.

Vacations

All full-time faculty and staff who have a ten-month work calendar are entitled to all school vacations. As a rule, requests for time off greater than 3 days will not be approved.

All full-time staff who have a twelve-month work calendar are entitled to two weeks of vacation (10 days) after 1 year; three weeks (15 days) after five years, and four weeks (20 days) after 10 years. Up to 10 days of vacation can be carried over into the next year. Upon leaving the employ of Cathedral for any reason, employees will be paid for any accrued but unused vacation days.

Holidays

Cathedral may observe the following holidays:

Holidays	
New Year's Day	Independence Day
Martin Luther King Jr. Day	Labor Day
St. Patrick's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Easter Monday	Christmas Eve Day
Memorial Day	Christmas Day

Each year the President will review the calendar and may close Cathedral for additional time off for employees to enjoy around holidays. The President will make this determination and communicate any additional time off. All part-time employees will receive compensation equivalent to the number of hours typically worked during the days when Cathedral is closed or the employee may take additional time off within the month of the closure. If an employee does not typically work during the closure (for example the summer), the employee will not be paid for the holiday or additional time off due to the closure.

Any nonexempt employees required to work on a holiday will be paid for the hours worked on the holiday plus holiday pay. Temporary employees do not receive holiday pay. Employees on vacation at the time a holiday occurs will not have that day counted as a vacation day.

Health and/or Personal Days

Employees with a Ten-Month Work Calendar

All employees with a ten-month work calendar will receive compensation for authorized short-term absences up to seven (7) days per ten-month academic year. All part-time employees with a ten-month work calendar will receive compensation equivalent to the number of hours worked that day; for example, if you work four (4) hours per day and are

absent for two (2), the record will reflect an absence of half a day. Employees may accumulate unused days up to a maximum of ninety (90) days for use in future years. These days may be used for absences resulting from an employee's, spouse's, or child's sickness or injury, or any other personal reason(s) where the employee needs to be away from work not covered under any other policy in the handbook. Approval must be obtained in advance when using these days for anything other than injury or illness. Upon leaving the employ of Cathedral for any reason, employees will not be paid for any accumulated but unused days in this category.

Faculty Procedure for Health and/or Personal Days

Faculty absences must be approved through the Vice Principal 3 days prior to the requested day unless an emergency or unavoidable situation. The absence request form may be obtained from the Administrative Assistant in the Academic Affairs Office. Forms should be filled out as far in advance as possible and left with the Administrative Assistant in the Academic Affairs Office, but a personal contact with the Vice Principal is also required. Requests received with less than 3 days' notice may be denied. Personal days may not be used in increments of less than one-half day. There are generally very few reasons to be absent from employment. These may include, for example, personal or family illness; personal business that can be conducted only during the school day; or professional leave, including observations at other schools, appointments to professional committees, field trips, coaching obligations, conferences, jury duty, or bereavement. However, each situation is evaluated individually by the Vice Principal. Personal days may not be used immediately before or immediately after a holiday, or during the first and/or last 5 days of the school year. If there are extenuating circumstances to miss school near a holiday or beginning/end of the school year only the Principal can approve these personal/sick days.

In the event that a teacher or counselor wakes up in the morning ill or has an ill family member, he or she must call the Registrar by 6:15 a.m. Substitutes are extremely difficult to schedule after that time. In the event that the Registrar cannot be reached, the teacher or counselor must call the Vice Principal. **It is important to make contact with a live human being; please do not leave a message or a voice mail. Personal leave is subject to any necessary replacement's availability and may not be granted when employee's absence would create an undue hardship. Personal leave in excess of 3 days will not be granted except under exceptional circumstances and can only be approved by the Principal.**

Employees with a Twelve-Month Work Calendar

All employees with a twelve-month work calendar will receive compensation for authorized short-term absences up to twelve (12) days per year. All part-time staff with a twelve-month work calendar will

receive compensation equivalent to the number of hours worked that day; for example, if you work four (4) hours per day and are absent for two (2), the record will reflect an absence of half a day.

Employees may accumulate unused days up to a maximum of ninety (90) days for use in future years. These days may be used for absences resulting from an employee's, spouse's, or child's sickness or injury, or any other personal reason(s) where the employee needs to be away from work not covered under any other policy in this handbook. Approval must be obtained in advance when using these days for anything other than illness or sudden injury. Upon leaving the employ of Cathedral for any reason, employees will not be paid for any accumulated but unused days in this category. Staff who are unable to report for work for any reason must notify their immediate supervisor within one (1) hour of their regularly scheduled starting time.

Employees with an Eleven-Month Work Calendar

All employees with an eleven-month work calendar will receive compensation for authorized short-term absences up to eleven (11) days per year. All part-time staff with an eleven-month work calendar will receive compensation equivalent to the number of hours worked that day; for example, if you work four (4) hours per day and are absent for two (2), the record will reflect an absence of half a day. Employees may accumulate unused days up to a maximum of ninety (90) days for use in future years. These days may be used for absences resulting from an employee's, spouse's, or child's sickness or injury, or any other personal reason(s) where the employee needs to be away from work not covered under any other policy in this handbook. Approval must be obtained in advance when using these days for anything other than illness or sudden injury. Upon leaving the employ of Cathedral for any reason, employees will not be paid for any accumulated but unused days in this category. Staff who are unable to report for work for any reason must notify their immediate supervisor within one (1) hour of their regularly scheduled starting time.

Cathedral Sick Leave Pool

The purpose of the Sick Leave Pool is to model Cathedral's Holy Cross Values by establishing an equitable way of allowing employees to share their accumulated sick leave with others in need of additional sick leave until the employee is eligible for Cathedral's long-term disability programs. The intent of this program is to protect benefit eligible employees who may face financial hardship because they have exhausted all of their own vacation, sick, or personal leave due to an extended serious, catastrophic, or unforeseen illness, injury or impairment.

All benefit eligible employees who accrue and use sick leave, are eligible to become a member and donate to and withdraw from the Sick Leave Pool. This

program is not available to temporary employees who do not earn leave.

1. To become a member, benefit eligible employees are required to contribute at least one sick day to the sick leave pool. The contribution of at least one sick day on August 1st of each fiscal year will establish membership in the pool.
2. Membership and contributions to the sick leave pool are voluntary.
3. Contributions to the sick leave pool will be accepted in August of each year. If the balance of the available sick leave pool days falls below an amount that the CFO deems prudent, the CFO may authorize a special contribution period. The Business Office will announce the exact dates each year of the contribution.
4. The Business Office will be responsible for guarding the privacy of sick leave pool recipients and donors. Communications will be kept confidential between all parties.
5. Contributions will be accepted by completing a Sick Leave Pool Donation Form available through the PayComm portal. A benefit eligible employee may contribute a minimum of one day up to a maximum of ten sick days per fiscal year.
6. Any participating employee may request a withdrawal. All requests for withdrawal from the Sick Leave Pool must be made in advance of anticipated use.
7. Withdrawals from the Sick Leave Pool are permitted only for serious, catastrophic, or unforeseen illness, injury or impairment of the employee that meets the following criteria. The employee must have exhausted all vacation, sick, personal leave and the employee will have to take leave without pay and (b) requires continuing treatment or supervision by a licensed health care provider, and also (c) requires absence from work of at least five days per illness or episode.
8. Withdrawals from the Sick Leave Pool may only be taken in increments of full days.
9. Withdrawals may only occur to the extent of the Sick Leave Pool contributions available for withdrawal and the beneficiary has no leave time available.
10. A participating employee who is receiving workers' compensation, short term disability, long-term disability or other financial payments from Cathedral may not withdraw from the Sick Leave Pool.
11. A participating employee may not withdraw more than 30 days per illness, injury, or condition. If an employee anticipates being unable to work, the employee should contact the Business Office to complete FMLA and discuss leave options.
12. A participating employee receiving sick leave days from the pool will not accrue additional leave for those days.
13. At the end of any fiscal year, all Sick Leave Pool hours are carried forward to the next year.
14. The administration of the policy and approval of Sick Leave Pool withdrawals are the responsibility of the Business Office.

15. At termination of employment, sick leave is forfeited, therefore all employees are eligible to donate their unused sick hours to the sick leave pool. During the Exit Process an employee may complete a Sick Leave Pool Donation form. Employees are eligible to donate up to 80 hours to the Sick Leave Pool at termination of employment. Once the Sick Leave Pool Donation form is received the hours will be credited to the Sick Leave Pool.

Procedures

1. The Business Office will notify all employees of the open contribution period for the Sick Leave Pool.
2. Benefit eligible employees must complete a Sick Leave Pool Donation form and submit to the Business Office. Participants must contribute a minimum of 1 day and up to 10 days per year in full day increments to become a member.
3. New benefit eligible participants will be immediately eligible to become a member and join the pool after they have accumulated at least one day of Sick Leave to contribute.

Jury and Witness Duty

Regular full-time and regular part-time nonexempt and exempt employees who are called to serve on a jury will be granted paid leave for the duration of the time they are required to serve. Temporary employees will be granted unpaid leave for the entire period of their service. Employees may keep any compensation received in exchange for their jury duty.

Cathedral may require documentation demonstrating the required time away from work prior to granting jury duty or witness leave. If an employee is not required to report or is released early from jury or witness duty, the employee must immediately report to work.

If an employee is required to participate in any legal actions on behalf of Cathedral, he or she will be compensated at his or her normal base pay rate and hours worked for the time spent.

Bereavement Leave

In the event of a death in an employee's family, after discussion with his or her supervisor, the employee may be granted up to five days of paid leave for bereavement. In unusual circumstances, additional time (paid or unpaid) may be granted at the discretion of the Principal and President.

A day of bereavement leave is based on the standard workday the employee would have worked on the day(s) taken for bereavement. For example, a part-time person who usually works 4 hours on a day when he or she is granted bereavement leave would be paid for 4 hours, and a person who usually works 8 hours on such a day would be paid for 8 hours.

Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow

employee or retiree of the school, provided such absence from duty will not interfere with normal operations of the school. Faculty bereavement leave must be approved in the same manner as health days, as defined in the Health and/or Personal Days policy.

For the purposes of this policy, family includes one's immediate or extended family as well as step-families, and other family relationships.

Time Off to Vote

Employees who are unable to vote in an official public election during non-work hours may arrange, with at least forty-eight (48) hours' advance notice, to take up to two (2) hours off from work to vote. Nonexempt employees may be required to use any accrued but unused vacation time to cover the time off to vote. Advance approval for such time off must be obtained from the employee's supervisor.

Family and Medical Leave (FMLA)

Cathedral High School will grant family and medical leaves of absence in accordance with the Family and Medical Leave Act (FMLA) and applicable state or other laws. The law is complex, so we encourage you to contact the Business Office if you are anticipating a need to take a leave and/or if you have questions about the law or this policy.

Eligibility

You may be eligible for FMLA leave if you:

- Work at a company facility with at least 50 employees within a 75-mile radius
- Have worked for the company for at least 12 months
- Have worked for at least 1,250 hours during the 12 months preceding your requested leave of absence

Note: Certain high-level salaried employees may be exempt from the law if granting a leave would cause Cathedral High School economic hardship.

Reasons for FMLA Leave

You may take FMLA leave for any of the following reasons:

- The birth or care of a newborn child
- The placement of a child with you for adoption or foster care, or the care of the newly placed child
- The care of a spouse, child, or parent (but not in-law) with a serious health condition
- Your own serious health condition
- Any qualifying exigency related to a spouse, child, or parent who is a member of the National Guard or Reserves or of a regular

component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

- The care of a spouse, child, parent, or nearest blood relative recovering from an injury or illness sustained while on active duty in the Armed Forces

A serious health condition generally means an illness, injury, or other medical condition that renders you unable to perform your job, such as a period of hospitalization or a period of incapacity exceeding three days while under the continuing care or treatment of a health-care provider.

Leave Time Allowed

- FMLA allows eligible employees to take up to 12 unpaid workweeks of leave during a rolling 12-month period for the family and medical reasons listed above.
- Eligible employees with a spouse, son, daughter, or parent who either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may use their 12-week leave entitlement for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: 1) short-notice deployment, 2) military events and activities, 3) child care and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities, 8) parental care leave to provide care necessitated for the military member's parent who is incapable of self-care, and 9) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

"Covered active duty" means:

- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country
- In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types

of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

- FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave during a single 12-month period to care for a covered servicemember. The eligible employee may be the servicemember's parent, child, spouse, or next of kin (defined as the closest blood relative of the injured or recovering servicemember).

The term "covered servicemember" means:

- A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the need for FMLA leave begins.

The term "serious injury or illness":

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating
- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service

in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

- **Husband and Wife Employed:** If you and your spouse are both employed by the company, each of you may take 12 workweeks' leave for your own serious illness or to take care of your sick child or each other. However, a married couple is limited to a total of 12 workweeks for the birth, adoption, or foster placement of a child; the care of a sick parent; or the care of a healthy infant or adopted child.
- **Intermittent or Reduced-Schedule Leave:** You may take intermittent or reduced-schedule leave for the serious health conditions of yourself, your spouse, your child, or your parent when medically necessary. If your need for intermittent leave requires you to miss only part of the workday, we expect you to work the remainder of your shift, whether before or after the requisite period of intermittent leave. Under certain circumstances, if you are using intermittent leave or reduced-schedule leave, we may temporarily transfer you to an alternate position for which you are qualified and that better accommodates your leave. You may not take intermittent leave for the birth or placement of a child without approval by Cathedral High School.
- If you use FMLA leave for any purpose other than its intended purpose, we will consider it as grounds for disciplinary action, up to and including termination.
- We will consider authorized absences for family or medical leave as excused absences for purposes of our attendance policies. But whenever the need for leave is for planned, periodic, or foreseeable medical treatments of a serious health condition, please schedule the treatments to minimize any absence from work and so as not to disrupt the operations of the company.

Notice

Whenever the need for leave is foreseeable, you must request the leave not less than 30 days before it is to begin. Failure to submit the request at least 30 days in advance may result in the leave being delayed. In this instance, any absences that occur prior to the beginning of the leave may be counted as unexcused under the company's attendance policy. If leave is unforeseeable, you (or a family member if you are physically or mentally incapable of notification) must notify the Business Office of your need for leave as soon as possible, but generally not more than two days following the day that the need for leave was required.

Medical Certification

Cathedral High School may ask you to produce a satisfactory medical certification in support of your leave request, or during the leave, or as a condition of returning to work at the expiration of the leave. In addition, we may require you to obtain a second opinion at our expense. In certain circumstances, we also have the right to require follow-up medical certifications during your leave.

The Business Office will provide you with certification forms for your specified type of leave. You must have your attending physician complete a Certification of Health Care Provider form for all medically related leave requests. You must return the leave of absence certification forms to the Business Office within 30 days prior to your leave if the need for leave is foreseeable, or as soon as practicable if the leave is not foreseeable (at least within 15 days of the date you receive the request for certification). If you fail to provide the required certifications in a timely manner, your leave may be denied and the absences in question may therefore be considered unexcused under the Cathedral High School's attendance policy.

Use of Accumulated Time Off

Cathedral High School reserves the right to require you to use any accrued paid time off, such as accrued vacation or personal days, during any part of the 12-week period. If the leave is for a work-related injury for which you are receiving workers compensation benefits, Cathedral High School may require you to take FMLA leave concurrently with your workers compensation leave.

Benefits

Cathedral High School will continue your existing health insurance coverage under the same conditions applicable to active employees. You must continue paying your portion of the health insurance premium during this time. Failure to do so may result in your coverage being cancelled with 30 days' notice. If you do not return to work after the leave, we may require you to reimburse us for the health-care premiums/expenses we paid during your leave. During periods of FMLA leave, you are not entitled to unemployment compensation.

Working While on Leave

Some employees may hold other jobs in addition to working for Cathedral High School. If you are on FMLA leave, you may not work for another employer unless you first seek approval from the Business Office. If you have not received approval, working for another employer while on FMLA leave may be grounds for disciplinary action, including termination of employment.

Reinstatement

Upon the expiration of the leave, Cathedral High School will return you to the job that you held prior to the leave of absence or to an equivalent position,

unless your position has been affected by a reduction-in-force or reorganization, or unless you qualify as a key employee under certain circumstances.

If you find that you do not require the amount of time originally contemplated for your FMLA leave, it is your responsibility to notify Cathedral High School in writing immediately. We require a minimum of two days' notice of your intention to return to work early.

You must have your attending physician provide you with written authorization prior to returning to work. If you fail to return to work at the conclusion of an unpaid FMLA leave, we will proceed with the understanding that you have voluntarily resigned your employment.

Personal Leave

Employees are expected to maintain a continuous record of employment. However, the management at Cathedral recognizes that it may be necessary for an employee to be excused from work for personal reasons. In such cases, employees must submit a request for a personal leave of absence as far in advance as possible. All requests will be given every consideration consistent with the urgency and need of the employee's circumstances, the employee's job performance, and the department's workload. Authorization for such personal leaves of absence is fully at the discretion of the President.

Personal leaves of absence are without pay and may be applied for by full- and part-time employees who have completed one (1) year of service. Failing to return to work upon completion of the leave or working for another employer during the leave without prior approval will be considered a voluntary termination.

A personal leave of absence of no more than thirty (30) days will not be considered an interruption of continuous service with respect to benefit plans. Employees on personal leaves of more than thirty (30) days may continue insurance coverage by paying the cost of the monthly premium. Benefits that normally accrue for hours worked will not accrue during a leave. Upon returning from a personal leave, an employee will have the same amount of seniority as when the leave began. All personal leaves are granted at the discretion of the President, based on Cathedral's needs related to the employee's position and the hardship that might result from his or her absence at a particular time.

COMPENSATION

Pay Periods/Payroll

All employees are paid biweekly, 26 pays per calendar year. Checks are deposited every other Friday. In the event of a government holiday checks will be deposited the night before. Federal, state, and

local income taxes, if any, and social security payments, all required by law, are deducted from gross earnings. Other employee-authorized deductions may be for employee benefits, repayment of salary advances, United Way contributions, donations to the Cathedral Fund or Capital Campaign, or a tax-deferred annuity.

Payroll for Cathedral High School employees is processed by PayCom. Employees are required to have their checks direct deposited into the banking institution of their choice.

Timekeeping Requirements

All nonexempt employees are required to enter their time worked and time off into PayCom. Nonexempt employees record actual hours worked and leave taken. Any falsification of a time sheet will result in disciplinary action, up to and including discharge. Exempt employees are required to submit time off requests in PayCom for supervisor approval.

Overtime Pay

Nonexempt employees are paid at the rate of one and one-half (1.5) times their regular rate of pay for hours worked in excess of forty (40) in a workweek. Overtime is not at the employee's discretion; it requires advance supervisory approval. Cathedral cannot and does not provide compensatory time off as a substitute for overtime pay. Vacation, holiday, and sick time do not constitute hours worked for the purposes of computing overtime.

Wage Garnishments

From time to time, Cathedral may be required to withhold monies from an employee's pay. If Cathedral receives a court-authorized garnishment or levy, the employee affected will be notified.

Expense Reimbursement

Reasonable and customary personal expenses incurred in the performance of one's job will be reimbursed. Reimbursement requires prior authorization by the employee's immediate supervisor, approval of actual expenses, and submission of all receipts. The employee should use a standard expense reimbursement form, which can be obtained from the Business Office.

BENEFITS

Athletic and Theater Passes

Each employee will receive a season athletic pass valid for two adults for any home event. This pass is not valid for tournaments, playoffs, or championship games. In addition, each employee will receive two tickets to every theatrical production.

Credit Union

Cathedral has established an affiliation with the Teachers Credit Union (TCU). TCU offers employees a range of savings, investment, and loan options at favorable interest rates.

Notary Services

Notary services are available in the Principal's Office for Cathedral faculty, staff, and family members. There is no fee for this service.

Education and Professional Development

Cathedral supports employees who wish to enhance their professional development and job-related skills through external education programs and conferences. In addition, employees may be asked to attend conferences and training forums as participants or presenters. All faculty should submit requests to attend seminars, workshops or conferences in writing to a Vice Principal. All staff should submit requests to attend seminars, workshops, or conferences in writing to their immediate supervisor. Employees must have the prior approval of their supervisor to attend outside development events.

Tuition Reimbursement

Cathedral may offer reimbursement of college coursework for its employees. Reimbursement **may** be provided upon the successful **completion** of the course as outlined within this document. Cathedral recognizes that the skills and knowledge of its employees are important to the success of the organization. The tuition reimbursement program encourages personal development through formal education to provide employees the opportunity to maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within Cathedral.

Cathedral will provide educational assistance limited to two college courses per calendar year (July to June) to all employees who have completed one year of service to Cathedral. To maintain eligibility, employees must remain on the active payroll and be performing their job satisfactorily at the time reimbursement is payable.

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order

to be eligible for educational assistance. **Prior** to taking a course, the employee must submit a professional development form (completing all required information), and a tuition reimbursement application. At the **end** of each course the employee must submit Part B of the tuition reimbursement application with a receipt for course payment and the official grade document (copy). All forms for faculty will be processed and approved or denied by the Principal or his or her designee. Staff employees should submit their forms to their immediate supervisor for processing, approval, and/or denial. Employees should contact their direct supervisor for more information or questions about tuition reimbursement.

While tuition reimbursement is expected to enhance the employee's performance and professional abilities, Cathedral cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

Cathedral invests in educational assistance for employees expecting the investment to be returned through enhanced job performance. Unless otherwise determined by administration, the employee must complete a minimum of two years of service at Cathedral preceding the completion of his/her degree or licensing. If the employee leaves, either voluntarily or involuntarily, prior to their two year commitment, the employee must reimburse tuition in full to Cathedral High School.

Tuition Remission

All faculty who teach a minimum of five (5) periods a day and all staff who work thirty-two (32) hours or more per week, and who are hired after June 1, 2000, will receive remission of their children's tuition to attend Cathedral in accordance with the following:

- Upon 1st Anniversary of Employment = 10% of Annual Tuition
- Upon 2nd Anniversary of Employment = 20% of Annual Tuition
- Upon 3rd Anniversary of Employment = 35% of Annual Tuition
- Upon 4th Anniversary of Employment = 50% of Annual Tuition
- Upon 5th Anniversary of Employment = 75% of Annual Tuition
- Upon 9th Anniversary of Employment = 100% of Annual Tuition

Health Benefits

Cathedral intends to set the standard for the industry by providing generous health care benefits for employees. All staff who work thirty (30) hours or more per week are eligible for comprehensive medical coverage, and all faculty members who teach a minimum of five (5) periods a day are eligible for comprehensive medical coverage.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) Policy for more information.

Details of the medical insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Business Office Manager for more information about medical insurance benefits.

Cathedral's health benefits are described briefly below; however, the terms of these benefit programs are governed solely by the applicable plan document. For more information regarding any of these benefits, please contact the Business Office Manager.

Information on insurance is available for perusal on the website that the J. W. Flynn Company, our insurance agent, maintains for the benefit of the Cathedral faculty and staff.

Please check the website for specific details regarding:

- medical, vision, and dental benefits
- life insurance
- disability insurance
- health savings account (HSA)
- flexible spending account (child care and elder care reimbursement)
- 403(b) tax sheltered annuity plan
- employee assistance program (EAP)

Medical Insurance Benefit

Medical insurance coverage is available to all eligible employees and their dependents through a fully insured comprehensive major medical insurance plan that utilizes a high deductible combined with a health savings account (HSA).

Vision Benefit

All eligible employees are entitled to vision benefits. This program is self-insured by Cathedral. Vision benefits are subject to certain maximums.

Dental Benefit

All eligible employees are entitled to dental benefits. This program is self-insured by Cathedral. Dental benefits are subject to certain maximums.

Flexible Spending Account and Supplemental Insurance Benefits

A flexible spending account (FSA) permits employees to pay their medical, vision and dental insurance premiums under the health plan on a pre-tax basis.

Additionally, the FSA allows employees to set aside pre-tax dollars to be used for uninsured medical expenses, such as out-of-pocket costs or child-care and other eligible dependent care expenses.

Employees may enroll in either of these programs at the start of a new plan year. The plan year is September 1 to August 31. Enrollment forms are available from the Business Office Manager. Employees must submit receipts for reimbursement to AFLAC. Reimbursements are made on a monthly basis for health care expenses and on a biweekly basis for dependent care expenses.

Note that any money left in an employee's flexible spending account at the end of the plan year is forfeited and will not be refunded to the employee. This means that employees participating in the plan should estimate expenses carefully.

In addition to the FSA, AFLAC permits employees to use pre-tax dollars to purchase certain supplemental insurance benefits for occurrences such as cancer and heart disease. Representatives from AFLAC are available at the beginning of each school year to discuss employees' supplemental insurance needs.

The terms of the plans are governed solely by the plan documents. Please see the Business Office Manager for more information regarding the FSA or supplemental insurance benefits.

Note: Individuals who participate in the health savings account (HSA) and also enroll in an FSA may submit medical expenses only to the HSA—medical expenses cannot be submitted to both. Dental and/or vision claims may be submitted to the FSA.

Health Savings Account (HSA)

Generally, employees who participate in a high deductible health care plan, who are not covered under another plan, who are not entitled to Medicare benefits, and who are not claimed on another person's tax return are eligible to enroll in an HSA.

Because Cathedral participates in a high-deductible health plan, it has set up an HSA for employees enrolled in the plan. Cathedral deposits a pre-determined amount into an employee's HSA annually to help offset the high deductible.

The HSA is an individual account where pretax dollars are set aside to pay for medical expenses not otherwise covered by an insurance plan. The HSA is portable and allows carryover of unused funds from year to year.

Limitations on the pre-tax dollar amounts that can be contributed to an HSA annual do exist.

Insurance Continuation

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage (including medical, dental, and vision) under Cathedral's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Cathedral provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Cathedral's health insurance plan. The notice contains important information about the employee's rights and obligations, as well as cost of benefit, under COBRA. COBRA costs will be maximum allowable by law. See the Business Office Manager for more details.

Life Insurance Benefit

All faculty members who teach a minimum of five (5) periods a day and all staff who work thirty-two (32) hours or more per week are eligible for group life insurance in an amount twice the employee's annual salary. The terms of the plan are governed solely by the plan documents. Please see the Business Office Manager for more information.

Disability Benefits

All faculty members who teach a minimum of five (5) periods a day and all staff who work thirty-two (32) hours or more per week are eligible for long-term disability coverage. The long-term disability plan is fully insured and administered by UNUM and is entirely paid for by Cathedral. Benefits are available under the plan after an employee has been disabled (as defined in the plan) for ninety (90) days. The plan provides a benefit of 60% of monthly earnings to a maximum of \$6,000 per month. The plan also provides certain other benefits intended to assist employees in their transition back to work. The terms of the plan are governed solely by the plan document. Further information can be obtained from the Business Office Manager.

Employees of Cathedral who are unable to work due to illness, injury, or pregnancy may also be eligible to receive state-funded income protection insurance for the period of time that they are unable to work. The state determines eligibility for benefits. An employee may apply for disability benefits after being disabled for eight (8) days, or if hospitalized, after one (1) day of disability. Applicable forms can be obtained from the Business Office Manager or the employee's physician. If a physician deems an employee to be temporarily disabled, the employee cannot return to work without first submitting a medical release to the Business Office Manager.

Employee Assistance Program (EAP)

There may be occasions when an employee's work performance is jeopardized by unresolved personal problems, such as financial crisis, family difficulties, drug or alcohol abuse, or gambling. Cathedral's policy is to make it possible for employees to get the help needed to restore job effectiveness.

All employees are eligible to use a professional, confidential counseling service, which is entirely paid for by Cathedral. This service is strictly confidential, and no employee's job security or promotional opportunity will be jeopardized because he or she has sought and conscientiously followed a program of treatment. However, voluntary participation in a treatment program is not a valid reason for continued poor job performance. Poor job performance resulting from apparent behavioral or personal problems is handled in the same manner as any other substandard performance. Reporting to work under the influence of drugs or alcohol, or possessing drugs or alcohol on Cathedral's property, will result in immediate termination. Employees who suspect they have a problem are urged to take advantage of Cathedral's employee assistance program and to follow through with any recommended treatment.

Retirement Plan

Cathedral maintains and administers a retirement plan for its eligible employees under Code Section 403(b). Generally, the plan permits eligible employees to make pre-tax contributions to the plan as a percentage of their compensation or a specified dollar amount. The maximum amount of compensation an employee can defer is the IRS allowable, which can change from year to year. Please contact the Plan Administrator or Business Office Manager for details. An employee is always 100% vested in his or her elective deferrals.

Cathedral will match employee's pre-tax contributions 100% up to 5% of annual compensation. Employer matching contributions vest as set forth below:

Years of Service	Vesting Percentage
Less than 1	0%
1 but less than 2	25%
2 but less than 3	50%
3 or more	100%

Employees may direct plan contributions into available investment options provided under the plan. The terms of the plan are governed solely by the plan document. More information and a summary plan description are available from the Business Office Manager.

Workers' Compensation

Cathedral carries workers' compensation insurance as required by law to protect employees who are injured on the job. This insurance provides medical, surgical, and hospital treatment in addition to compensation for loss of pay resulting from work-related injuries or illness. The cost of this coverage is paid by Cathedral.

Employees must immediately report any on-the-job injury to their supervisor, regardless of how minor the injury may seem. Questions concerning our workers' compensation coverage should be directed to the Business Office Manager.

Cathedral does not provide workers' compensation coverage for injuries sustained during or as a result of an employee's voluntary participation in off-duty social, recreational, or athletic activities that are not part of an employee's work-related duties. If an employee is required or expected to participate in a recreational, social, or athletic activity as part of his or her job, however, workers' compensation coverage may apply.

On Site Child Care

Onsite child care is available for dependents of all Cathedral employees. For details, contact the Irish Blessings Child Care Director.

ACKNOWLEDGEMENT OF RECEIPT-2019-2020

The employee handbook describes important information about Cathedral, and I understand that I should consult the Business Office Manager, Principal, or Human Resource Consultant at Cathedral regarding any questions not answered in the handbook. I have entered into my employment relationship with Cathedral voluntarily and acknowledge that there is no specified length of employment. Accordingly, either Cathedral or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Cathedral's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President of Cathedral has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I acknowledge that I have electronic access to the handbook at any time or, if I do not have electronic access to the handbook, I have access to a hard copy at any time at the following locations:

- Principal's Office
- Business Office

I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee Name Printed	Date
Employee Signature	