**EPISCOPAL DIOCESE OF INDIANAPOLIS**

**EMPLOYEE HANDBOOK FOR EMPLOYEES OF THE DIOCESE**

## I. INTRODUCTION

### 1. PURPOSE OF THE HANDBOOK

 The personnel policies of the Episcopal Diocese of Indianapolis (“Diocese”), including pay policies and benefit programs, reflect the Diocese’s position that its employees are its most valuable assets. This Handbook will (1) answer some of the questions you will have as a Diocesan employee, (2) provide information we believe you should know about your employment, and (3) inform you of some of the rules, regulations and policies related to your employment.

 This Handbook applies to all employees of the Diocese unless stated otherwise, including employees stationed outside the Diocesan Office. This Handbook does not apply to employees of individual churches or other organizations within the Diocese, except as expressly provided within this Handbook. The policies stated in this Handbook are subject to change at any time at the sole discretion of the Diocese. The Handbook replaces and supersedes all prior handbooks and also supersedes any written policies of the Diocese that are inconsistent with its provisions. It does not supersede letters of agreement for clergy employees; in the event of a conflict between the contents of this Handbook and a letter of agreement, the letter of agreement controls. The various matters discussed in this Handbook are of great importance, but are not, and are not intended to be, an exhaustive list of all Diocesan rules, regulations and policies. The Diocese reserves the right to modify its policies, benefits and regulations as deemed necessary. Every employee is required to comply with each of the rules, regulations and policies discussed in this Handbook as well as any other rules, regulations or policies adopted by the Diocese in the exercise of its rights to manage the business. You should understand that a violation of any Diocesan rules, regulations or procedures may result in discipline, up to and including discharge.

 The Diocese hopes that its employees will remain employed with the Diocese for a long time. **This Handbook is not a contract of employment or guarantee of employment for any specified length of time. The Diocese does not maintain written employment contracts with its employees, and employment is at-will. Either you or the Diocese may terminate this relationship at any time, for any reason, with or without cause or notice. If you have any questions about any of the provisions in the Handbook, please ask your supervisor or a member of the Personnel Policy and Compensation Committee**.

### 2. EQUAL EMPLOYMENT OPPORTUNITY

 It is Diocesan policy that equal employment opportunities be available to all without regard to race, sex, age within statutory limits, color, national origin, sexual orientation, gender identity, citizenship status, or disability. This policy applies to all employees and applicants for employment and to all phases of employment, including hiring, placement, promotion, demotion, transfer, recruiting, advertising, treatment during employment, rates of pay or other forms of compensation, selection for training, and termination of employment.

 Our commitment to providing a workplace free of disability-related discrimination includes a prohibition against AIDS-related discrimination. Employees or applicants who have tested positive for Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS) will be treated as any other employee or applicant with an illness or medical condition. We will comply with all statutory requirements regarding maintaining the confidentiality of employees’ health conditions, obtaining consent to perform HIV testing, educating employees about dangerous communicable diseases, providing training in “universal precautions,” and providing protective equipment designed to prevent the transmission of dangerous communicable diseases through blood or other body fluids. Failure to use the “universal precautions” will subject an employee to discipline, up to and including discharge.

 Included in our commitment to provide a workplace free of job-related discrimination is a prohibition against on-the-job harassment of any employee because of the employee’s race, sex, sexual orientation, gender identity, religion, age, national origin, citizenship status, or disability.

 It is the policy of the Diocese to provide an environment free from sexual and sex-based harassment. It is against the policy of the Diocese for any employee, whether a manager, supervisor, or co-worker, to sexually harass another employee. Sexual harassment or sex-based harassment occurs when unwelcome conduct of a sexual nature becomes a condition of an employee’s continued employment, affects other employment decisions regarding the employee, or creates an intimidating, hostile, or offensive working environment.

 Thus, the Diocese will not tolerate sexual harassment. Sexual harassment includes but is not limited to:

1. Unsolicited and unwelcome verbal comments or jokes and physical gestures or actions of a sexual nature toward another employee (for example, touching, patting, pinching, indecent exposure, or profane jokes);

2. Unsolicited and unwelcome demands or requests for sexual favors or social or sexual encounters.

3. The explicit or implicit promise of preferential treatment with regard to an individual’s employment in exchange for sexual favors or sexual activity; and

4. The use of an employee’s or applicant’s submission to or rejection of such conduct as the basis of an employment decision (e.g., hiring, firing, promotion, demotion, compensation, benefits, or working conditions).

Employees who believe they are victims of harassment or other discriminatory conduct have a right and responsibility to immediately notify the Official-in-Charge or designee, the employee’s direct supervisor, the Bishop, or any other Officer of the Diocese. Likewise, any employee who is or becomes aware of sexual harassment or other discriminatory conduct in the workplace must report immediately to the Official-in-Charge or designee, the employee’s direct supervisor, or any other representative of management. Such reports will be treated in a confidential way as is appropriate, and no adverse action will be taken against any employee because he or she reports suspected or observed discrimination or harassment in good faith. All employees are assured that quick action will be taken to investigate and resolve complaints and that the Diocese is firm in its commitment to eliminate such conduct from the workplace.

 The Diocese will not tolerate harassing or discriminatory conduct. Such conduct may result in disciplinary action, up to and including discharge. Help us create a work environment free from harassment and discrimination of any sort.

### 3. ACCOMMODATION OF DISABILITIES

Employees who believe they have a mental or physical disability and require reasonable accommodation to perform the essential functions of their job should contact the Officer in Charge or designee. The Diocese will then engage in an interactive dialog with the individual employee to verify the existence of a disability, identify possible accommodations, and determine which accommodations the Diocese can reasonably provide under specific circumstances.

## II. GENERAL INFORMATION

### 1. EMPLOYEE STATUS

 Employees are classified as “full-time” or “part-time.” Full-time employees are regularly scheduled to work 40 hours per week. Part-time employees are regularly scheduled to work fewer than 40 hours per week. Full-time employees receive all benefits as described in Part III. Some part-time employees receive certain benefits, as described in Part III.

### 2. PAY PERIODS AND PAY DAYS

 For payroll purposes, the workweek is from Monday to Sunday. You will receive a paycheck semi-monthly, and regular paydays are on the 15th and the last day of the month. If pay day falls on a day the Diocese Office is closed, including weekends and holidays, you will receive your paycheck on the preceding workday. Your paycheck will be made as a direct deposit to your account/s. If you believe there is an error in your paycheck, report it to the Official-in-Charge. Employees will be paid only according to the above described system. The Diocese does not provide wage advances or loan money to its employees.

### 3. PAYROLL DEDUCTIONS

 In accordance with applicable law, the Diocese will withhold from your pay federal income withholding tax, state and local income taxes, the employee portion of Social Security and Medicare taxes, and, if applicable, the employee’s contribution for coverage under the Diocese’s medical and dental plans and 403(b) plans, and other deductions as permitted or required by law.

If you believe that an improper deduction has been made from your pay, raise the issue with the Official-in-Charge immediately. The Diocese will promptly investigate. If the investigation determines that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

### 4. TIMEKEEPING PROCEDURES

 All employees must keep a time sheet each week. Nonexempt employees must submit their time sheets to the Official-in-Charge weekly, on the first work day following completion of each workweek. Exempt employees must submit their time sheets to the Official-in-Charge monthly, on the first work day following the end of each month. Your time sheet creates a record of your presence at work and is the basis on which non-exempt employee pay is computed.

### 5. HOURS OF WORK

 The daily work shift for each employee will be determined by that employee’s supervisor. Changes in starting times and days off will be planned and communicated to the affected employees as far in advance as possible. The regular workweek for full-time employees will consist of 40 hours, but you may be asked to work more than 40 hours in a particular workweek if the workload so demands.

### 6. OVERTIME

 You may not work overtime hours without the prior approval of your supervisor. A non-exempt employee who works more than 40 hours in a workweek will be paid one and one-half times his or her regular hourly rate for hours actually worked in excess of 40 hours in that workweek. Paid holidays, vacation days, and other paid time off will not be considered hours worked for the purposes of determining overtime pay.

### 7. LUNCH AND REST PERIODS

 Full-time, non-exempt employees will receive an unpaid lunch or dinner period of one hour. The specific time for your meal period will depend upon the staffing requirements of the Diocese and may vary from time to time as job requirements fluctuate.

### 8. ABSENTEEISM AND TARDINESS

 Regular attendance is a basic responsibility of every employee. Excessive absences or excessive tardiness will result in disciplinary action, up to and including discharge. Each situation of excessive absenteeism or tardiness will be evaluated on a case-by-case basis. However, even one unexcused absence may be considered excessive, depending on the circumstances.

 An unreported absence imposes a severe hardship on co-workers. If you are unable to report for work, you are responsible for notifying your supervisor before your reporting time, and you are also responsible for notifying your supervisor of when you will report back to work. Any employee who fails to comply with the foregoing rules will be subject to disciplinary action, up to and including discharge. The Diocese reserves the right to require that you document the reason for your absence, for example, by providing a note from your doctor.

### 9. EARLY DEPARTURE

 If it is necessary, for any reason, for you to leave the Diocesan premises before your regular quitting time, you must first obtain permission from your supervisor. Failure to do so will subject you to disciplinary action, up to and including discharge.

### 10. CHANGES IN PERSONAL INFORMATION

 In order to keep personnel records correct, it is your responsibility promptly to inform the Official-in-Charge of any changes in any of the following items: your name, home address, home telephone and/or cell number, marital status, person to contact in case of emergency, number of dependents, tax withholding exemptions, personal physician, voluntary payroll deductions, educational achievements, and military status. If you wish to review your personnel records, you may do so, in your supervisor’s presence.

### 11. WORKPLACE SAFETY

 The safety of employees and guests is of utmost importance. All employees must be thoroughly familiar with, and comply with, safety rules and procedures. Your supervisor will inform you of the safety rules for your job and the safety procedures to be followed in case of fire or accident. You must be alert to the existence of potential safety hazards in the workplace. If you observe unsafe working conditions, report them immediately to your supervisor. Any injury that occurs to you on the job or on the Diocesan premises should be immediately reported to your supervisor—no matter how slight the injury appears to be. Failure to promptly make such a report can jeopardize your eligibility for worker’s compensation benefits. If the injury or condition warrants, the supervisor will arrange for you to be taken to a hospital emergency room.

### 12. PERFORMANCE REVIEWS

 The Diocese assumes that every employee wants to do his or her best job. To help you know how you are doing, your supervisor will attempt to review your job performance during your trial period and at least annually thereafter. In connection with these reviews, you will also be asked to do a self-evaluation. Performance reviews will consider such factors as your quality and quantity of work, job knowledge, dependability, adaptability and other factors related to your position.

### 13. PAY INCREASES

 The Diocese attempts to review compensation at least annually. Pay increases are based upon job performance, attendance and punctuality, the date of your last increase, and the appropriate pay range for your job. If at any time you have questions concerning your compensation, please discuss them with your supervisor.

### 14. PERSONAL TELEPHONE CALLS

 Prompt and efficient telephone service is an important part of our operation. We ask your help in keeping the lines clear for business calls. Please tell your family and friends not to call you during working hours except in the case of emergency. We also ask that you limit your personal telephone calls, make only those absolutely necessary, and keep your conversations short.

### 15. PERSONAL APPEARANCE

 The Diocese believes that appropriate dress and personal grooming create a favorable image for the Diocese. Employees are expected to use common sense and good judgment in choosing their attire and are expected to maintain high standards of personal neatness and cleanliness. The Diocese reserves the right to determine that particular attire is inappropriate for the Diocesan Office environment, to inform you of this, and to ask that the attire be changed.

### 16. TERMINATION OF EMPLOYMENT

 Employment with the Diocese is at will and may be terminated at any time and for any reason, or for no reason, by you or the Diocese. If you voluntarily resign from your employment, you are requested to give the Diocese written notice, preferably a minimum of one month before your last day. You may be asked to participate in an exit interview as part of your transition from employment.

### 17. OPEN DOOR POLICY AND GRIEVANCE PROCEDURE

 In any working environment there may be honest differences of opinion about working conditions, discipline, rules and other employee problems. In an effort to establish the smoothest possible working relationship between the Diocese and its employees, the Diocese has established a system for handling employee problems and complaints. Please note that this process does not confer any additional rights upon employees and does not change the at-will employment relationship.

 Whenever you believe that you have not been treated fairly with respect to any term or condition of employment or believe a mistake has been made in the administration of a rule or Diocesan policy, the Diocese encourages you to follow the procedure outlined below:

STEP 1: If you feel you have a problem, discuss it first with your supervisor. Feel free to discuss all aspects of the situation with your supervisor. He or she has the experience and authority to resolve most problems and misunderstandings. If the problem is with your supervisor the employee should begin with Step 2.

STEP 2: If you feel the first step does not result in a satisfactory solution, bring the problem to the attention of the Official-in-Charge or designee. He or she will conduct a detailed review of the matter and meet with all necessary parties to attempt to bring about a mutually acceptable solution.

STEP 3: If the issue still has not been resolved, the Official-in-Charge or designee and/or Chair of the Personnel Committee may further consider the situation and whether the matter should be referred to the Bishop or Standing Committee, who will make any final decision.

 Don’t keep problems to yourself. Let’s talk them over and get them settled. The Diocese and all of its employees will benefit from such an approach.

### 18. PROTECTION OF VALUABLES

 Employees are advised not to bring valuable articles or large sums of money to work. The Diocese does not assume responsibility for lost or stolen goods. In the event that any personal property is lost or stolen on the premises, please report such loss or theft to your supervisor or the Official-in-Charge immediately.

### 19. JOB DESCRIPTION

 You will be provided with a job description specifying some of your responsibilities. If you have questions about your responsibilities, you should ask your supervisor.

### 20. EXPENSE ACCOUNTS

 With prior approval from your supervisor, you may be reimbursed for expenses incurred in carrying out your job responsibilities. Your supervisor can answer questions about the type of expenses for which you may be reimbursed, but generally they include mileage, meal allowance and room charge if an overnight stay is required. To be reimbursed, you must provide receipts for expenses within thirty days of incurring them.

### 21. USE OF PERSONAL CAR FOR BUSINESS

 You may be asked to travel in your personal vehicle on business. If you do use your personal vehicle for business, you will be required to show your supervisor a current, valid driver’s license and proof of current automobile liability insurance. Submit a copy of your current driver’s license and insurance to your immediate supervisor before using your personal vehicle for business. When there is a change in your license or insurance, you must provide updated copies. If there is a change in the status of your driver’s license, for example a suspension or revocation, notify the Officer in Charge immediately. Similarly, keep documentation of your insurance updated with each renewal. The Diocese may request proof of auto insurance and licensure at any time.

### 22. WORKPLACE VIOLENCE

The Diocese is committed to preventing violence in the workplace and maintaining a safe work environment. Given the increasing violence in society, the Diocese has adopted the following guidelines to deal with intimidation, harassment or other threats of violence that may occur on its premises.

The Diocese will not tolerate any conduct that threatens, intimidates or coerces an employee, customer, or member of the public at any time, including off-duty periods. Additionally, firearms, weapons, and other dangerous or hazardous devices or substances are strictly prohibited from the premises of the Diocese without proper authorization, except if otherwise permitted by applicable law.

Unloaded firearms or ammunition may be kept by employees with who are legally authorized to possess them out of plain sight in a locked vehicle, in the trunk of a vehicle, or in the glove compartment. Employees are prohibited from removing the firearms or ammunition from their vehicles or having them in plain sight at any time while on the Diocesan premises.

All suspicious individuals or activities, including actual or threats of potential violence, both direct and indirect, should be reported immediately to your supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors or other members of the public. Employees should not attempt to intercede or otherwise become involved with any actual or potentially intimidating, harassing or violent situation.

Employees are encouraged to bring their disputes or differences with other employees to the attention of an appropriate member of management before the situation escalates into potential violence. The Diocese will promptly and thoroughly investigate all reports of actual or threatened violence as well as suspicious individuals or activities. The identity of the individual making a report will be protected to the extent practicable. In order to maintain workplace safety and the integrity of its investigation, the Diocese may suspend employees, either with or without pay, pending investigation. Any employee determined to have participated in any threatened or actual violence, or other conduct that violates these guidelines, will be subject to disciplinary action, up to and including discharge.

### 23. DOMESTIC VIOLENCE

Domestic violence is generally defined as violent or intimidating behavior committed by one partner in a marriage or other intimate relationship against another. The abusive behavior may be physical, sexual, economic, or psychological with the primary purpose to control, dominate, or hurt the partner in the relationship. The Diocese seeks to provide a safe, productive environment for its employees and will do all it reasonably can to protect its employees while at work from the effects of domestic violence. Nevertheless, this policy does not intend to create any obligation or liability on the part of the Company that is not otherwise required by law.

Any employee who is or suspects that another employee is being threatened or victimized by domestic violence is encouraged to report the matter to the Official-in-Charge or a designee. The Diocese will discreetly investigate the alleged situation and discuss available options with the adversely affected employee, including: appropriate internal and community referral resources; a safety plan in the workplace to attempt to prevent violence or threatened violence to the victim at work or on the Diocese premises; and/or available and appropriate use of the Diocese’s health insurance benefits and leave policies. Any employee who engages in acts of domestic violence in our workplace, including using Diocesan resources to engage in such behavior, will be subject to discipline, up to and including discharge.

### 24. SMOKING

Smoking is prohibited in and within eight feet of all areas of all buildings of the Diocese and any public place in compliance with state and local law.

## III. BENEFITS AND SERVICES

### 1. INSURANCE AND PENSION BENEFITS

 The Diocese offers group health insurance, dental insurance, lay life insurance, disability insurance, and a pension plan for all eligible full-time employees. Part-time employees regularly working fewer than 20 hours per week are not eligible for participation in these plans. Part-time employees who regularly work 20 through 39 hours per week may be eligible for coverage under these plans. All participating employees must pay premiums or contributions. Full details on these plans are contained in summary plan descriptions of the various plans, which are available from the Official-in-Charge.

### 2. STATUTORY BENEFITS

 The following benefits are provided to all employees:

 A. WORKER’S COMPENSATION INSURANCE

Workers’ compensation insurance provides financial protection in case you are injured or become ill as a result of your employment. This coverage is in compliance with the workers’ compensation laws of Indiana, and the Diocese pays the entire cost of this protection for all employees.

 B. SOCIAL SECURITY

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

### 3. PAID VACATION

 Full-time employees are eligible to earn paid vacation. Vacations are earned by employees on January 1 to be taken by December 31 of the same year. Unused vacation days do not carry over from one year to the next, and any vacation days not used during a given year are lost and may not be taken as compensation in lieu of time off. Terminated employees will not be paid for unused vacation time.

 The amount of vacation you earn varies depending upon whether you are Program Staff or Support Staff as follows:

* Eligible Program Staff employees earn 20 days of paid vacation.
* Eligible Support Staff employees who have completed less than five years of continuous service will earn 10 days of paid vacation .
* Eligible Support Staff employees who have completed more than five and less than 13 years of continuous service will earn 15 days of paid vacation.
* Eligible Support Staff employees who have completed 13 or more years of continuous service will earn 20 days of paid vacation.

 If you are a new employee and begin work by June 30 of your first calendar year of employment, you will earn the entire vacation allotment on January 1 of the next year. If you are a new employee and begin work on or after July 1, you will earn one-half the vacation allotment as described in the preceding paragraph. The number of years of continuous service for each employee is determined by each employee’s start date.

Thus, if you are a Support Staff employee and begin work on February 1, the following January 1, you will earn 10 days of paid vacation. If you are a Support Staff employee and begin work on November 15, the following January 1, you will earn five days of paid vacation.

Similarly, if you are a Program Staff employee and begin work on February 1, the following January 1, you will earn 20 days of paid vacation. If you are a Program Staff employee and begin work on November 15, the following January 1, you will earn 10 days of paid vacation.

If you are a Support Staff employee who started work on July 1, 2016, you will earn 10 days of paid vacation each January 1 starting January 1, 2017. You will earn 15 days of paid vacation each January 1 starting January 1, 2022. And you would earn 20 days of paid vacation each January 1 starting January 1, 2030.

 Although the Diocese will make every effort to accommodate the vacation schedule wishes of each employee, the overall needs of the Diocese must be the determining factor in scheduling vacations. Therefore, all vacations must be approved by the Official-in-Charge. To schedule your vacation you must submit a written request as soon as possible. For any days on which more employees want to take vacations than can be accommodated, the employee with the longest length of service who provides notice at least three months in advance normally will be given preference. For each week of vacation, you will receive pay for a regular workweek. Thus, full-time employees will receive pay for 40 hours worked. Vacation time must be taken in increments of one day. If you take your vacation in a week in which a paid holiday falls, you need not use a vacation day for the holiday.

4. HOLIDAY PAY

 The Diocese recognizes nine paid holidays:

 New Year’s Day

Martin Luther King, Jr.’s Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Friday following Thanksgiving Day

Christmas Day

 If a holiday falls on a Saturday, it will be observed by the Diocese on the preceding Friday. If a holiday falls on a Sunday, it will be observed by the Diocese on the following Monday.

 The Diocese also observes as a holiday the week between Christmas Day and New Year’s.

Normally, all employees will be given the day off on recognized holidays. Only full-time employees are eligible for paid holidays. For each recognized holiday, full-time employees will receive pay for a regular eight-hour work day. For the week between Christmas and New Year’s, full-time employees will receive pay for 40 hours.

 Employees on leave of absence without pay are not eligible for holiday pay. Holiday pay does not count as hours worked for the purpose of determining overtime pay.

### 5. PAID SICK LEAVE

 Full-time employees are entitled to up to seven paid sick days each year. Sick days are earned by employees on January 1 to be taken by December 31 of the same year. The purpose of sick leave is to provide income protection for employees who must absent themselves because of personal illness or disability or because of the illness of a member of the immediate family. Sick days are to be used only for personal illness or disability that makes attendance at work impossible or to care for an ill family member. Verification of illness by a physician may be required. Any days you miss because of illness in excess of the number of paid sick days to which you are entitled in a calendar year will not be paid for by the Diocese.

 Sick leave must be taken in units of one hour. Unused sick leave days may be carried over from year to year, but the total number of accumulated sick days may not exceed 60. Any sick leave beyond this is lost and may not be taken as compensation in lieu of time off. Terminated employees will not be paid for unused sick leave.

### 6. PERSONAL DAYS

Full-time employees are eligible to earn three personal days each year. Personal days are earned by employees on January 1 to be taken by December 31 of the same year. Unused personal days do not carry over from one year to the next, and any personal days not used during a given year are lost and may not be taken as compensation in lieu of time off. Terminated employees will not be paid for unused personal days.

You should schedule personal days in advance with your supervisor and the Official-in-Charge.

### 7. LEAVES OF ABSENCE

A. FAMILY/PARENTAL LEAVE

**Eligibility:**

To be eligible for Family or Parental Leave, an employee must have worked for the Diocese for at least twelve months prior to the date on which the leave is to commence. The Diocese will then provide unpaid family or parental leave, without loss of seniority or benefits, for full-time and part-time exempt and nonexempt staff. An eligible full-time employee will receive up to 12 weeks of unpaid family or parental leave. An eligible part-time employee will receive up to 8 weeks of unpaid family or parental leave.

**Reasons for Family Leave:**

* To care for an immediate family member (spouse, child, parent, sibling) with a serious health condition; or
* Illness or injury of the employee not otherwise covered by the disability coverage of the Diocese

An employee requesting unpaid Family Leave must do so, in writing, to the immediate supervisor at least two weeks prior to the date the Leave is to commence, or as soon thereafter as is practicable. Approval of Family Leave is not guaranteed.

An employee is required to use all available paid time off (including sick, vacation, and personal days) at the beginning of Family Leave. Such paid time runs concurrently with Family Leave. After all such paid time off has been exhausted, any remaining time of the Family Leave will be unpaid.

**Reasons for Parental Leave:**

* For the purpose of the birth or adoption of a child; or
* For long-term or permanent placement of a child with the employee by court order or other formal procedure.

For purposes of this section *child* means an individual18 years old or younger or an individual who is mentally or physically disabled and 23 years old or younger.

An employee should give at least two weeks’ advance notice of the anticipated date of departure and of the anticipated date of return, or as soon as such notice is practicable.

An employee may elect to use available paid time off (including sick, vacation, and personal days) during any portion of the unpaid Parental Leave. The Parental Leave runs concurrently with any disability benefits.

**Other Information Applying to both Family and Parental Leave:**

Coverage under the Diocesan group health, life, and disability insurance plans will continue during Family or Parental Leave at no additional cost to the employee. The employee is responsible to pay the employee’s normal contribution toward these benefits, if applicable, on a timely basis.

An employee who spends time on leave in one year earns vacation, sick leave, and personal days on January 1 of the next year proportionally to the amount of time the employee was paid during the year leading up to that date. An employee on leave on January 1 earns proportional vacation, sick leave, and personal days on the first day the employee returns to work. Leave status does not affect seniority for purposes of determining the amount of vacation time.

Upon return from Family or Parental Leave, an employee will be restored to his or her prior position, or to a position with equivalent pay, benefits, and other terms and conditions of employment, provided that an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave period, such as, but not limited to lay-off, restructuring or conduct subject to disciplinary action.

If an employee does not or cannot return after an approved leave, continued employment of the employee will be at the discretion of the Diocese or the employing church, whichever is applicable.

 B. MILITARY LEAVE

The Diocese will comply with all applicable laws regarding military leave of absence. Temporary active service in the reserve components of the armed forces or the National Guard will be considered good cause for an approved leave of absence. To request a leave of absence for military duty, you must furnish your supervisor with a copy of your military orders prior to departure.

 C. JURY DUTY LEAVE

The Diocese recognizes that jury duty is the obligation of all citizens and encourages you to fulfill this obligation. If you are called for jury duty or subpoenaed as a witness in a court action, you will be granted time away from work. You are expected, however, to return to your duties any time you are not needed in the courtroom. If you are called for jury duty or subpoenaed as a witness, advise your supervisor and show him or her your summons as soon as possible after you learn that you must serve. An employee who is called for jury duty will be paid the difference between the employee’s pay and the amount actually paid for jury duty. To obtain this compensation, submit evidence of your jury duty pay or compensation to your supervisor upon your return to work.

## IV. EMPLOYEE CONDUCT

 The Diocese hopes that your working relationship with the Diocese will be mutually satisfactory. However, an individual’s employment will continue only so long as the employee is satisfied with the Diocese and the Diocese is satisfied with the employee. Just as you may resign at any time, you may be discharged at any time with or without cause or notice. The Diocese makes no promise of continued employment for a specific period of time.

 Any employee who fails to perform his or her job satisfactorily or is otherwise guilty of misconduct will be subject to discipline. Because circumstances vary in each case involving possible disciplinary action, each situation will be handled on an individual basis. The types of formal discipline that may be imposed include oral warnings, written warnings, suspension, and discharge. Among the types of conduct that may result in discharge are the following:

1. Insubordination, including, without limitation, the refusal to promptly obey a supervisor’s orders or to perform any assigned work.

 2. Theft of Diocesan property or the property of other employees.

 3. Willful misuse, destruction, or damage to Diocesan property or the property of other employees.

 4. Excessive absenteeism or tardiness.

 5. The use, possession, or sale of intoxicants, including alcohol or controlled substances, on Diocesan property or while on Diocesan business.

 6. Reporting to work under the influence of intoxicants, including alcohol or controlled substances, or reporting to work while suffering from an alcoholic

 hangover which that interferes with job performance, safety, or both.

 7. Use or threat of physical violence against any employee or visitor of the Diocesan Office.

 8. Dishonesty or falsification of Diocesan records including, but not limited to, falsification of employment applications or other personnel records, intentionally

 giving false information to management personnel and concealing defective work.

 9. Making false, misleading or malicious statements about other employees, the Diocese, or Diocesan practices.

 10. Violation of established safety rules or safety practices.

 11. Disclosing confidential material or information to unauthorized persons.

 12. Immoral or indecent conduct on Diocesan property.

 13. Use of profane, obscene or disrespectful language on Diocesan property.

 14. Falsifying time records of self or others.

 15. Leaving Diocesan premises during work hours without the permission of a supervisor.

 The examples of prohibited conduct listed above are not, and are not intended to be, exhaustive. Prohibitive conduct may exist in ways other than listed in the foregoing examples.

 Terminated employees are generally not entitled to severance pay or sick day pay. The Diocese is exempt from legal requirements to provide unemployment compensation and does not voluntarily provide unemployment insurance or any other unemployment benefits.

## V. ELECTRONIC COMMUNICATION POLICY

The Diocese provides resources such as electronic mail, voice mail, and Internet access to staff in order to facilitate the work they do. Diocesan staff members are required to apply these resources appropriately in accordance with all Diocesan personnel policies and operational procedures, including, but not limited to, the Diocesan Social Media Use Policy.

Any violation of this policy or related procedures may result in disciplinary action, up to and including discharge.

Any and all data, information and messages transmitted using these systems are the sole property of Diocese. The Diocese reserves the right, at its absolute and sole discretion, to monitor, electronically or otherwise, or access the use of its computers, software, network and telephone at any time.

1. All electronic communications are for business use. Occasional, personal use is allowed as long as it does not interfere with office productivity and does not consume more than a small amount of time. However, some types of use are completely prohibited:

1. Spending excessive time on the Internet, playing Internet games, engaging in online chat groups, downloading audio or video files, or otherwise creating unnecessary network traffic.
2. Creating and/or distributing jokes, spam, or chain letters.
3. Any form of solicitation, gambling, or use of hardware, software, or network for commercial ventures, advancement of individual views, or work related to organizations not relevant to the staff member's job.
4. Any illegal activity or any activity that violates Diocesan policy.
5. Displaying or transmitting messages, data, or pictures on any company-owned computer that reasonably may be deemed threatening, offensive, harassing, discriminatory, or which are sexually oriented.
6. Visit Internet sites that contain illegal, obscene, pornographic, or hateful content which is objectionable and inappropriate for the workplace.

2. Employees are responsible for complying with all applicable Diocesan policy, copyright law, and applicable licenses that may apply to software, files, graphics, documents, messages, and other material employees may wish to download or copy. Making illegal copies of Diocesan-owned software is expressly prohibited. Furthermore, no software may be downloaded unto a company-owned computer, unless it is part of the standard software suite, updates to that suite, or is specifically approved software necessary to support the employee's assigned tasks. Requests for additional software should be made to the Official-in-Charge or a designee.

3. Employees must be extremely cautious to prevent computer viruses from infecting Diocesan computers or computer network or causing computer system problems. Specifically, employees should never open any e-mail or attachment from an unknown source.

4. All messages and information created, sent or retrieved over the Internet using Diocesan property (including the Diocesan network) are the property of the Diocese, and there is no expectation of privacy. The Diocese reserves the right to access and monitor all messages and files on its computer and telephone systems as deemed necessary and appropriate. All electronic communications, including text and images, may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

1. All employees are expected to use common sense and sound judgment when utilizing electronic communications. For example, employees are expected to understand that Internet content, including social media, is public. In addition, employees are expressly prohibited from sending or soliciting receipt of any messages or materials containing obscene, profane, lewd, derogatory, or otherwise potentially offensive language or images. The use of material containing racial, sexual, or similar comments or jokes is forbidden. Harassment of any kind is prohibited. Messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual orientation, or gender identity are prohibited. Users should respect the rights and sensitivities of recipients and potential recipients or viewers and ensure that all electronic communications reflect the professional image that the Diocese wishes to present.
2. Staff should take great care to ensure that any message sent using Diocesan e-mail or otherwise utilizing complies with Diocesan policy in all respects. Staff will refrain from unauthorized representation of the Diocese, especially when identified as an employee of the Diocese via email, on newsgroups, chats, listserv discussions, or other social media venues. Staff are expected to identify themselves honestly and completely when participating on such groups or when setting up accounts on outside computer systems using the Diocese's Internet facilities.
3. Due to the rapidly changing nature of the use of electronic communication systems, this Policy cannot address every possible situation. Instead, it expresses the Diocese’s philosophy and sets forth general principles to be applied to the use of electronic communication systems and other technical resources. Employees are encouraged and expected to use their best judgment in using Diocesan technology.

## VI. SOCIAL MEDIA USE POLICY

 The Diocese supports the rights of employees to interact knowledgeably and socially through the use of online social media. Because those forums often blur the line between personal opinions and statements that could be falsely perceived as being made on behalf of the Diocese, the Diocese has prepared the following policies to help employees engage in respectful, knowledgeable interaction with people on the Internet and to protect the privacy, confidentiality, and interests of the Diocese. Note that these policies and guidelines are not meant to infringe upon an employee’s personal, non-work-related interaction or commentary online. This policy is not intended to restrict the flow of useful and appropriate information, and nothing in this policy will be construed or applied in a manner that interferes with employee rights under the National Labor Relations Act to engage in protected concerted activity.

 For purposes of this policy, the term “social media” includes blogs, e-mail, text messages, wikis, social networks and online forums such as Facebook, Twitter, MySpace, Flickr, YouTube, LinkedIn, Yahoo! Groups, Google Groups and any other platform, service, or application for social or personal interaction by electronic means.

 Employees should be conscious of mixing their business and personal lives when using social media. Postings on social media sites can often be seen by more than friends and family, and information originally intended just for friends and family can be forwarded on. Employees should assume that all social media use can be accessed by anyone at any time.

 Employees are encouraged to write knowledgeably, accurately, and to use appropriate professionalism when using social media. Despite disclaimers, an employee’s interaction on social media sites can result in members of the public forming inaccurate opinions about the Diocese.

 Employees should keep the following guidelines in mind when using social media:

 1. Unless given permission by a supervisor, employees are not authorized to speak on behalf of the Diocese in any social media and may not represent that they do so.

 2. The Diocese’s logo and trademarks may not be used in any social media without explicit permission in writing from the Diocese.

 3. Employees may not share information that is confidential about the Diocese in any social media. This includes internal information that has not been publicly released by the Diocese and is not accessible by the general public.

 4. Unless specifically authorized to do so, an employee may not access or use any social media while working on Diocese time.

 5. Employees should be aware that they can be held personally and legally liable for anything they write or present when using any social media that is defamatory, proprietary, copyrighted, libelous, or otherwise unlawful.

 6. Any employee who posts anything on any form of social media and who is not specifically authorized to do so on behalf of the Diocese must use only a personal e-mail address, not the employee’s Diocese e-mail address, as a means of identification.

 7. Employees should honor the privacy rights of other employees by seeking their permission before writing about or displaying internal Diocese happenings relating to them that might be considered to be a breach of their privacy and confidentiality.

 8. Any employee who has any question about whether information about the Diocese or any of its employees has been released publicly or who has doubts of any kind relating to use of social media sites should speak with his or her direct supervisor or the Official-in-Charge or designee.

 9. Media inquiries about the Diocese, its products, employees, partners, customers, or vendors should be referred for coordination and guidance tothe Official-in-Charge or designee.

 Employees may be subject to disciplinary action, up to and including discharge, for violation of these policies.

**ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, received my copy of the Episcopal Diocese of

Indianapolis’s Employee Handbook for Employees of the Diocese from \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.

I was given an opportunity to familiarize myself with the Handbook and ask questions. I understand that the Employee Handbook does not constitute an express or an implied contract of employment, that my employment is at will, and that the Handbook is intended only to provide information about the Diocese and some of its rules, regulations, and policies related to my employment in order to foster a better working environment while the employment relationship exists.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_