

Employee Success Manual

Featuring

Personnel, Policies and Procedures

2024

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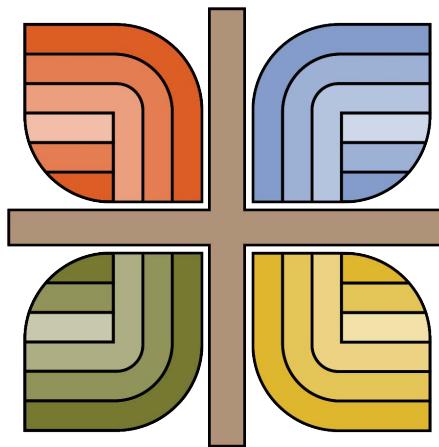


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Serving twenty-three counties in Southwest Iowa

Bishop's Letter

April 23, 2024



OFFICE *of the* BISHOP

Welcome to service as part of the team serving the Diocese of Des Moines. We are happy that you have joined us. The mission statement for diocesan staff is:

*Rooted in Jesus Christ,
With a spirit of joy and collaboration
We assist the Bishop in serving the People of
God in Southwest Iowa.*

The gift of your talents in achieving the objective identified in the mission statement is highly valued. Together, I believe we can make a difference in the 23 counties in Southwest Iowa.

To assist you in orienting yourself to your new situation, I am attaching a statement of personnel policies and procedures for employees of the Roman Catholic Diocese of Des Moines. The statement has been prepared to acquaint you with the Diocese, your responsibility as an employee, and the many benefits and privileges our employees may enjoy. It is our belief that these policies and procedures reflect prevailing practices in human resources management for lay staff.

These policies and procedures are designed to help both employer and employee respect their mutual rights and responsibilities and are subject to review and revision as experience in human resources management and the law dictate. While the Diocese wholeheartedly believes in the plans, policies and procedures described, it reserves the right to change or terminate any or all of them at any time.

Our goal is to establish fair and just personnel policies and procedures which reflect the principles of justice long articulated in the Church's teachings.

Again, welcome to the Diocese of Des Moines staff. We are grateful for your generous willingness to place your talents and energy at the service of this local Church.

Faithfully in Christ,

Most Rev. William M. Joensen, Ph.D.
Bishop of Des Moines

Prologue

About this Handbook / Employment at Will This Personnel Policies and Procedures Handbook is presented as a matter of information only. This manual does not, either by itself or in conjunction with any other Diocesan documents, policy, procedure, social media content, action, practice or verbal statement, create an employment contract, express or implied. The employment relationship is on an "at-will" basis that can be terminated either with or without cause, with or without prior notice, at any time, at the option of either you or the Diocese of Des Moines. No statement, policy, or practice, written or oral, of the Diocese of Des Moines should be understood, interpreted, or construed to change this at-will relationship.

The information contained in this handbook is presented for the benefit of all current and future employees. Our intent is to supply information concerning the Diocese of Des Moines practices, benefits, regulations and rules of conduct. We are committed to periodically reviewing this information and reserve the right to modify, revoke, suspend, terminate, or change any or all policies or procedures contained herein in whole or in part at any time with or without prior notice. Employees will be notified regarding any changes or replacements to the handbook.

All employee handbooks and employee handouts issued prior to April, 2024 are superseded and replaced by this handbook. Documents issued prior to this date should be discarded.

History of the Diocese of Des Moines

In the early 1800s, the Diocese of Des Moines was but a small part of the Diocese of Louisiana, which was comprised of the territory from the Gulf of Mexico up to Canada and from the Mississippi River to the Rocky Mountains. With the expansion of the Catholic Church in the West, the Diocese of St. Louis was created, and from that came many other dioceses, including the Diocese of Dubuque, which was created in 1837. At the time, the Dubuque Diocese included not only all of what is now Iowa but much of the western United States.

In 1838, a Belgian Jesuit, named Father Pierre De Smet, began to minister to the Pottawattamie Indians in Council Bluffs along the Missouri River. Iowa became a state in 1846 and growth continued with German and Irish settlers. In 1851, a priest from Ottumwa, Iowa named Father Alexander Hattenberger, celebrated the first Mass in Des Moines.

A year later, missionary, Father Timothy Nullen built St. Patrick, a log cabin church near Cumming at Irish Settlement, with a parish that covered most of what is now the Diocese of Des Moines. A new church was built in 1868, and parishioners continue to worship in that structure today. In 1855, Father Louis De Cailly purchased land for St. Ambrose Parish in Des Moines, later to become St. Ambrose Cathedral Parish.

By 1911, when St. Pope Pius X established the Diocese of Des Moines, there were 54 parishes, 28 missions, 68 priests and 17 Catholic schools within its boundaries. Bishop Austin Dowling became the diocese's first bishop, having come from Providence, Rhode Island. In 1918, Des Moines Catholic College was founded, which later became Dowling Catholic High School.

In the 1920s, an effort to serve the small railroad towns in the southern part of the Diocese involved a Pullman-style railroad car called the St. Paul. The Catholic Church Extension Society sent the railroad car to areas of the rural poor, and in 1924, this included Fremont, Page, Taylor, Ringgold, Decatur and Wayne counties along the southern border of the Diocese by the Iowa/Missouri state line. The train car had bedrooms for the traveling chaplain and cook, an office, a study, a chapel, with a built-in altar, an organ, a confessional, Stations of the Cross, and seating for 70 people.

In 1925, Bishop Thomas Drumm announced the creation of the Des Moines Catholic Charities and the founding of the Christ Child Home. For 41 years, the Christ Child Home offered a temporary home and refuge for children. It closed in 1966, having placed 1,039 children for adoption and cared for another 2,000 children through foster homes or Catholic orphanages. Catholic Charities expanded in 1945 to include services for those on the western part of the Diocese including the counties of Harrison, Shelby, Audubon, Pottawattamie, Cass, Mills, Montgomery, Fremont and Page.

In 1933, Monsignor Luigi Ligutti – a leader in Catholic rural life issues – established the Granger Homesteads. He secured a loan that helped 50 underemployed coal miners and by 1935, they no longer needed government relief. The program was touted as among the more successful New Deal community projects.

In 1936 the diocesan newspaper, then named the Messenger, was established, and in 1939 the Bishop Drumm Home opened.

Bishop Edward Celestin Daly, a Dominican and former secretary in the Apostolic Delegation in Washington, D.C., became shepherd of the Diocese in 1948. He assisted at the historic Second Vatican Council and died when his plane crashed on a runway leaving Rome in 1964.

In the 1940s and 1950s, a number of parishes built new churches and other parishes were established. Significant events in the history of Catholic education in the Diocese were the establishment of St. Albert High School in the mid-1960s and the construction of the new Dowling Catholic High School, which opened in 1972.

On October 4, 1979, St. John Paul II agreed to a request by farmer Joe Hays, of Truro, to visit Iowa. He spent 42 minutes at St. Patrick Church near the Irish Settlement and then celebrated a Mass before the largest Iowa crowd in history, estimated to be 350,000 people, at Living History Farms in Urbandale. A logo representing the seasons, fields and seeds planted, was created for the event and continues to be the diocesan logo used today.

Since the 1970s, the Diocese of Des Moines has been welcoming refugees and newcomers. The effort began with refugees fleeing from Vietnam and Laos, and continued by including refugees from Bosnia, Sudan, and other African countries. In addition, the Diocese has worked to meet the pastoral and social needs of immigrants from Mexico, Guatemala and other Central American countries.

The Diocese of Des Moines currently includes approximately 97,000 registered parishioners in central and southwest Iowa in 80 parishes and serves 130,000 in various capacities, (i.e. sacramental, evangelization and catechesis, etc.).

The bishops who have served the Diocese of Des Moines and their lengths of service are:

<i>Most Reverend Austin Dowling</i>	<i>1912-1919</i>
<i>Most Reverend Thomas Drumm</i>	<i>1919-1933</i>
<i>Most Reverend Gerald Bergan</i>	<i>1934-1948</i>
<i>Most Reverend Edward Daly, OP</i>	<i>1948-1964</i>
<i>Most Reverend George Biskup</i>	<i>1965-1967</i>
<i>Most Reverend Maurice Dingman</i>	<i>1968-1986</i>
<i>Most Reverend William Bullock</i>	<i>1987-1993</i>
<i>Most Reverend Joseph Charron, CPPS</i>	<i>1994-2007</i>
<i>Most Reverend Richard Pates</i>	<i>2008-2019</i>
<i>Most Reverend William Joensen, Ph.D.</i>	<i>2019 - Present</i>

1. Introduction

Beliefs and Professional Ethics

Staff members, by the nature of their work with clients, other organizations and their personnel, bear a major responsibility for adherence to the Diocese of Des Moines rules of conduct and those of the Catholic Church.

Each member of the staff is expected to be thoroughly familiar with the various rules of professional ethics.

The Diocese of Des Moines employee must:

1. Promote decisions which only support beliefs of the Catholic Church.
2. Promote public and parish confidence in the Diocese of Des Moines.
3. Keep safe all funds and other properties of the Diocese of Des Moines.
4. Perform the work of the Diocese of Des Moines diligently, promptly, and efficiently.
5. Maintain a positive image to pass constant public and church scrutiny.
6. Maintain a respectful attitude toward employees, church officials, colleagues, associates and parishioners.
7. Comply with all policies, rules, and regulations applicable to the Diocese of Des Moines.

The ethical employee accepts the responsibility that his or her mission is that of servant and steward of the Diocese of Des Moines.

The Diocese of Des Moines is committed to high standards of conduct by and among employees in the performance of their duties. Individual and collective adherence to high ethical standards is central to the mission of the Diocese.

While employees may agree on the need for proper conduct, they may experience personal conflict or differing view of values or loyalties. In such cases, the principles contained in Catholic teaching provide valuable guidance in reaching decisions, which are governed, ultimately, by the dictates of a properly formed individual conscience of the employee and his or her commitment to the common good.

Open Door Communications

All supervisors must practice an open door policy with his/her employees. The Diocese of Des Moines encourages its employees to discuss any issues they may have with a co-worker directly with that person. If a resolution is not reached, the employee should arrange a meeting with his/her supervisor to discuss any concern, problem, or issue that might arise during the course of his/her employment. The Diocese of Des Moines is open to every employee's concerns and ideas for workplace improvement. Supervisors will take employee suggestions seriously and, when appropriate, the supervisor may discuss an employee's idea with the Department Directors, the Chancellor or the Director of Human Resources.

Complaint Procedure

A complaint is defined as any dispute between the Diocese of Des Moines and the employee concerning the application of these rules and policies. All complaints and responses to complaints must be in writing and signed by the affected parties.

The following procedures shall apply to all employees:

Step 1 - An employee shall discuss a complaint or problem orally with his/her supervisor within five (5) workdays following its occurrence in an effort to resolve the problem in an informal manner.

Step 2 - Within five (5) work days after the discussion at Step 1, or if no timely decision has been made within five (5) work days following the discussion at Step 1, the employee shall then present the written complaint to the employee's Department Director.

Step 3 - Within five (5) workdays after the written complaint has been presented at Step 2, or if no timely decision has been made within five (5) workdays following the discussion at Step 2, the employee shall then present the written complaint to the Director of Human Resources, who shall respond within five (5) workdays. The complaint shall state the nature of the issue, the facts and witnesses as they are known to be, and the remedy sought.

Following this step, the complaint will be reviewed by the Chancellor. If not resolved by the Chancellor, an appeal may be made to the Bishop. The Bishop's decision will be final.

Confidentiality

Privacy and trust are implicit in the Diocese of Des Moines staff. Every person employed by the Diocese is obligated to refrain from any discussion or disclosure of confidential matters.

Each employee must make every responsible effort to ensure that all confidential records are kept under proper physical safeguards, that they can be reconstructed in the event of fire or other disaster, and that unauthorized persons will not see them.

It is improper to discuss business outside the Diocese of Des Moines or to make comments on social media regarding diocesan business.

To discuss or disclose the Diocese's affairs may be in violation of the obligation for confidentiality and may result in disciplinary action up to and including termination.

2. General Policy Statements/Employee Conduct

Statement of Equal Opportunity

It is the policy of the Diocese of Des Moines to extend equal employment opportunity to all employees and applicants for employment who meet the qualifications established for the position for which the application is made. It is also the policy of the Diocese not to discriminate against any employee or

applicant for employment on the basis of race, religion, color, sex, national origin, age, sexual orientation, gender identification or genetic information, physical or mental disability. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, and compensation. Because the Diocese is a Catholic entity, there will be certain positions for which the Diocese may require that the position be filled with a person who is a member of the Catholic faith in good standing.

Statement of General Non-Discrimination and Harassment Policy

It is the policy of the Diocese of Des Moines that all employees have a right to work in an environment free of discrimination, which includes freedom from harassment – whether that harassment is based on sex, age, race, national origin, religion, disability, sexual orientation, gender identification, marital status or membership in other protected groups. The Diocese prohibits harassment of its employees in any form – by supervisors, co-workers, or non-employees.

All discrimination and harassment based on any characteristic protected by law is forbidden under all circumstances. Any person, regardless of position, who has been found to initiate, practice, conceal, promote or overlook discrimination or harassment or who retaliates against other employees as a consequence of a complaint or investigation, will be disciplined up to and including termination. With respect to non-employees, offenders will be asked to leave and not return to the premises.

Harassment of any kind infringes on an employee's right to a professional work environment, and is a form of misconduct, which undermines the integrity of the employment relationship.

Statement of Specific Policy on Sexual Harassment

The Diocese of Des Moines expressly prohibits any form of unlawful harassment of its employees based on race, color, religion, sex, national origin, sexual orientation, gender identity, age, physical or mental disability, or any other characteristic protected by law. Such conduct may result in disciplinary action up to and including dismissal.

Harassment is generally defined as unwelcome verbal or physical conduct or communication that is based upon an employee's race, color, religion, gender, age, national origin, sexual orientation, gender identity, physical or mental disability, or other applicable protected class status, and:

1. Submission to such 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 substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

It is almost impossible for any harassment policy to include an exhaustive list of the behaviors that, depending upon their frequency or severity, may be harassing in nature and therefore prohibited by this policy. There are other types of behavior that could be considered a violation of this policy and result in sanctions, up to and including termination of employment. The Diocese reserves the right to exercise its

judgment in determining other types of prohibited behavior. The following is a partial list of conduct that would be considered sexual harassment:

1. Unwanted sexual advances.
2. Offering employment benefits in exchange for sexual favors.
3. Making or threatening retaliation after a negative response to sexual advances.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars, or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, sexual banter or innuendoes, or comments about an employee's body or manner of dress.
6. Written communications of a sexual nature distributed in hard copy or via a computer network.
7. Verbal sexual advances or propositions.
8. Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations.
9. Physical conduct such as touching, assault, impeding or blocking movements.
10. Retaliation for making harassment reports, threatening to report harassment or participating in a harassment investigation.
11. Offensive e-mail or voicemail messages, blog or internet entries, including postings on Facebook, Twitter, or other publically available social media or networking sites.
12. Any other conduct or behavior deemed inappropriate by the Diocese.

Sexual harassment can occur between employees of the opposite sex or of the same sex. It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment can occur between supervisors and subordinates, employees and non-employees and between co-workers.

Other Types of Harassment

With respect to discriminatory or harassing conduct based on a protected characteristic other than sex, any type of unwelcome conduct based on the protected characteristic, the submission to which is made a term or condition of the person's employment, or the submission or rejection of which is made the basis of decisions affecting the person's employment, or which has the purpose or effect of creating an abusive, offensive, intimidating, or hostile work environment is prohibited by this policy.

1. Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following: Verbal conduct such as threats, epithets, derogatory comments or slurs.
2. Visual conduct such as derogatory posters, photographs, cartoons, drawings or gestures.
3. Written communications containing statements that may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or caricatures.
4. Physical conduct such as assault, unwanted touching or blocking normal movement.
5. Retaliation for making harassment reports, threatening to report harassment or not participating in a harassment investigation.

6. Any other conduct or behavior deemed inappropriate by the Diocese.

This policy applies to all incidents of alleged harassment, including those which occur off-premises, or during off-hours, or where the alleged offender is a supervisor, coworker, or even a non-employee with whom the employee is involved, directly or indirectly, in a professional or potential professional relationship.

Harassment Complaint Procedure

Any employee who believes he or she has been subjected to job-related harassment prohibited by this policy should promptly report that behavior to his or her supervisor, Director of Human Resources, the Chancellor, or the Bishop (or diocesan administrator in lieu of the Bishop).

If an employee becomes aware of harassing conduct engaged in or suffered by an employee, regardless of whether such harassment directly affects that employee, the employee should immediately report that information to his or her supervisor. In the event your immediate or direct supervisor is the source of the alleged discriminatory or harassing conduct, or if you are simply uncomfortable discussing the issue with him or her, ***there is no need to follow any formal chain of command when filing a complaint or when discussing or expressing any issue of concern regarding alleged discrimination or harassment. You may bypass anyone in your direct chain of command and file your complaint or discuss or express any issue of concern with the Human Resources Department at any time.***

Please understand that the Diocese takes complaints of discrimination and harassment very seriously. Whenever the Diocese of Des Moines is made aware of a situation that may violate this policy, the Diocese will conduct prompt investigation and resolve all complaints in a timely and objective manner. While complete confidentiality cannot be guaranteed, all investigations will be conducted with as much discretion as possible under the circumstances, and information will be shared only on a "need to know" basis.

If the Diocese determines that an employee has violated this policy, appropriate disciplinary action will be taken against the offending employee, up to and including possible termination of employment. A determination regarding the conclusions reached in the investigation will be communicated to the complaining employee as soon as practical. The type of discipline administered will be dependent upon the severity of the conduct, as well as any other factors presented in the particular circumstances. Remedial action for the reporting employee may also be taken depending on the circumstances and needs of the particular case.

The Diocese of Des Moines strictly prohibits retaliation against any person by another employee or by the Diocese for using this complaint procedure, reporting harassment, or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted.

Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

There is a separate policy for the parishes, schools and affiliate organizations.

REQUESTS FOR REASONABLE ACCOMMODATIONS FOR QUALIFIED INDVIDUALS WITH DISABILITIES

The Diocese of Des Moines does not discriminate against applicants and employees with disabilities and, when needed, will provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position unless doing so creates an undue hardship on the Diocese. Furthermore, it is the policy of the Diocese not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Please visit with the Director of Human Resources with any questions or requests for accommodation.

Breastfeeding/Expressing Requirements

The Diocese will provide a reasonable break time for an employee to express breast milk for her nursing child each time the employee has need to do so. The employee should contact Human Resources to make arrangements.

Professional Appearance

Employees are expected to conduct themselves in the utmost professional and respectful manner while working for the Diocese of Des Moines. Employees are required to dress in appropriate business attire or clothing consistent with their position.

All workspaces and environments shall be kept clean, orderly, and professional. Work environments are a reflection of the Diocese of Des Moines and every effort should be made to keep work surfaces, equipment, vehicles, and equipment free of clutter and potential safety hazards. Files and cabinets containing sensitive or confidential information shall be locked or properly stored.

Statement of a Drug Free Workplace

It is a policy of the Diocese of Des Moines to employ a workforce free from use of illegal controlled substances and abuse of legal drugs or alcohol. The diocese prohibits the manufacture, sale, possession or use of narcotics and other illegal substances on any of the diocesan premises. Such activities are unlawful; constitute a potential danger to the security and welfare of other employees; and exposes the Diocese of Des Moines to the risk of funds and property loss. Accordingly, it is the policy of the Diocese that the possession or sale of illegal substances by an employee on the premises is strictly prohibited. An employee reporting to work, or who is at work, under the influence of alcohol or an illegal substance is strictly prohibited.

If an employee becomes aware of another employee selling, purchasing, transferring or using illegal substances while on the job, he/she is expected to take prompt action to report the circumstances to the supervisor or the Director of Human Resources. If an employee is using prescription drugs for medical purposes, and such drug usage may impair work performance, including, but not limited to, the ability to safely drive a vehicle for the Diocese, the employee should consult with his/her supervisor. Arrangements for necessary time off or an alternate job function will be addressed on a case-by- case basis.

[Code of Conduct for Personnel](#)

[I. Introduction](#)

Personnel of the Diocese of Des Moines uphold Roman Catholic values and conduct. They also know that God's goodness and graces support them in their work. In following the Gospel, they are to act properly at all times. The conduct of personnel, both public and private, has the potential to inspire and motivate people, or scandalize and jeopardize their faith.

This Code of Conduct establishes a framework for ethical behavior for personnel. Personnel must be aware of the responsibilities that accompany their work. This code is also intended to stimulate discussion within the church community in order to broaden consensus on standards of practice and further refine them. These standards cannot address all the ethical questions, which involve personnel; nor does it supersede canon or civil law. Current and new employees are to receive training and education about this Code of Conduct.

Responsibility for adherence to this Code of Conduct rests with personnel themselves. Disregard of these standards will be dealt with by the appropriate authorities. Remedial action may take various forms from counseling to removal from the position and/or termination of ministry/employment.

** For purposes of this Code of Conduct, "personnel" includes those listed in Appendix A of this document.*

[II. General Principles](#)

The following principles have guided the development of this Code of Conduct.

Integrity

Personnel are persons of integrity and conduct themselves in an honest and open manner, free from deception or corruption.

Respect for Others

Personnel respect the rights, dignity and worth of each person, respecting each individual as a creation of God. Personnel are sensitive to cultural differences among people and appreciate the richness that diversity brings.

Well-Being

Personnel attend to their own human, spiritual, intellectual, and pastoral well-being, and support others in their developing well-being.

Competence

Personnel maintain high levels of professional competence in their particular work. Training, education and experience all contribute to make them competent and credible in their areas of expertise.

III. Standards for Conduct in Professional Relationship

1. Administration

Personnel exercise just treatment of others in day-to-day operations.

1.1 Personnel relate to all people with respect, sensitivity and reverence.

Meetings/conversations are conducted with patience and courtesy respectful of the views of others, in an environment where it is safe for others to offer constructive criticism.

1.2 Personnel empower others, supporting each person to live the life to which God calls them. They work in ways that respect the different talents people bring to the Church.

1.3 Personnel exercise responsible stewardship of all resources. They ensure that in their area of work, there is a clear accounting of all funds and materials. Parish finances are to be managed in cooperation with the parish finance council as required by canon law.

2. Conduct in Counseling

Personnel who conduct counseling for families, individuals, or groups, respect their rights and advance the welfare of each person.

2.1 Personnel do not exceed their competence in counseling situations. The parameters are dictated by their training, certification, or licensure from the state of Iowa.

2.2 If conducting group sessions, clients are not subject to trauma or abuse resulting from group interactions. Personnel must state to group participants the nature of the group, and the parameters of confidentiality of all individual disclosures.

2.3 Personnel do not disclose information learned from counseling sessions. Personnel should inform the counselee that confidentiality is limited when there is clear and imminent danger to the client or to others. In such cases, personnel must contact the necessary authorities or other professionals.

2.4 In cases where the counselee is in a counseling relationship with another professional, personnel should make clear what services they can provide to the counselee.

2.5 Personnel who leave their position while conducting counseling should help make appropriate referrals for continued care. When possible personnel should provide those whom they are counseling thirty days written notice, they are leaving their position.

2.6 Personnel ordinarily do not begin a counseling relationship with someone with whom they have a preexisting relationship (i.e., employee, professional colleague).

2.7 Personnel are forbidden to engage in sexual conduct with those whom they counsel.

2.8 Physical contact with the counselee should be avoided. In situations where physical contact is initiated by a counselee, use sound discretion and moderation.

2.9 It should always be clear to both the personnel and the counselee that a counseling relationship is in process. This presumes that counseling is conducted in an appropriate setting and at appropriate times. Counseling should not be done in private living quarters or at places or times that would be ambiguous or misleading to the counselee.

2.10 Personnel maintain appropriate boundaries in all counseling relationships. During the course of the counseling relationship, personnel ordinarily do not engage in socializing with counselees.

2.11 Personnel who conduct counseling should exercise personal accountability by engaging in professional peer consultation and/or supervision as appropriate and maintain a written record of all counseling sessions.

2.12 When personnel are unable to provide appropriate assistance, they should advise the party/parties that he/she can no longer provide counseling and refer the counselee to other counselors.

3. Conduct with Minors

Personnel working with minors should use appropriate judgment to ensure trusting relationships marked by personal and professional integrity. There are times when one-on-one involvement with minors is unavoidable. If it is necessary to depart from these guidelines, adults should be aware of any departure and be able to explain their actions as conforming to principles of Christian ministry.

3.1 Personnel must be aware of their own vulnerability and that of any individual minor with whom they may be working. In every instance possible, a team approach to youth activities should be considered. Personnel should avoid establishing any exclusive relationship with a minor and exercise due caution when they become aware of a minor desiring such a relationship.

3.2 Avoid physical contact when alone with a minor. In situations where physical contact is necessary and proper, use sound discretion and moderation. If a minor initiates physical contact out of affection, an appropriate response is proper if not prolonged.

3.3 Seek more than one responsible adult to be present at events involving minors, such as games and athletic activities.

3.4 Personnel do not use or supply alcohol and/or illegal drugs when working with minors.

3.5 Personnel do not provide any sexually explicit, inappropriate, or offensive material to minors.

3.6 Other than a close familial relationship, church leaders should not provide shared or private, overnight accommodations for individual young people including, but not limited to, accommodations in any church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.

3.7 Personnel should know and understand the diocesan policy regarding sexual abuse by clergy and diocesan procedures contained in this code for reporting misconduct involving minors.

4. Sexual Conduct

Personnel do not exploit the trust of the community for sexual gain or intimacy.

4.1 Personnel are not to exploit persons for sexual purposes.

4.2 It is the personal and professional obligation of personnel to be knowledgeable about what constitutes sexual exploitation of another and to be familiar with the laws of the State of Iowa regarding sexual exploitation, sexual harassment, sexual abuse, and sexual assault.

4.3 Personnel are called always within church teaching to chastity in all relationships.

Personnel, whether committed to celibacy, single or married lifestyles, are called to witness in fidelity to chastity.

4.4 Allegations of illegal misconduct will be reported to the authorities. Any sexual exploitation of others is contrary to the policy of the Diocese.

4.5 Personnel should be knowledgeable of and comply with the State of Iowa mandatory reporting requirements, as well as the Code of Conduct and policies on sexual abuse.

5. Professional Behavior

Personnel do not engage in physical, psychological or verbal harassment of employees, volunteers, or others and will not tolerate such harassment by other employees or volunteers.

5.1 Personnel are committed to providing a professional work environment for their employees, which is totally free from such harassment. Personnel should strive for a work environment that is free from intimidation and harassment based on any of these factors.

5.2 Harassment encompasses a broad range of physical or verbal behavior, which can include but is not limited to the following:

- a. Physical or mental abuse
- b. Racial insults
- c. Derogatory ethnic slurs
- d. Unwelcome sexual advances or touching
- e. Sexual comments or jokes.
- f. Requests for sexual favors used as a condition of employment or affecting any personnel decision such as hiring, promotion, or compensation
- g. Treating someone less favorably based upon his or her gender, race, or other protected characteristic
- h. Display of offensive materials

5.3 Harassment can occur as a result of a single incident or a pattern of conduct, which results in the creation of a hostile, offensive, or intimidating work environment.

5.4 Personnel are to follow the established procedure for reporting of harassment and are to ensure that no retaliation for bringing forward a claim of harassment will be tolerated. (Diocesan Board of Education regulations 478.1) (Appendix B)

5.5 Personnel are to ensure that there is a clear policy on reporting harassment for both employees and volunteers. (Diocesan Board of Education policy 478) (Appendix B)

6. Confidentiality

Information disclosed to personnel during the course of counseling, advising, spiritual direction and any other professional contact shall be held in strictest confidence.

6.1 Individuals who come to personnel should feel that they are entering a relationship marked by respect, trust and confidentiality.

6.2 Personnel are bound to safeguard the confidentiality of any notes, files, or computer records pertaining to professional contact with individuals.

6.3 If consultation with another professional becomes necessary, utmost care should be taken to do so only by using non-identifying information; when this is not possible, the other professional must be bound to the same degree of confidentiality as the personnel. If the other professional is not so bound, the disclosure should not be made.

6.4 When consultation is necessary, personnel must exercise great care to limit the content of the information to be shared. Personnel must first determine: what is the precise information that personnel needs to have shared; with whom is the information to be shared; and why does it need to be shared?

6.5 Knowledge that arises from professional contact may be used in teaching, writing and preaching or other public presentations only when effective measures have been taken to absolutely safeguard individual identity and confidentiality.

6.6 Except as provided above with respect to consultation, confidential information can be disclosed only with the written, informed consent of the individual. In legal proceedings in which personnel is a defendant and the allegations stem from a professional contact, the disclosure of confidential information gained in that contact is permitted only to the minimum necessary to achieve the purpose of defense.

6.7 When entering into a counseling or pastoral relationship with an individual, personnel instruct the individual from the outset regarding several exceptions to the ordinary rights to confidentiality: threats of self-inflicted harm to the individual and threats against others because of the individual's emotional status or behavior. Threats of self-harm may also include suicidal ideation with a plan to commit the act and/or plans to commit violence against another. In these situations, which pose a grave risk for the individual's welfare and the welfare of others, communication of information to a parent or legal guardian and /or to the civil authorities should occur expeditiously with or without the consent of the individual.

6.8 Under no circumstances whatsoever can there be any disclosure, even indirect, of information received through the confessional.

7. Reporting Misconduct

Personnel have a responsibility to report ethical misconduct on the part of other personnel.

7.1 In cases where there are indications of illegal actions by personnel, notification should be made immediately to the proper civil and church authorities.

7.2 In cases where there are indicators of unethical, but not illegal actions by personnel, notification should be made to the proper church authorities.

7.3 All accusations and concerns, either past or present, involving the sexual abuse of a minor and/or adult sexual exploitations, as defined by Iowa law, must be reported promptly to the pastor.

7.4 In cases relating to the sexual abuse of a minor by clergy, the Diocese of Des Moines Policy Regarding Sexual Abuse of a Minor by a Member of the Clergy will pertain. Other allegations of unethical misconduct will be investigated by the Diocese and restrictions/termination of ministry/employment may be imposed. Diocesan protocol and procedures will be followed to ensure the rights of all involved and to facilitate justice for the aggrieved.

7.5 Where circumstances dictate, the reporting and investigation procedures set forth under Iowa Administrative Code Section 281.102 should be followed. (Diocesan Board of Education policy 478 and regulation 478.1) (Appendix B)

8. Electronic Communication

Information and technology resources are used to support the pastoral, educational, instructional, and administrative endeavors of church leaders.

8.1 Under no circumstances shall any postings, voicemail, e-mail or Internet originating at diocesan or parish property be in violation of teachings of the Catholic Church, the letter or spirit of the diocesan Equal Employment Opportunity or Sexual Harassment policies or the restrictions against 501c(3) tax exempt organizations. Communication tools should not be used for personal gain, partisan political activity, for gambling, or to solicit others for activities unrelated to diocesan business. Under no circumstances can electronic communications be used to carry defamatory, discriminatory or obscene material.

8.2 The intended transmission or reception of any material in violation of any national, state or local regulation is prohibited. The intended transmission or reception of materials such as pornography that would violate the moral teaching of the Catholic Church or be scandalous to the Church on diocesan or parish equipment is also prohibited.

8.3 The Diocese respects the personal privacy of its personnel. However, because communication tools are provided for business purposes, personnel rights of privacy in this

context are quite limited. There should be no expectation that any information transmitted or stored on diocesan or parish equipment is, or will remain, private. In the course of their duties, system operators and managers may monitor employee use of the Internet or review the contents of stored or transmitted data. E-mail should not be considered a confidential means of correspondence. Illegal activities or usage will be reported to law enforcement.

8.4 Violations of these procedures can result in responses ranging from denial of future access to termination of ministry/employment.

[**Corrective Action for Unacceptable Behavior**](#)

The Diocese expects employees to strive to develop their performance to the highest level. When a problem occurs, the Diocese will attempt to encourage the employee to correct the unacceptable behavior or performance problem. There also may be occasions where an employee may violate a policy, or display inappropriate behavior. As previously noted, employment may be terminated at will by the employee or the Diocese of Des Moines at any time with or without cause or prior notice, and without following any system of progressive corrective action. Nevertheless, the diocese may choose to exercise its discretion to utilize forms of corrective action that are less severe than termination in certain cases. The Diocese will provide the employee advance notice, whenever possible, of problems with performance or behavior in order to provide him/her an opportunity to correct the problem. Examples of such less severe forms of corrective action include verbal warnings, written warnings, probationary action/suspension, and demotion.

Although one or more of these steps may be taken in connection with a particular employee, no formal order is required. The steps taken and the time allowed for resolution are dependent upon the nature and severity of the issue. Any of these steps may be skipped or repeated in accordance with the severity of the performance or behavior being addressed, including skipping all steps and immediately terminating an employee.

[**Attendance and Punctuality**](#)

The Diocese of Des Moines expects employees to be conscientious about attendance and punctuality at work. It is important that colleagues can depend on each other in this regard.

Planned absences, such as vacation, scheduled personal time, or leave without pay are to be reported to his/her supervisor as far in advance as possible.

If an employee is going to be absent for unplanned reasons or anticipates a late arrival, the supervisor should be notified no later than the scheduled starting time. If the absence extends more than one day and the date of return is indefinite, the employee must keep his/her supervisor informed of the situation by reporting daily, unless otherwise excused, as to the reason for the continued absence and the probable date of return. If absent for more than three consecutive days, the Diocese of Des Moines reserves the right to request a doctor's release before the employee returns to work.

Unreported absences will be treated as time- off without pay and considered as being non-compliant with this policy. If an employee is absent from work for three (3) consecutive days, and does not notify one's supervisor during this period, he/she will be considered to have voluntarily resigned.

Media Policy

Any inquiries or communication with the media (radio, TV, newspaper, news service) must be directed to the Communications Department. All press releases will be made through the Communications Department unless authorized by the Director of Communications or the Bishop.

Telephone and Electronic Devices

Courtesy and thoughtfulness in using the telephone are not only key elements in good public relations, but serve as indicators of employees' attitude, competence, and consciousness. Cell phones and electronic devices are allowed in the work areas; however, the same good judgment regarding telephones will be expected in keeping personal conversations, texting, and personal internet usage to a minimum. It is preferred that the cell phone and electronic devices will be set in vibrate mode or at a normal ring at low volume. If cell phones are brought into meetings, they are to be turned off or placed in vibrate mode.

Electronic and Computer policy

With the rapidly changing nature of electronic media, this policy cannot establish rules to cover or anticipate every possible situation. This policy is intended to express the Diocese of Des Moines' philosophy and establish general principles to be applied in the use of electronic media and services on our property and with diocesan owned devices.

General Use and Ownership

The equipment, services, and technology provided remain at all times the property of the Diocese of Des Moines. All information stored, transmitted, received, composed or contained in the diocesan Information System is the property of the Diocese of Des Moines.

For security and network maintenance purposes, authorized individuals within the Diocese may monitor equipment, systems, and network traffic at any time. Employees should not expect that any communication or information located on or transmitted using diocesan technology will be private or confidential as the Diocese has an obligation to monitor use of its technology.

Employees are expected to limit their computer use to diocesan business related issues. Appropriate, reasonable, personal use will be allowed during the employee's personal time, such as lunch hours and/or before and after the normal workday. Employees are responsible for exercising good judgment regarding the reasonableness of personal use.

Internet and Email Usage

All activities must be appropriate, presenting a positive, professional image of both the employee and the Diocese of Des Moines. There should be no expectation of privacy. Communication that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, defamatory, obscene, threatening, or harassing.

Users must ensure that their conduct in public forums, email, and the Internet conforms to the teachings of the Catholic Church.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited.

All users connected to the network have a responsibility to conserve computer resources such as bandwidth and storage capacity of the Diocese of Des Moines. The user must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-work related uses of the Internet.

The Diocese of Des Moines reserves the right to review, audit, intercept, access, and disclose all messages created, received, or sent over the electronic mail system for any purpose. Employees should have no expectation of privacy in anything they create, store, send or receive using the Diocese of Des Moines computer equipment. The use of encryption of information is recommended when possible.

Social Networking sites

The accessing of social networking sites is permitted for business related issues. Two primary values should be followed when using social media:

1. Visibility
2. Accountability

Diocesan sites require adherence to these following guidelines:

1. When setting up a diocesan social media site, approval from the Director of Communications is required. All user names password of diocesan social media sites must be provided to the Communications Department.
2. Abide by diocesan guidelines.
3. Identify yourself.
4. Abide by copyright, fair use & disclosure laws.
5. Do not divulge confidential information to others.
6. Do not cite others, post photos or videos, link to another's materials, without their approval.
7. Practice Christian Charity
8. Obtain parental permission of a minor before communicating with them via social media.
Provide parents the opportunity to be copied on all material sent to their children via social

media (includes test messages). No employee should initiate the “friending” of a minor. Minors must make the initial request.

9. Before posting photos of minors, have consent of parents or school officials.
10. Diocesan social networking sites should be regularly updated. As with any ministry effort, there should be an intentional plan and a set of goals regarding establishing and maintaining a web presence.
11. Report “unofficial” sites that carry the diocesan logo to the diocesan Communications Department.

Personal Communications:

- a. Do not use personal sites for diocesan programs.
- b. Personal communication reflects the Church.
- c. Personal social media sites should also reflect Catholic values.

Remote Access

Remote Email Access: The user is expected to safeguard their diocesan email account when accessing it through the internet from a remote location. All items addressed and implied in this document also apply to accessing email accounts remotely. 2FA (2 Factor Authentication) or MFA (Multi-Factor Authentication) must be used.

Virtual Private Network (VPN) Access: The Diocese of Des Moines provides remote computer access to particular positions based on need. Those staff utilizing this tool must contact the IT Department to identify technology requirements. The VPN software is to be loaded to only one remote computer and that computer location must have prior approval. The VPN software cannot be copied or distributed by the select user. 2FA (2 Factor Authentication) or MFA (Multi-Factor Authentication) must be used. (Appendix C and D)

Security

The Diocese of Des Moines restricts access to its computing resources and requires that users identify their accounts with a user name and password. Sharing user accounts with persons other than the Technology Department Staff is prohibited. If there is a breach with user accounts and/or passwords, it will be tracked back to the employee and the employee will be held responsible.

The employees must safeguard their network connection. Steps should be taken to set computer to “Stand-by” mode if the employee will be away from his/her computer for an extended length of time. A username and password is required for the computer to become operational again from the Stand-by mode. The employee should log off the network when leaving his/her computer for the workday.

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, disciplinary action up to and including termination, and civil and criminal penalties under state and federal laws.

Loading and Installing Computer Software Policy

Computers shall not be loaded with any programs or files that have not been purchased for that specific computer by the Diocese of Des Moines. No files shall be downloaded from the Internet or any files accepted from an E-mail message. The exception to this would be files from other computers or files from business associates of the Diocese of Des Moines.

In order to resolve problems and to reduce conflicts with hardware and software on PCs, all software and hardware must be approved by the department head in consultation with the IT Department prior to the purchase and installation of the product. Software and hardware that is not approved and/or not used to conduct business will be removed. This includes backdrops, screensavers, and unapproved personal software.

If a computer is not operating properly, contact the IT Department. The IT Department will check the computer to see if it is a network, software or hardware problem. If the computer needs service, that office will then coordinate the unit's repair and return of the computer to the employee.

Security Awareness Training (updated 9/4/19)

Security and privacy awareness and training are important aspects in protecting the confidentiality and integrity of sensitive information. Employees are the first line of defense and must be made aware of the security risks associated with the work performed at the Diocese of Des Moines.

All employees, contractors, and anyone accessing Diocese of Des Moines information systems must understand how to protect the integrity of information and information systems.

The Diocese of Des Moines will ensure that all employees and contractors are given security and privacy awareness training during the new hire process. This training reflects common security and privacy awareness specific to the Diocese of Des Moines environment including, but not limited to, physical access, restricted areas, potential incidents, how to report incidents, laptop best practices and how to spot a phishing scam. New hire security training must be completed within one week of employee start date.

The Diocese of Des Moines will conduct refresher training on a regular basis for all employees and anytime there are significant changes to the environment. This will be administered via our current security awareness training company and tracked for completeness and passing grade to show adequate understanding of the material.

All employees and contractors are responsible for understanding and following all security related policies and procedures, and asking their manager or Technology Coordinator for clarification if needed.

Managers are responsible for ensuring all employees complete required security training. The Technology Coordinator is responsible for enrolling all employees in first- time and ongoing security training and tracking results.

Compliance

Compliance with the policy defined in this document is mandatory. Failure to comply with Diocese of Des Moines Information Security Policies may result in disciplinary actions up to and including termination of employment. Failure to comply with Diocese of Des Moines Information Security Policies may result in termination of contracts for contractors, partners, consultants and other entities. Legal actions may also be taken for violations of applicable regulations and laws.

Smoke and Tobacco-free Environment

To maintain a safe and comfortable working environment and to ensure compliance with Iowa's Smoke Free Air Act, smoking in The Catholic Pastoral Center or on its premises, and all vehicles owned by the Diocese of Des Moines is strictly prohibited. Because the Diocese may be subject to criminal and civil penalties for violations of the applicable smoking law, we must insist on strict adherence to this policy. This policy also prohibits the use of any tobacco product, including smokeless tobacco and vaping. An employee's failure to abide by this policy and State law may subject the employee to disciplinary action, up to and including discharge from employment.

Complaints about violations of this policy may be brought directly to the human resources department. No employee will face any discrimination or retaliation for reporting violations of this policy.

As part of the commitment of the Diocese to the wellness of its employees, support will be provided for employees who wish to eliminate a pattern of personal tobacco usage. Information in that regard is available through Human Resources.

Traffic Violations

Penalties/fines resulting from moving traffic violations and/or non-compliance with transportation requirements while operating equipment are the responsibility of the employee-operator. These violations will also be subject to the corrective action process.

Vehicle and Driver Safety Policy

This policy was created for the entire Diocese of Des Moines. The purpose of this policy is to ensure that all of the various entities that are part of the Diocese of Des Moines are following the same procedures regarding the use of vehicles on behalf of the Church.

Our priority is to provide for the safety of the drivers and passengers. It is recommended that the number of drivers be limited and that they be adequately screened. This policy applies to all employees and volunteers who are required or expected by their responsibilities to operate a vehicle.

All church entities will implement the following policy regarding drivers, the use of private vehicles, vehicle maintenance, vehicle safety, accident reporting and record keeping.

I. Drivers

A. All Operators

- a. Drivers must be 21 years of age or older.
- b. A driver must have a valid, non- probationary driver's license and no physical disability that would impair his/her ability to drive the vehicle safely.
- c. Operators must possess a current valid driver's license for the type of vehicle they will be operating.
- d. No operator will be hired or be allowed to provide volunteer transportation on behalf of any church entity who has had any of the following citations or convictions in the past three years:
 - i. Operating a vehicle during a period of license suspension, revocation or forfeiture
 - ii. Driving under the influence of alcohol or drugs
 - iii. Hit and run accident
 - iv. Failure to report an accident
 - v. Negligent homicide arising out of the use of a motor vehicle
 - vi. Using a motor vehicle for the commission of a felony
 - vii. Operating a motor vehicle without the owner's authority
 - viii. Permitting and unlicensed person to drive
 - ix. Reckless Driving
 - x. A combined total of three or more accidents and/or moving violations
- e. It is the responsibility of the operator to ensure that passengers adhere to the current State of Iowa safety belt laws and regulations.
- f. All operators are expected to take the online defensive driving course Be Smart-Drive Safe: <http://www.cmgdrivesafe.com>

B. Employee Operators

- a. Vehicles owned by the Diocese cannot be used for personal use without authorization.
- b. A copy of the Motor Vehicle Record (MVR) from each state where he/she has ever had a valid driver's license is required and will be obtained in the background check process.

C. Volunteer Operators

- a. Any volunteer who drives on a regular basis for church business must complete the Volunteer Driver Application (Appendix E) and the background check form. Please retain the Volunteer Driver Application in your office.
- b. A copy of the Motor Vehicle Record (MVR) from each state where he/she has ever had a valid driver's license is required and will be obtained in the background check process.
- c. Potential drivers should not be utilized if they answer "Yes" to any of the questions asked on the Volunteer Driver Application.

II. Use of Private Vehicles

- A. All privately owned vehicles used on behalf of the church must be insured. They must have a valid and current registration, license plates and proof of insurance card.
- B. The vehicle must be in safe operating condition.
- C. The private automobile insurance company of the owner of the vehicle will be the primary insurance carrier.
- D. The minimum liability limit for privately owned vehicles is: \$100,000/\$300,000.
- E. A private Vehicle Use Application (Appendix F) must be completed for each vehicle.

III. Organization Owned Vehicle Maintenance

- A. Each institution will implement a quarterly vehicle maintenance and inspection program in addition to the manufacturers' operation and maintenance recommendations for all vehicles that they own.
- B. All church-owned vehicles must be equipped with a road safety kit and inspected fire extinguisher.
- C. Cell phones and other electronic devices are not permitted to be used while operating a motor vehicle on behalf of the church.

IV. Accident Reporting

If an accident occurs:

- A. Obtain medical assistance if needed, at the scene as soon as possible.
- B. Contact local police, sheriff or highway patrol authorities as required.
- C. Exchange driver, vehicle and insurance information.
- D. Report the accident/moving violation to the insurance agent.
- E. Report accident/moving violation to the parish/school.
- F. Complete the Vehicle Accident Report (Appendix G)

V. Record Keeping

- A. Records pertaining to driver selection and training should be kept on file for a period of three years following termination of their driving privileges.
- B. Vehicle maintenance logs and vehicle inspections must be maintained for the duration of ownership of church-owned vehicles.
- C. All organizations-owned vehicles must carry, at all times, a current vehicle proof of insurance identification card.
- D. Retention of Forms:
 - Appendix E: Volunteer Driver Application, retain for a minimum of 3 years
 - Appendix F: Private Vehicle Use Application, retain for a minimum of 3 years
 - Appendix G: Vehicle Accident Report, retain for 7 years from date of accident

VI. Use of 11-15 Passenger Van is Prohibited

The use of these vans is strictly prohibited by our insurance carrier.

Workplace Violence Policy

The Diocese of Des Moines is aware of the national concern about violence in the workplace. Employees are expected to notify a supervisor at the first observation (or statement) of violence or threat of violence. The Diocese wishes to clearly communicate that violence of any kind is counter to its values, principles, and standards and will not be tolerated. The Diocese strictly prohibits weapons of any type on the property. This includes concealed weapons, even those for which the owner has obtained the necessary permits.

Safety

Establishment and maintenance of a safe work environment is the shared responsibility of the Diocese of Des Moines and employees throughout all levels. The Diocese will take all reasonable steps to assure a safe environment, and compliance with federal, state, and local safety regulations.

Employees are expected to follow safety rules and to exercise caution in all their work activities. Employees are asked to report any unsafe conditions to their supervisors.

Visitors to the diocesan office should be accompanied by staff at all times. Particular attention must be paid to this practice if guests are invited before/after regular hours of operation.

Guidelines for Employment and Volunteer Opportunities Outside of Employment with the Diocese of Des Moines

The Diocese of Des Moines encourages civic involvement and does not discourage outside employment. From time to time, there may be occasions when such activities create a conflict of interest.

For this reason, all regular full-time employees must obtain approval from their immediate supervisors before accepting any outside employment. Approval will be based on possible conflict of interest, any reference with the employee's ability to perform their duties for the Diocese of Des Moines, and interference with their regular working hours. Depending upon the employee's position and the activity, permission may be granted. Activity related to outside employment may not take place during the employee's regular hours nor involve the use of the resources of the Diocese.

Any employee who wishes to serve in an advisory capacity for another organization or serve on the board of any organization must first obtain approval from his/her supervisor and the Bishop. Approval will be granted based on the amount of time and type of activity involved, any interference with the employee's regular work schedule, and the benefit to the employee and The Diocese of Des Moines. Employees should be aware their involvement in a particular activity or a particular organization could be perceived as evidence of a relationship to the Diocese.

No employee shall have direct or indirect financial interest in the assets, leases, business transactions or professional services of the Diocese of Des Moines except as specifically approved in writing by a diocesan officer in advance of such transaction or service.

The process for reviewing outside work and volunteer opportunities is as follows:

1. The request will be directed toward the immediate supervisor, who has an initial ability to recommend or discourage a proposal.
2. If the proposal is recommended by the supervisor, or if it is discouraged but the employee requests further evaluation, the proposal will be presented to the review committee, using the advisory role/employment request form.
3. Depending on the scope of the request, the review committee will consider the proposal either via email consultation or meeting. If necessary further information will be requested from the employee.

4. The committee will provide update memos as needed to the Bishop, including the review committee's recommendation, giving the Bishop an opportunity for consultation prior to a final determination.
5. The review committee will make a final determination, and communicate the decision to the employee and supervisor.

Approved outside employment and advisory roles are subject to review, at least annually. If the employee's supervisor discerns that the outside employment is an obstacle to diocesan responsibilities, or if a conflict of interest arises, the supervisor will work directly with the employee to find a mutually agreeable resolution, which will be documented. If the issue cannot be resolved in this manner, the HR department will be asked to assist, and when necessary the employee will be expected to discontinue the outside employment or service.

[Guidelines for Political Activity](#)

Maintaining an objective position in political affairs has the following implications for all employees:

1. Individuals in their capacity as employees of the Diocese must avoid endorsing or promoting political parties or candidates; must neither lend, permit to use, nor provide Diocese's supplies, services, publicity, or facilities for such purposes.
2. Without authorization from the Bishop, an employee of the Diocese is not free to state or imply that the Diocese supports, opposes, approves, or disapproves of any candidate, political issue, referendum or platform, or any proposed, pending, or current legislation.
3. When the church has taken an official position on an issue and that position is reflected in magisterial statements, statements of the United States Conference of Catholic Bishops, the Iowa Catholic Conference or from the Bishop, employees of the Diocese, in their capacity as employees, may not publicly oppose any such official statement. When in doubt about the Church's position on a given issue, employees should obtain official information from the Chancellor. This information should be obtained prior to making any public statements.
4. Employees may not distribute political materials on diocesan property. Political materials include, but are not limited to campaign literature, posters, leaflets, or fliers, as well as electronic communication regarding same. Certain voter's guides must be specifically approved by the Bishop for distribution. Non- approved voter guides may not be distributed.
5. Officials and employers of the Diocese, acting in their individual capacities on political matters, should make clear that they are not acting as representatives of the Diocese or any church organization.

Guidelines Regarding Statements & Positions Contrary to the Official Positions of the Church

Employees of the Diocese may not publicly contradict official Church teaching either in the course of their work or in a public forum such as social media.

3. Employment Practices

Application/Resume

Applications for open positions are to be made through the HRIS system. Applicants may be requested to submit a resume regarding their education and experience.

The Diocese of Des Moines relies upon the accuracy of information contained in the employment application, resume, and other data presented throughout the hiring process. Any misrepresentations, falsifications, or material omissions in any of this information may result in the exclusions of the individual from further consideration for employment. If the omission or error is discovered after the individual has been hired, termination of employment may occur.

Employment Reference Checks

To ensure that applicants are qualified and have strong potential to be productive and successful, it is diocesan policy to check the employment references. A copy of an applicant's transcript may be required.

Salary Increases

Salary increases will be determined by the Diocese of Des Moines and are approved by the Bishop.

Employment Information/Definitions

All employees are employed on an "at will" basis. "At will" is defined, as an employment relationship that can be terminated at will by either the employee or the Diocese of Des Moines with or without prior notice, and with or without cause. There are no expressed or implied agreements with respect to the term of employment.

Employees are classified as either **NONEXEMPT** or **EXEMPT** under the federal and state wage and hour laws.

- A. **NONEXEMPT** (hourly) employees are entitled to overtime pay under the specific provisions of federal and state wage and hour laws. All time worked by any nonexempt employee must be recorded; no authorization can be given to work "off the clock."
- B. **EXEMPT** (salaried) employees are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime.

In addition to the above classifications, employees will also be designated as follows:

- A. **Regular Full-Time:** Employees who are not in a temporary status and who are scheduled to work an average of 28 or more hours per week. Generally, they are eligible for the employer's full benefit package, subject to the terms, conditions, and limitations of each benefit program.
- B. **Regular Part-Time:** Employees who are not in a temporary status and who are anticipated to be regularly scheduled to work less than an average of 28 hours per week. Regular part-time employees may be eligible for a portion of the employee's benefit package subject to the terms, conditions, and limitations of each benefit program.
- C. **Temporary:** Employees hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of an unlimited and indefinite duration. Employment beyond any initially stated period does not in any way imply a change in employment status. "Temporary" employees retain their status until notified of a change. Only legally mandated benefits (Such as Social Security and Workers Compensation Insurance) are provided to temporary employees.

Classification is not a limitation upon, nor a guarantee of, the number of hours one may be required to work.

Hours of Work

The work week consists of 35 hours. Offices are open from 8:30 a.m. to 4:30 p.m. Monday through Friday, and on designated evenings.

Staff members are expected to be available during those hours, unless their Department Director is informed of their unavailability. Their whereabouts should be made known to the Department Director during all working hours.

Exempt employees whose responsibilities involve extensive work beyond regular working hours may have flexibility in their work schedule as duties permit.

Flexible Work

The Diocese of Des Moines allows for flexible work arrangements in the following situations:

- Exempt staff who are often required to work outside of scheduled work hours.
- Exempt or non-exempt staff who are irregularly required to work outside of normal work hours.
- Non-exempt hourly employees will be paid for all hours worked in the week in which they are worked.
- In the event of severe weather (Please refer to the Severe Weather Policy)
- In the event of another, non-weather emergency situation

In the first scenario, exempt staff members should work with their supervisor to determine a regular flexible schedule. In all other scenarios, staff should work with their supervisor to determine a flexible schedule as the situation arises. In all cases, flexible work schedules are for a given workweek, and should not carryover from one week to the next unless there are special circumstances such as severe weather on a Friday.

A flexible work arrangement is not a right of employment. It is determined at the discretion of management and Human Resources and may be subject to change at any time.

Eligibility for Paid Leave

In order to be eligible for paid leave, including holiday, vacation, sick, funeral, and other, a person must be regularly scheduled to work at least 28 hours per week. If a person is regularly scheduled to work less than the normal work week of 35 hours, then compensation for leave will be on a pro-rata basis. For example, a 28-hour employee will earn 5.6 hours of holiday pay for each paid holiday, will earn 1.0 days of sick leave during each month, and will earn a maximum of 140 hours of vacation pay each year. Part-time persons who work less than 28 hours per week are not normally eligible for any paid leave.

Observed Holidays

14 regular holidays with pay for full-time employees are observed:

- New Year's Day
- Good Friday and Monday following Easter
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and following Friday
- Christmas Eve Day through New Year's Day

Vacation Leave

1. Vacation leave is earned by full-time employees based on the years of employment and increases at the time of your anniversary as follows:

• 0 years	=10 days per year
• 1 years	=15 days per year
• 2-10 years	=20 days per year
• 10-19 years	=22 days per year
• 20-up	=25 days per year

2. Vacation leave is earned on a bi-weekly basis beginning with the employee's first day of employment.
3. Limited vacation leave may be taken in excess of credits earned with the recommendation of the Department Director.
4. The maximum vacation balance that can be carried at any time is the annual accrual rate. For example, if an employee is earning at a rate of 10 days per year, he/she would have a maximum of 70 hours; 20 days would be 140 hours etc. Vacation will not accrue or be earned on balances over the maximum.
5. Vacation leave may be taken all at once or in increments with supervisory approval.
6. Employees of the Finance Team whose responsibilities include accounting-related functions are required each year to take at least one vacation period of five consecutive working days.
7. Vacation leave must be approved in advance in by submitting it through the Paylocity software to the Department Director.
8. Vacation leave taken is to be recorded in Paylocity.
9. Payment of earned and unused vacation, up to their maximum, will be paid out at the time of termination.

Years of Service	Days Per Year	35 hrs/wk*		28 hrs/wk*	
		Hours Accrued per Pay Period	Max Balance (Hours)	Hours Accrued per Pay Period	Max Balance (Hours)
0	10	2.69	70	2.15	56
1	15	4.04	105	3.23	84
2-10	20	5.38	140	4.31	112
11-19	22	5.92	154	4.74	123.2
20+	25	6.73	175	5.38	140

*Note: Number of hours an employee is regularly scheduled to work per week.

Sick Leave

Full-time employees are allowed 1.25 days of paid sick leave during each month in which they are employed. Employees who utilize less than 15 days of paid sick leave each year may carry over the remaining days of sick leave until a maximum of 90 days is accumulated.

Sick leave may be used for an employee's personal illness or illness of a member of the employee's family, or employee's spouse, or the spouse's immediate family (spouse, dependent children, and

parents). Sick leave for the illness of an immediate family member will be administered in accordance with the Family Medical Leave Act.

Employees requiring sick leave shall notify their Department Director of such absences. Visits to the doctor or dentist may be counted as sick leave. Sick leave is to be recorded in Paylocity.

No payment for the unused portion of accumulated sick leave will be made at the time of termination.

Hours Accrued Per Pay Period	
35 Hrs/Wk*	28 Hrs/Wk*
4.04	3.23

*Note: Number of hours an employee is regularly scheduled to work per week.

Parental Leave

The Diocese is committed to the care and support of strong families. Employees, both mothers and fathers, who are benefit eligible and who have worked for the organization for a full year are eligible for six weeks of paid time off to care for a new child through birth or adoption. This parental leave runs concurrently with FMLA.

Family and Medical Leave

It is the policy of the Diocese of Des Moines to provide unpaid family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA) of 1993 and its subsequent amendments.

Whether or not a particular situation is covered by FMLA depends on whether the law's requirements have been met, not on whether an employee actually requests FMLA leave.

The Diocese of Des Moines will designate leave as FMLA leave if the employee is eligible for FMLA leave and if the law's requirements are satisfied, even if the employee has not requested FMLA leave.

Leaves Available

An eligible employee will be granted up to twelve (12) work weeks of unpaid, job protected leave each 12-month period for any of the following qualifying reasons:

1. The birth of and/or need to care for a newborn child.
2. The placement of a child with the employee for adoption or foster care.
3. The need to care for a spouse, child, or parent with a serious health condition.
4. A serious health condition that makes the employee unable to perform the functions of the employee's job.

Eligibility Requirements

To be eligible for family and medical leave, employees must have worked for the Diocese of Des Moines for at least twelve (12) months, and for at least 1,250 hours during the twelve (12) months immediately preceding that start of the leave.

General Provisions

For purposes of this policy:

- A. "Child" means a biological, adopted, or foster child, a stepchild, a legal ward of a child of a person standing in "loco parentis" under 18 years of age, or a child 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's child is one for whom the employee has actual daily responsibility for care.
- B. "Parent" means a biological, adopted, foster, or stepparent of any other person who stood in loco parentis to the employee when the employee was a child. It does not include parents-in-law.
- C. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
- D. Inpatient care in a hospital, hospice, or residential medical care facility;
- E. A period of incapacity that requires absence from work for more than three consecutive calendar days within 30 days of the first day of incapacity (absent extenuating circumstances) AND involves either two or more treatments by a health care provider, or at least one treatment by a health care provider plus a regimen of continuing treatment;
- F. Any period of incapacity due to pregnancy or time needed for prenatal care;
- G. Chronic serious health condition;
- H. Long-term conditions for which treatment may not be effective; or
- I. Multiple treatments (including any period of recovery there from) for restorative surgery after an accident or other injury; or a condition that is likely to result in a period of incapacity of more than three full consecutive calendar days if left untreated, such as physical therapy for severe arthritis or chemotherapy for cancer.

Effective January 1, 2015 the "twelve month period" during which the leave entitlement occurs is designated as the twelve (12) month period measured backward from the date an employee uses FMLA leave.

Married employees: If the employee and spouse are both employed by the Diocese of Des Moines, and are both eligible for family and medical leave, the employee and spouse will be limited to a combined total of twelve (12) weeks of family and medical leave a year taken for any one or all of the following reasons: birth of a child or to care for the child after birth; placement of a child for adoption or foster care, or to care for the child after placements; or to care for a parent with a serious health condition. This limitation does not apply in cases of leave to care for the serious health condition of a spouse or child, or because of the employee's own serious health condition.

Leave Rights

Leave Rights related to Military Service:

Eligibility

Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, arranging for care of the military member’s parent who is incapable of self-care necessitated by the covered active duty, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Entitlement

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service-member who is recovering from a serious illness or injury is entitled to up to 26 weeks of leave in a single 12-month period to care for the service-member. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave. A covered service-member is: (1) a current 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 (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. The definition of “serious injury or illness” for current service-members and veterans is distinct from the definition of “serious health condition” used elsewhere in this policy, and generally encompasses injuries and illnesses sustained in the line of duty or aggravated by military duty.

How and When Leave May Be Taken

Family and medical leave is taken either in consecutive workweeks; intermittently in separate blocks of time; or by reducing the number of days the employee works per week, or hours per day.

Intermittent or reduced leave may be taken when medically necessary to care for a spouse, child, or parent with a serious health condition, or because of the employee’s own serious health condition. The employee must provide the Diocese of Des Moines with medical certification of the need for intermittent or reduced schedule leave, and must attempt to schedule intermittent or reduced schedule leave so as not to disrupt Diocese of Des Moines operations. To accommodate an intermittent or reduced schedule leave when the leave is foreseeable based on planned medical treatment for the employee or a covered family member, the employee may be transferred on a temporary basis to an alternative position for which the employee is qualified. The alternative position will have equivalent pay, benefits, and terms and conditions of employment.

Leave for childbirth, adoption, or foster care may be taken intermittently or on a reduced leave schedule only if the employee’s supervisor agrees to the proposed intermittent or reduced leave schedule.

Leave for the birth of a child or placement of a child for adoption or foster care must be taken within twelve (12) months of the birth or adoption or placement.

[Notice Requirements](#)

If an employee knows in advance that the employee will be taking leave because of birth, adoption, or placement of a foster child in the employee's home, or because of planned medical treatment for the employee or a covered family member, the employee must notify his/her supervisor in writing using the "Request for Family Medical Leave" form at least thirty (30) days in advance.

If circumstances require that the leave begin in less than 30 days, the employee must notify his/her supervisor as soon as practicable.

When the need for leave is foreseeable based on planned medical treatment for the employee or a covered family member, the Diocese of Des Moines expects the employee to consult with the employee's supervisor and to make a reasonable effort to schedule the treatment so as not to unduly disrupt the Diocese of Des Moines operations.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military leave. Employees also must inform the employer if requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

[Medical Certification](#)

The Diocese of Des Moines reserves the right to require written medical certification from the appropriate health care provider when leave is requested to care for a child, spouse, or parent with a serious health condition, or because of the employee's own serious health condition.

Certification forms are available from Human Resources. This certification will include the date of onset, the probable duration, type of treatment, and other appropriate medical facts concerning the condition. If the employee is seeking leave for the employee's own health condition, the certification must also state that the employee is unable to perform the functions of the employee's position. For leave to care for a family member, the certification must state that the employee is needed to care for the family member, and an estimate of the amount of time that will be needed. Other certification requirements apply in the case of intermittent or reduced schedule leave.

The Diocese of Des Moines may also require medical recertification, and/or periodic reports from the employee during FMLA. Medical certification may also be required when an employee is returning to work after leave for the employee's own serious health condition.

Employees are to submit a completed medical certificate within fifteen (15) days of the request or provide an explanation why additional time is needed.

[Use of Paid Leave](#)

The Diocese of Des Moines will require the employee to use appropriate paid leave as part of his/her family and medical leave as follows:

1. Any earned personal time (sick leave and vacation leave) for any portion of the twelve-week leave for birth, adoption, foster placement, or to care for a child, spouse, or parent with a serious health condition.
2. Any earned personal time (sick leave and vacation leave) for any portion of the twelve-week leave as a result of the employee's own serious health condition. Any situation in which the employee uses personal time because the employee is unable to work due to a condition that qualifies as a serious health condition under this policy will be counted against the twelve week FMLA entitlement.

When the employee has used all required personal time (sick leave and vacation leave) for any portion of a FMLA leave, the balance of the leave will be without pay.

[Rights and Benefits During Leave](#)

Seniority will accrue only during periods of paid leave.

All benefits which an employee had earned or accrued before taking leave will be retained after returning from an approved FMLA leave, if not depleted during the leave.

While the employee is on family or medical leave, paid or unpaid, the Diocese of Des Moines will continue group health insurance coverage at the same level and under the same conditions that coverage would have been provided had the employee continued working. The employee will be required to pay the same cost of coverage as if he or she were actively at work. Employee contributions to the premium will be required either through payroll deduction or by direct payment to the Diocese of Des Moines by the 15th of the current month for continued coverage is required. The employee will be informed of the amount and method of payment at the beginning of the leave. Loss of insurance coverage may result if the premium amount is more than 30 days late. If the employee misses a premium payment and the Diocese of Des Moines pays the employee's contribution, the employee will be required to reimburse the Diocese of Des Moines for the delinquent payment on return from leave.

Under certain circumstances, if the employee fails to return to work after an approved FMLA leave, the Diocese of Des Moines may require employees to reimburse it for the amount the Diocese of Des Moines paid for health insurance premiums during the leave.

[Employer Responsibilities](#)

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

[Returning to Work](#)

Eligible employees are entitled on return from leave to be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of

employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if the employee's position is no longer available due to a job elimination). In addition, employees on a leave extension are not guaranteed reinstatement.

Before you will be permitted to return from medical leave, you will be required to present the Diocese with a note from your physician indicating that you are capable of returning to work and performing the essential functions of your position with or without reasonable accommodation. Where required, the Diocese will consider making reasonable accommodation for any disability you may have in accordance with applicable laws.

Non-Discrimination

Management will not interfere with, restrain, or deny an employee the opportunity to exercise any right provided under FMLA. Management will not discharge or discriminate against any employee for opposing any practice made unlawful by FMLA or because of an employee's involvement proceeding under or related to FMLA.

Confidentiality

Management will also keep any medical information it obtains in complying with the FMLA confidential, pursuant to this statute, as well as the Genetic Information Non-Discrimination Act (GINA).

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer to enforce the employee's rights under the FMLA. The FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Leaves for Employees Who Do Not Meet the Minimum Service Requirements

Full-time regular and part-time regular employees who have less than twelve months of service and/or who have not worked a minimum of 1,250 hours during the twelve-month period prior to their leave may request leaves of absence due to disabilities resulting from the employee's pregnancy, miscarriage, childbirth, or recovery therefrom, subject to the following terms and conditions:

1. Leave requests must be made at least thirty (30) days in advance of the date the employee would like the leave to begin or, in emergency situations, with as much advance notice as is practicable, using the Diocese's official Leave-of-Absence Request Form. (Normally, this should be the same day or the next business day after you become aware of your need for the leave). This request must be submitted to the employee's supervisor and Human Resources.
2. The certification requirements and the conditions for required use of accrued time off, benefits accrual, and continuation of group health insurance during leave set forth in the previous section concerning FMLA leave apply to all leave requests.
3. All leaves due to disabilities resulting from the employee's pregnancy, miscarriage, childbirth, or recovery therefrom will be granted for the period of disability or eight weeks, whichever is less, and which may be taken intermittently.
4. Eligible employees are entitled on return from leave to be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and

conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if the employee's position is no longer available due to a job elimination).

[Funeral Leave](#)

All regular full-time employees shall be entitled to a leave of absence of up to three calendar days for a death that occurs in the employee's immediate family or spouse's family. The employee will receive pay for any day of the leave that represents a regularly scheduled work day.

1. Absence due to a death in an employee's immediate family or the employee's spouse's immediate family (children, parents, siblings, parent, grandparent, and in-laws and significant other) will be excused and paid up to a maximum of three working days.
2. Absence of up to one day to attend a funeral of a relative not in the immediate family ordinarily will be granted and paid for one day funeral leave.
3. Time off to attend funerals of other persons will be considered on an individual basis with the general rule being that vacation leave, or leave without pay will be used for that purpose.
4. A request for additional time off for funeral leave purposes, if needed, will be considered.
5. Funeral leave is to be recorded on time sheets.

[Jury Duty](#)

The Diocese of Des Moines encourages all regular employees to accept and discharge their civic responsibilities when called for jury duty.

Employees must notify their supervisor immediately after receiving notification that his/her name has been drawn for prospective jury duty.

Employees subpoenaed by the court to appear as witnesses will be allowed to fulfill this obligation for only the period of the time they are summoned.

A regular full-time employee serving as a juror will be paid his/her normal wage as long as jury duty pay has been endorsed to the Diocese of Des Moines. Employees may retain any reimbursement for expenses incurred in connection with court duty.

Temporary employees are not eligible for compensation but will be allowed to serve.

If not required to be in court, or the employee is released early from jury duty on any particular day, he/she is to report to work for the remainder of the day.

[Personal Leave](#)

Employees may be able to take personal leave without pay for less than 30 days with Department Director approval. Leave requests for longer than 30 days will be dealt with on an individual basis.

Employees must take any available vacation pay to cover the time off. If this initial 30-day period of absence proves insufficient, an additional 30 day leave request must be submitted prior to the

expiration of the current approved leave, and must be approved by the supervisor. The total personal leave time may not exceed 90 days.

Personal leave without pay may be used if an employee is temporarily unable to work due to personal obligations. Request for personal leave will be evaluated based on a number of factors, including but not limited to: anticipated business needs, length of service, reason for leave request, duration of leave request and the employees overall performance record. Subject to the terms, conditions and limitation of the applicable plans, benefits may continue for a maximum of 30 days at employee rates. When a personal leave ends, attempts will be made to return the employee to the same or similar position for which he/she is qualified. The Diocese of Des Moines cannot guarantee reinstatement.

[**Military Leave**](#)

When an employee gives advance notice of military obligations, the Diocese of Des Moines will comply with the Uniform Services Employment and Reemployment Rights Act (USERRA) when granting a military leave of absence. The Diocese of Des Moines abides by federal and state laws governing such leaves. An employee requesting a leave of absence to meet military requirements shall be granted such leave without pay together with re-employment rights as provided by the federal and state laws in effect at that time.

An employee may request that vacation or a portion thereof be scheduled for the period of his/her military training. Any training or duty required beyond the normal annual training will be granted on the same basis of time off without pay. National Guard members and Reservists are asked to notify their supervisors as early as possible when verbal or written notice is received from the military agency. A copy of the written orders must be furnished to his/her supervisor and Human Resources so that a leave of absence may be arranged.

[**Work Time Outside of Normal Office Hours \(Non-Exempt Employees Only\)**](#)

The standard workday, generally, for each full-time employee will be seven hours, and the standard work week will be 35 hours during a given seven-day period. At the Diocese of Des Moines, the 7-day period begins on Saturday morning at 12:01 a.m. and ends on Friday night at 11:59 A.m. Non-exempt employees are not permitted to work "off the clock." Furthermore, non-exempt employees may work outside their normal work hours only with the express permission of their supervisor. If a supervisor observes an employee working before or beyond the normal shift without prior authorization, supervisors may deliver a verbal warning to the employee to cease working followed by a written reprimand for a second occurrence. Employees who disregard warnings to cease work activity may be subject to disciplinary action up to and including termination.

Meal and Rest Periods

- A. Rest periods – Breaks or rest periods must be counted as hours worked if they last 20 minutes or less.
- B. Meals –During a bona fide meal period, the employee must be completely relieved from duty for the purposes of eating regular meals. Ordinarily, 60 minutes is long enough for a bona fide meal period. The employee is not considered to be relieved of duties if the employee is required to perform any duties, whether active or inactive, while eating. For example, if an employee must sit at a desk and incidentally answer the telephone, the time would be compensable.

On-call and Stand-by Compensation

An employee who is required to remain *On call* on the employer's premises, or so close thereto that the employee cannot use the time effectively for personal pursuits, is considered to be working while "on-call." In this instance, an employee must be paid for this time at the regular rate of pay. An employee, who is required to remain on the employer's premises but is merely required to leave contact information where he/she can be reached, is not working while on-call.

Call in/Call Back to Work

Employees may be called in to work on a regular day off or may be called back to work after a regular work schedule. In these instances, non-exempt employees will be paid at the appropriate rate of pay for the number of hours worked.

If a non-exempt employee is expected to work evenings and/or weekends, they are to be paid portal to portal (from the time the employee leave home until the time the employee returns home). For overnight travel, see the section on travel.

De Minimis Rule

Insubstantial or insignificant periods of time outside scheduled working hours may be disregarded in recording time. This rule applies to only those times where the work involved is limited to a few seconds or minutes that cannot as a practical administrative matter be precisely recorded for payroll purposes. Such time is considered "De Minimis," i.e., minor or trivial.

Time Spent in Travel or at Training

The principles that apply in determining whether or not time spent in travel is working time depending upon the kind of travel involved. Travel scenarios differ greatly and advance planning is often helpful. Contact Human Resources at the Diocese 515-237-5085 with questions.

- A. Travel during the work day – Travel time of an employee during the work day, such as travel to and from sites and time spent traveling to meetings and trainings, must be counted as hours worked.
- B. One day out of town travel – If a non-exempt employee travels out of town for less than one day, the *employee* must be paid for all travel time and bona fide meal times.
- C. Overnight travel – Employees who travel overnight on business are to be paid for time spent traveling, time spent in meetings and time spent preparing for meetings.

Training Programs, Seminars, and Meetings

For non-exempt employees, training programs, seminars and meetings approved by the supervisor are considered working time and is compensable. Time spent in training programs, seminars, and meetings is not considered working time if all four of the following are true:

1. Attendance is outside of the employee working hours.
2. Attendance is voluntary.
3. The course, seminar, or meeting is not directly related to the employee's job
4. The employee does not perform any productive work during such attendance.

Non-exempt staff members working on a retreat outside of normal business hours should contact HR for more information.

Weather policy

In the event of heavy snowfall overnight or some other weather condition which results in hazardous travel, a decision may be made to not open the diocesan offices. If weather conditions develop during the day and the offices are closed, an announcement will be made. Full-time employees will be paid for their regularly scheduled hours. If weather conditions are not severe enough to close the building, but an employee feels uncomfortable about driving to or from the office, he/she may delay their arrival, advance their departure, take vacation leave, or work from home with approval of a supervisor.

Private Practice Policy

No private practice is allowed in diocesan office buildings. All staff of the Diocese of Des Moines who engage in private practice in their off duty hours must do so with the full knowledge and consent of their supervisor. A staff member's private practice will not in any way interfere with his or her maximum performance of the full range of responsibilities he or she holds with the Diocese of Des Moines.

1. The employee's private clients are fully aware that the employee is employed by the Diocese of Des Moines.
2. The directing or referring of diocesan clients (or potential clients), applicants or other client family members, by staff to any employee's private practice is expressly prohibited.
3. The employee makes every effort to acknowledge to the community that his or her chief place of employment is the Diocese of Des Moines.
4. His or her private practice meets with standards established by the Diocese of Des Moines and the national organization governing their area of expertise.
5. Additional prohibitions on an employee's outside participation as a private practitioner may be enacted by the Diocese of Des Moines as required.

Intellectual Property Policy

Copyrights

Employees shall, from time to time, create certain works such as manuals, procedures, prayer services, study programs, articles, photographs, websites, software, plays, musical compositions, artwork, etc. in the performance of their assigned duties (the “Works”). The Works are considered “works made for hire” as that term is used in the United States Copyright Act and the intellectual property embodied in the Works is the property of the Diocese of Des Moines. Under U.S. copyright laws, the “author” and owner of the Works is the Diocese of Des Moines, not the employee, and all right, title and interest in such Works is vested in the Diocese of Des Moines and its successors and assigns.

Employees are prohibited from using computers, networks, copying machines, document scanners, or other devices for the purpose of illegally duplicating or sharing copyrighted material owned by third parties. This applies to printed material as well as downloaded or shared music, video or other media files.

Trademarks

Trademarks Trademarks comprised of or associated with the Diocese of Des Moines, including its name, logos, slogans, insignia, and other symbols of identity (collectively the “Marks”), belong exclusively to the Diocese of Des Moines and/or its affiliates. In an effort to protect the reputation of the Diocese of Des Moines and its affiliates, and to prevent the illegal or unapproved use of the Marks, no Mark may be used without the prior written authorization of the Communications Department. Employees may identify their position or affiliation with the Diocese of Des Moines as appropriate without authorization, but any use of the Marks in this regard must avoid any confusing, misleading or false impression of affiliation with, or sponsorship or endorsement by, the Diocese of Des Moines. No products or services may be marked, offered, sold, promoted or distributed with or under the Marks without prior written permission by the Communications Department. Any questions regarding intellectual property should be directed to the Communications Department or the Director of Human Resources.

4. Benefits

The Diocese of Des Moines Benefit Program

All eligible employees may participate in the diocesan group health, dental, and vision insurance plans. All eligible employees are also covered under group life and disability insurance plans. An eligible employee is defined as one who is regularly scheduled to work at least 28 hours per week. While we believe in these plans, the Diocese reserves the right to change or discontinue any of these plans in the future.

Medical/Dental Insurance

Hospital, surgical, medical, and dental and vision insurance benefits are available for eligible employees. The Diocese of Des Moines will pay a percentage of the premium towards medical and dental insurance

and the employee will pay the remainder of the premium. Vision coverage is paid 100% by the employee. The employee may elect to have the premium paid with “pretax” dollars by participating in the diocesan cafeteria plan. Employees are eligible for coverage on the first day of the month immediately following the date of employment.

Pretax Deduction (Section 125)

In accordance with Section 125 of the IRS code, eligible employees may participate in the diocesan plans by electing pretax deductions. This provides an opportunity to the employees to have their share of group medical, dental, vision premiums and Flexible Spending dollars paid on a “pretax” basis. Because the tax treatment of employees may vary depending on individual circumstances, employees who feel that they require tax assistance should secure help from a qualified tax advisor or from their local tax office.

**PLEASE REFER TO THE EXPLANATION OF GROUP INSURANCE ONLINE FOR COVERAGES*

Life Insurance

The Diocese of Des Moines provides \$50,000 life insurance coverage and an equal amount of Accidental Death & Dismemberment coverage for each eligible employee, \$10,000 life insurance coverage for the employee’s spouse and \$2,000 life insurance coverage for the employee’s dependent children. This coverage is effective on the first day of the month immediately following the date of employment. You also have the opportunity to purchase voluntary life insurance.

**PLEASE REFER TO THE EXPLANATION OF GROUP LIFE INSURANCE ONLINE*

Disability Insurance

The Diocese of Des Moines provides long term disability coverage for eligible employees beginning on the first day of the month following the date of employment. Pre-existing limitations apply to new hires during their first year of employment. There is a 90-day waiting period for coverage when the employee becomes disabled.

**PLEASE REFER TO THE EXPLANATION OF GROUP LONG-TERM DISABILITY ONLINE*

Retirement Plan

The Diocese offers a 403(b) retirement savings plan. Employees are eligible to participate if they are regularly scheduled to work 20 hours or more per week. Employees can elect to defer a portion of their salary immediately. The Diocese will match 50% of your contribution up to 8% of gross salary bi-weekly. The plan allows “catch-up” provisions for participants over 50. This plan allows for immediate vesting including the matching contribution.

**PLEASE REFER TO YOUR GROUP 403(b) SUMMARY PLAN DESCRIPTION*

[Accidents/Job-Related Injuries](#)

Despite all of our commitments and efforts to work safely, employees may sustain work-related injuries or illnesses. All employees are covered by Workers' Compensation Insurance. Employees are required to immediately report any work-related injury or illness, no matter how small, to their immediate supervisor, using the following steps:

1. A supervisor should be summoned as soon as possible.
2. The employee should be made as comfortable as possible, clearing the area of all unnecessary personnel.
3. An employee trained in first aid procedures, if available, should be summoned so that appropriate first aid can be administered.
4. Ascertain the extent of the injury or illness and call 911 for an ambulance if necessary.
5. For non-emergency injuries, send or transport the worker to a designated occupational medicine clinic.

These accident procedures must be followed to ensure safety for all employees.

All work-related injuries must be reported to the Director of Human Resources or another individual assigned to that function in the absence of the Director of Human Resources using the State of Iowa "Employers First Report of Injury" who will report the incident to insurance and to the Diocese.

Reporting must be done within the first 24 hours. The supervisor will supply, and the employee shall help the supervisor complete, the required injury and illness incident report.

The Workers' Compensation law requires that the Diocese of Des Moines keep records on all accidental injuries to employees. The employee should relate time, location, incident, nature of injury, and indicate if there were witnesses. Employees are expected to cooperate in supplying the information needed to complete this form.

Employees have a right to report work-related injuries or illnesses and employers are prohibited by federal and state law from discharging or in any manner discriminating against employees for reporting work-related injuries or illnesses. The Diocese of Des Moines complies with these laws.

[Social Security \(FICA\)](#)

All employees are covered by the Social Security Act of 1935 as amended. Each pay day, the Diocese of Des Moines is required to deduct an amount from employee pay which is paid into the Treasury of the United States Government. It is the intention of the Act to provide a Retirement Fund (Social Security and Medicare) for the employee. The Diocese of Des Moines is mandated to also contribute an amount to the fund.

[Tuition Support for Staff Academic Programs Policy](#)

The Diocese of Des Moines will offer professional staff an opportunity to apply for a grant to partially fund the cost of college/university courses which will advance the employee's knowledge/expertise in the area of his/her diocesan responsibility. Please refer to the Tuition Assistance Application located in the shared drive forms folder.

- A. Eligibility – Full-time and regular part-time professional staff members who have served the Diocese of Des Moines for a minimum of one year will be eligible to apply for academic program funding.
- B. Approval of Course Work – Approval of the degree program or individual; courses requested by the staff member will be given by the Department Director and the Chancellor of the Diocese of Des Moines.
- C. Available Funding – Employees may apply for reimbursement of 75% of registration fees, tuition, library and lab fees up to a maximum of \$1,200 per year for full-time and \$600 per year for regular part-time employees. On-going eligibility for funding will be based on evidence of successful completion of prior courses.
- D. On-going Service – Employees who participate in this program will be expected to serve the Diocese of Des Moines for a minimum of one year beyond the completion of the degree/certificate program. If circumstances should cause service to end prior to that length of time, employees will be expected to reimburse the Diocese of Des Moines for the cost of the education received under this policy. If separation from diocesan employment is the result of reduction in force, no repayment will be required for courses taken prior to and including the current term. The repayment may be negotiated by the Diocese of Des Moines based on the unique circumstances surrounding the end of diocesan service.
- E. Required Repayment – All employees are required to authorize a payroll deduction for repayment of benefits received in the event a course is dropped, a grade lower than “C” is received or employment status changes within 12 months of the reimbursement check issue date.

5. Payroll

[Working Hours and Time Recording \(Paylocity\) Policy](#)

The employee's Paylocity paycheck or notification of deposit indicates a breakdown of current earnings, hours, and deductions. Year-to-date amounts are also available for gross pay, benefits and taxes. Any question regarding deductions for benefits should be directed to Human Resources, however, the employee is responsible for updating the information in their Paylocity account.

The amount of income tax withheld from the paycheck is determined by the tax information provided on the employee's W-4 form. Taxes are computed on a bi-weekly basis. Anyone needing to change W-4 information (such as change in marital status or the number of dependents claimed) may do so automatically in their Paylocity account. Human Resources then approves these changes for payroll.

Failure to change W-4 forms in a timely manner due to a life event change could result in penalties from the IRS.

Pay is automatically deposited at a financial institution of the employee's choice. Instead of a check being issued, the Diocese directly deposits funds into the employee's personal account. Employees can review payroll information directly, as well as their tax information from the Paylocity dashboard.

If the employee changes banks or account, the employee must update this in their Paylocity account. Please be aware that automatic deposit changes must be carefully submitted and the information accurate or the pay will not be able to be deposited in their account. Changes made to automatic deposits are approved by the HR department.

If a court order is received to garnish an employee's wages, the diocese must comply with the garnishment.

[Payday/Work Week](#)

The employee's workweek starts at 12:01 am on Saturday and ends 11:59 pm on Friday. Paychecks will be automatically deposited through Paylocity bi-weekly on Fridays for the time period ending on the previous Friday.

[Time Sheets](#)

Salaried employees are not required to record their daily hours of work. However, all absences, including vacation and sick leave must be reported in Paylocity. All hourly non-exempt employees are required to record their daily hours of work on time in the Paylocity software program. All non-exempt employees shall be paid, at the rate of time and one-half (1½) the employee's straight time hourly rate for hours worked in excess of 40 hours. Paid leaves, vacation time, and holidays shall not be counted as working time for the purpose of determining overtime. The overtime rate of pay for all employees shall be calculated at one and one half (1½) of the employee's hourly rate of pay. **All overtime must be pre-approved by the supervisor.**

Each non-exempt employee must complete a time record in their Paylocity account. The time will be personally entered by the employee and approved by their supervisor each pay period. Federal and state record keeping requirements place an obligation on the Diocese of Des Moines to maintain accurate records and to enforce certain regulation. Therefore, the following rules must be observed:

1. Hourly employees must enter only their own time entries. If there are issues with entry due to software restrictions, contact HR department for assistance. Failure to observe this rule may subject the violators to immediate dismissal.
2. Enter time out and in at lunch breaks. The time entries are to be made upon cessation of work and when returning to work.
3. Any errors or accidental omissions on the time sheet which require correction are to be reported to the HR and/or Payroll department for correction.

Departure from the normal work hours must be approved by the Department Director. Hours worked in excess of 40 hours per week must be pre-authorized.

[Office Hours](#)

The work week consists of 35 hours. Normal office hours are from 8:30 a.m. to 4:30 p.m., with a one hour unpaid lunch period.

6. Personnel Records & Evaluations

Personnel Records Review Procedures

A confidential personnel file will be maintained on the Paylocity software by the Director of Human Resources and is available to the Department Director.

The file will contain all submitted material connected with hiring the employee, including job title, job description, annual evaluations, and other pertinent materials. Any materials regarding medical or health information about the employee, FMLA or long-term disability materials, and other private health information will be maintained in a separate file accessible only by the Director of Human Resources, and available to others only on a “need to know” basis, as determined by the Director of Human Resources.

Personnel records are open for review by each employee who wishes to review his or her own record. Verbal or written requests for such review are to be made to the Director of Human Resources. An appointment will be scheduled to review the contents of the file. An employee may ask for corrections if needed for accuracy of information contained in the file. Copies of the contents of the file may be requested by the employee, but the file cannot be removed from Human Resources.

Evaluations

Annual evaluations may be made based on review of an employee’s performance as required by the job description and planning conference with the Department Director. The employee will read and sign the evaluation form and record any comments. The original will be provided to Human Resources for the confidential employee file, with a copy provided to the employee.

7. Termination & Resignation

Employee Resignation/Termination

Letters of Resignation are to be submitted to the Department Director by employees who are terminating employment with the Diocese of Des Moines

Any employee wishing to terminate employment for any reason is encouraged to give a minimum of two (2) week’s notice prior to the effective date of the resignation. Additional time of up to four (4) weeks total may be requested for professional positions requiring a more lengthy recruiting process. The day an employee gives notice of resignation may be designated by the Diocese of Des Moines as his/her last day of employment.

Exit Interviews/Return of Property

The Director of Human Resources will normally conduct an exit interview during an employee’s last five days of employment. The general purpose of this interview is to:

1. Explain the employee's rights to continue or convert health insurance coverage, where applicable.
2. Obtain the correct address of the employee, spouse and dependents covered by health insurance.
3. Arrange to collect keys, credit cards, fobs, transmitters, lap tops, cellphones and any other property belonging to the Diocese on the last day of employment.

Final Paycheck

As required by Iowa State Law the employee's final paycheck will be available on the normal payday for the last pay period. When ample notice has been made, the final paycheck will include any unused vacation hours.

8. Travel Policy

Business Travel and Entertainment Policy

The Diocese of Des Moines will reimburse the employee for all reasonable business expenses in accordance with the guidelines set forth within this policy.

- A. **Travel Time** – If it is necessary for a nonexempt employee to travel, a record must be kept and payment made for all hours spent in actual travel and for time worked outside normal working hours, in addition to those hours considered as normal working hours. In the event such travel and work time results in hours over and above normal working hours, such hours will be paid at a rate in accordance with the overtime pay policy.
- B. **Use of Personal Automobile** – The Diocese of Des Moines does not provide insurance coverage for any employee who uses his or her automobile for business purposes. The mileage allowance is provided to cover the cost of gas, maintenance, repair, and insurance while on diocesan business. It is the employee's responsibility to consult with his or her own insurance agent to ensure that he or she is adequately insured for liability coverage and damage to the automobile. Please refer to the Vehicle and Driver Safety Policy.
- C. **Receipts Policy** – Receipts are required for reimbursement of business-related expenses.
 - a. Receipts are required for reimbursement of all travel and entertainment expenses except for: Mileage reimbursement, or incidental expenses less than \$5 for which a receipt would normally not be available.
 - b. Receipts will be considered adequate for reimbursement if it shows the amount, date, place, and essential character of the expense. For example, a hotel receipt is enough to support expenses for business travel if it has:
 - i. The name and location of the hotel;

- ii. The dates you stayed there, and
- iii. Separate amounts for charges such as lodging, meals, and telephone calls.

c. A restaurant receipt is enough to prove an expense for a business meal if it has:

- i. The name and location of the restaurant;
- ii. The number of people served,
- iii. The date and amount of the expense.

d. A credit card statement is merely evidence of payment for the charges but is not an adequate receipt for reimbursement.

D. **Approval of Travel** – All overnight travel outside of the Diocese of Des Moines must be approved by the Department Director on the Travel Requisition Form (Appendix H) prior to incurring any costs related to travel. Any expenses incurred prior to approval will be eligible for reimbursement at the discretion of the Department Director.

Travel Reimbursement Policies

Mileage allowance

Employees using their personal automobiles will be required at a rate of the IRS recommended rate for miles traveled on Diocese of Des Moines business. In addition, all tolls and parking charges will be reimbursed. The reimbursement claim must include the date of travel, the destination, the business purpose, and the miles traveled.

Travel Expenses

The Diocese of Des Moines will reimburse the employee for reasonable business expenses incurred on an approved business trip. Reasonable business expenses are defined as conservative expenditures consistent with the employee's normal living standards. With the proper documentation, it is the policy of the Diocese to reimburse employees for the following actual out-of-pocket expenses incurred while away from home on an overnight business trip.

1. Lodging – maximum reimbursement will be at the single room rate when additional charges are a personal expense. Lodging costs incurred at the site of the conference are presumed to be reasonable.
2. Meals – reasonable costs for meals and gratuities will be reimbursed. If a guest is being entertained, or a business meeting is being held, the guest's name, affiliation, place of meeting or entertainment, and a business purpose must be noted on the receipt.
3. Transportation – attempts should be made to obtain airfares at minimum cost. Local transportation will only be reimbursed if it is incurred for a business purpose. Car rentals will only be reimbursed if prior approval has been provided on the Travel Requisition Form (Appendix H)

4. Telephone—telephone charges for business purposes will be fully reimbursed. Reimbursement for personal telephone charges will be limited to \$5.00 per day with documentation. Charges relating to internet use for purposes of phone calls will be reimbursed at the rate of up to \$5.00 per day.
5. Personal expenses—personal expenses such as movies, newspapers, magazines, and alcoholic beverages will not be reimbursed.

Entertainment Expenditures

Normal and ordinary business-related entertainment expenses will be reimbursed with the proper documentation. Entertainment includes the cost of a meal. In addition to a receipt, the expense report must include the following information:

1. The business purpose, including the business benefit gained or expected to be gained.
2. Names and occupations of persons entertained to show the business relationship.

Travel Advance Policy

Employees traveling on an approval business trip may estimate the total cash requirements for each trip and obtain a cash advance sufficient to pay these expenses.

Advance requests received by noon on Wednesday will be available on Friday of that same week. Advance requests should be submitted so that the advance is received no more than seven days prior to the start of the trip.

Advance requests require the approval of the Department Director.

A reimbursement claim must be prepared in the month that the trip is completed and submitted by the fifth working day of the subsequent month. Each advance must be settled with Accounting by submitting the reimbursement claim and payment in the amount that the advance exceeded actual expenses.

Expense Reporting Policy

Travel and entertainment expenses incurred while on diocesan business are to be reported monthly on a reimbursement claim and submitted to the employee's immediate supervisor for approval by the fifth working day of the subsequent month. In no event may an employee approve his or her own reimbursement claim.

Remote Work Policy

The Diocese of Des Moines (Diocese) offers a remote work opportunity for eligible Pastoral Center employees wherein an employee may work remotely up to two days per week. This policy provides the

employee with the option to work from home (primary residence) when an employee is able to complete their duties in a home environment. The Diocese recognizes that this option will not work for all employees or positions within the Diocese. The following procedures will assist in identifying which positions and under what circumstances the remote work opportunity may be applied.

Procedures

We offer the option for eligible diocesan employees at the Pastoral Center to work up to a maximum of two days per workweek from home. These days will remain constant and will not fluctuate from week to week. A remote work opportunity is not a substitute for childcare. The remote work opportunity is not a right and may be revoked by the Diocese at any time.

Each employee interested should complete a Remote Work Request form and submit it to his/her supervisor. The supervisor will complete the Remote Work Needs Assessment to determine if the employee and or the position are a good match for remote work. In situations where the supervisor is not the department director, the director will also be involved in the assessment and approval process.

Consultation with the Technology Manager will be required concerning the equipment needed to work from home. It is required that the employee will use his/her work laptop when working from home. Employees who do not have their own work laptop, may check out a work laptop on a first come first served basis. The use of a personal computer requires the approval of the Technology Manager. If the use of a personal computer is authorized, the Technology Manager will install security software. The Diocese will supply the tools necessary for a secure connection to our server. All other equipment/furniture will be supplied by the employee unless authorized by the Supervisor.

Supervisors will review work arrangements monthly and make changes as warranted by operation needs.

Work Arrangement Options and Guidelines

Full-Time In-Office employees at the Pastoral Center

Eligible Employees: Employees may choose to continue to work full time in the office.

Remote Work

Eligible Employees: Employees who have responsibilities that can be satisfactorily completed remotely. Up to 40% of the employee's workweek may be done remotely. The employee will have sufficient technology to work from home. Unless hired with a remote work expectation, to be eligible, an employee must have worked for the Diocese for more than six months. Employees may not work remotely if they are on a performance improvement plan.

Remote Work Application: Employees interested in the remote work opportunity are to complete the Remote Work Application.

Work Needs Assessment form: The supervisor will complete the form and review the document with their Department Director (when different from the supervisor) for approval. The Chancellor and the Bishop will have final approval of all remote work arrangements.

Scheduling: The supervisor and employee will determine which days of the week the employee will work from home. These days should remain constant unless there are extenuating circumstances. The supervisor will approve any change to the schedule.

Technology and Security: Employees are expected to follow the Computer Usage Security Policy when working from home. Employees are prohibited from downloading files from the diocesan network onto any mobile device (laptop, thumb drive, external hard drive). Instead, they will be provided a fob to allow a secure Virtual Private Network (VPN) connection from their home into the network. The VPN must be disconnected when not in use. Employees working remotely acknowledge and agree that the Diocese may utilize electronic monitoring to assess productivity. Devices such as “mouse jigglers” may not be used at any time.

Communication: The employee will be available to his/her supervisor and coworkers during his/her regularly scheduled work hours. The supervisor and employee will maintain a regularly scheduled meeting time.

Safety Guidelines: The Employee will maintain a designated remote workspace. Workers' Compensation coverage is limited to this workspace as opposed to adjacent areas, e.g. other areas of the home. Employee agrees to report any work-related injury to his/her supervisor immediately. Employee agrees to maintain a safe, ergonomically correct, and secure work environment, and agrees to allow management access to remote work site to assess safety and security.

Appendix

Appendix A: Personnel Definitions

“Personnel” includes the following categories:

1. All incardinated clerics.
2. All priests and deacons who have the faculties of the parish.
3. All those non-ordained persons to whom participation in the exercise of the pastoral care of the parish is entrusted according to Canon 517, Section 2, of the Code of Canon Law.
4. All clerics or seminarians of other parishes or religious communities who are working for the parish.
5. All religious working for the parish.
6. All staff in the offices, institutions, and programs listed in #6 and #7 who have regular contact with minors (e.g., three or more hours each month).
7. All volunteers in the offices, institutions, and programs listed in #6 and #7 who have regular contact with minors (e.g., three or more hours each month).
8. Such other personnel as designated by the Bishop of Des Moines.

Note: Catholic corporate entities within the Diocese of Des Moines that are listed in *The Official Catholic Directory* or the Diocesan Directory that do not have the Bishop of Des Moines as their President are not covered by this policy (e.g., Catholic colleges, hospitals, religious communities).

Regulations 478.1, 478.4, and 478.5

STAFF PERSONNEL

Sexual Harassment and/or Abuse by Staff Personnel

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all schools maintain an environment free from sexual harassment and abuse. Each school must promote a sexual harassment and abuse free environment through information, training, supervision and investigation of allegations of such behavior.

Sexual harassment and abuse shall include but is not limited to, inappropriate, intentional or unwelcome sexual advances, touches, or behaviors, pressure or requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) Submission to the conduct is implicitly or explicitly a term or condition of education or employment.
- 2) Submission to or rejection of the conduct is used as the basis for academic decisions affecting a student or an individual's employment.
- 3) Such conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive education environment or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

School personnel (students, employees, volunteers), who believe they or others have or may have been sexually harassed and/or abused by school employees/volunteers, should report this matter to local officials (Level I Investigator) and to the Superintendent of Schools.

Persons who have been sexually harassed and/or abused always have the right to notify the civil authorities.

The Level-One investigator must respond promptly to complaints/allegations of sexual harassment and/or abuse. School personnel (employees/volunteers and students) are required to assist in the investigation when requested to provide information all involved are to maintain confidentiality to the extent practical in the reporting and investigating process.

No one shall retaliate against a student or employee/volunteer because they have filed a sexual harassment or abuse complaint or participated in an investigation of such a complaint.

The school administrator shall normally serve as the designated Level-One investigator unless the allegation involves the Level-One investigator, in which case the Diocesan Superintendent of Schools shall be notified. The name and telephone number of the Level-One investigator and an alternate shall be published annually in the Student/Parent and Faculty/Staff Handbooks.

If students and/or personnel believe sexual harassment and abuse has occurred but do not wish, or believe it would be inappropriate, to file a complaint of harassment or abuse with a Level-One investigator, they may inform the principal (Diocesan Superintendent if the allegation involves the principal) about the incident(s). In such case, the principal (Superintendent) shall handle the concern as a personnel matter. (281-IAC 10.2)

School officials must report to Board of Educational Examiners the resignation of a licensed employee or the non-renewal or termination of a licensed employee's contract for an allegation of or actual sexual misconduct of a student. (282-IAC 11.37)

Policy Adopted: January 31, 1994
Policy Revised: March 25, 2013
Policy Reviewed: January 21, 2019
Policy Revised: July 30, 2021
Policy Revised: July 5, 2023

**Sexual Harassment and/or Abuse by Staff Personnel: Investigation
Regulation 478.1**

The following procedures shall be implemented in the investigation of allegations of sexual harassment and/or abuse:

- 1) Any person having knowledge of sexual harassment and/or abuse should file a report with the school's designated Level-One investigator, by using the form, Alleged Sexual Harassment and/or Abuse by Staff Personnel Report (Regulation 478.2).
Any school employee/volunteer receiving a verbal or written report of sexual harassment or abuse must immediately pass on the information to the Level-One investigator.
- 2) If the alleged victim of abuse is under age 19 and younger, the incident must first be reported to the Department of Human Services (DHS). Then the school should proceed with its investigation.
- 3) The Level-One investigator must secure a written report of the allegation and provide a copy to the person filing, the parents of alleged victim if below age 19, and the immediate supervisor of the employee/volunteer. The alleged offender named in the report shall receive a copy of the report at the time he/she is initially interviewed by the Level-One investigator.
- 4) The Level-One investigator shall complete an informal investigation within five working days following receipt of the written report. The investigator shall have access to any records of the alleged victim and alleged offender for the purpose of interviewing and investigating. Personnel under investigation are required to be placed on administrative leave.
- 5) If, in the opinion of the Level-One investigator, the alleged victim would be placed in eminent danger through continued contact between the alleged victim and alleged offender, provision shall be made to temporarily remove possible contact by or between the two.
- 6) The Level-One investigation must be deferred, if the investigator believes the magnitude of the allegations suggest an immediate law enforcement investigation. If such is the case, the Level-One

investigator shall contact the appropriate law enforcement officials, the person filing the report and the parents of alleged victim if the person is under 19 years of age. All steps involved in this process must be documented.

- 7) Within 5 days of receipt of the completed alleged Sexual Harassment and/or Abuse by Staff Personnel Report, the Level-One investigator shall interview the alleged victim, the alleged accused named in the report and any other persons who may have knowledge of the circumstances contained in the report. The investigator must notify the parent of a child in pre-kindergarten through grade 6 of the date and time of the interview and of the right to be present or to see and hear the interview or send a representative in the parents' place. The investigator should notify the parents of older involved students.
- 8) The designated investigator shall determine, by a preponderance of the evidence and based upon the investigator's training and experience and the credibility of the victim, whether it is likely that an incident took place between the victim and the accused. If an incident took place it is referred to Level II.
- 9) The Level-One Investigation of Sexual Harassment and/or Abuse by Staff Personnel form (Regulation 478.3) shall be completed within fifteen calendar days of receipt of the report unless the investigation was temporarily suspended. Copies of this completed form shall be given to the alleged victim, the parents of any involved person under age 19, the accused, and the immediate supervisor of the accused.
- 10) At the conclusion of the Level-One investigation, the person filing the report shall be notified of the next step.

The investigation may be concluded at Level-One if:

- a. there is no preponderance of evidence to support the allegation
- b. the complaint is withdrawn, the form should be marked "withdrawn". If a reason is given for the withdrawal, a dated memo stating such should be attached to the Alleged Sexual Harassment and/or Abuse by Staff Personnel Report form. The form shall be kept in the alleged accused's file.

All other cases shall be referred to the Level-Two investigator for further determinations.

Regulation Adopted: May 21, 1990

Regulation Revised: January 21, 2019

Regulation Revised: July 30, 2021

Sexual Harassment and/or Abuse by Staff Personnel

Level Two Investigation of Sexual Harassment and/or Abuse by Staff Personnel

Regulation 478.4

Upon determination that there is need for a Level-Two investigation of sexual harassment and/or abuse, the Level-One investigator shall contact the Diocesan Superintendent of Schools. The Superintendent, in

consultation with the diocesan legal counsel, shall appoint a Level-Two investigator who may not be a school or AEA employee.

The Level-Two investigation should ordinarily be completed within a period of three weeks from receipt of the Level-One reports and forms.

The Level-Two investigator shall:

- 1) review the Alleged Sexual Harassment and/or Abuse by Staff Personnel Report.
- 2) review the Level-One Investigation of Sexual Harassment and/or Abuse by Staff Personnel form.
- 3) conduct further investigation if, and as much as, deemed necessary to determine whether the preponderance of evidence to support sexual harassment and/or abuse allegations. (Any involved person, who is below seventh grade, must have their parents informed previous to the interview when the interview will be held.)
- 4) make a written narrative report which shall include:
 - a) whether any exceptions apply.
 - b) whether the allegation is founded or unfounded at Level-Two.
- 5) send a copy of the report to the Level-One investigator and Superintendent of Schools.

If the Level-Two investigation is founded, the Level-One investigator upon receipt of the narrative report must:

- 1) forward copies of the report to the student victim or parents (if the student is younger than 19), the school employee named as the alleged abuser, the employee's supervisor and the person filing the Alleged Sexual Harassment and/or Abuse Report.
- 2) contact the Superintendent of Schools about filing a complaint with the State Board of Educational Examiners (if the employee holds a professional license) or report to the Department of Education (if the abuser is a bus driver) for the purpose of a hearing to revoke the license or permit.
- 3) report all other school employees/volunteers to the local board of education where disciplinary action is left to the discretion of the administration and board.
- 4) arrange for counseling services for the student upon the request of the student and/or parents. (281-IAC 102)

Regulation Adopted: May 21, 1990

Regulation Revised: March 25, 2013

Regulation Reviewed: January 21, 2019

July 30, 2021

July 5, 2023

Sexual Abuse and/or Harassment by Staff Personnel

Retention of Investigation Records of Sexual Harassment and/or Abuse by Staff Personnel

Regulation 478.5

All notes, tapes, memoranda, alleged victim reports, investigator reports, and other related materials compiled during an investigation shall be retained by the school for a minimum of two years.

Records of reports found to be substantiated shall be placed in the accused's personnel file/permanent record. The accused shall be permitted to attach a personal statement to such a record.

Records of reports found to be unsubstantiated shall not be placed in the alleged accused's personnel file/permanent record.

Regulation Adopted: May 21, 1990
Regulation Revised: March 25, 2013
Regulation Reviewed: January 21, 2019
July 30, 2021

Appendix C: Virtual Private Network (VPN) Access

VIRTUAL PRIVATE NETWORK (VPN) ACCESS

The remote computer from which I access the Pastoral Center network using the VPN connection is utilizing an up to date and operational firewall and anti-virus program. The name and version number of that program(s) is listed below. The date of expiration is also listed below. I understand that it is my responsibility to update the diocesan Technology Department of any changes to this information and to notify the diocesan Technology Department of the renewal of this program(s) at the expiration.

Employee Signature

Date

Firewall

Version Number

Expiration Date

Anti-Virus Program

Version Number

Expiration Date

Appendix D: Virtual Private Network (VPN) Access Application

VIRTUAL PRIVATE NETWORK (VPN) ACCESS APPLICATION

The Diocese of Des Moines provides remote VPN connectivity to select users. Those staff utilizing this tool must agree to exclusively utilize the Diocese provided FortiClient Firewall/Antivirus/Antispyware software application on their remote computer. The VPN software is to be loaded to only one remote computer and that computer location must be prior approved by a Diocesan Staff Director. The VPN software will not be copied or distributed elsewhere by the select user. The user is issued a VPN FOB and is responsible for returning it when VPN access is disabled. If the FOB is lost, the user must notify the Diocese immediately. If the FOB is not returned, the user will pay a \$50 replacement fee.

Name: _____

Department: _____

I wish to utilize the VPN remote connectivity technology. I will state below the reasons for needing this remote access, how I will use this access, and information regarding the location of the remote computer that I will use to connect to the Diocese network.

Signature & Date: _____

Department Director's Approval Signature _____

Appendix E: Volunteer Driver Application

We greatly appreciate your interest in assisting us to meet our transportation needs. Responsible risk management dictates that we ask our volunteer drivers to answer the following questions. Thank you for your understanding and cooperation.

Name: _____	
Address: _____	
City/State/Zip: _____	
Telephone: _____	Date of Birth: _____
Email: _____	

Have you had any of the following citations or convictions in the past THREE years?

	YES	NO
Driving under the influence of alcohol or drugs	____	____
Hit and run	____	____
Failure to report an accident	____	____
Negligent homicide arising out of the use of a motor vehicle	____	____
Using a motor vehicle for the commission of a felony	____	____
Permitting an unlicensed person to drive	____	____
Reckless driving	____	____
Three moving violations or accidents in the last three years	____	____

It is expected that all passengers will adhere to Iowa safety belt laws and regulations.

I certify that the information given above is true and complete to the best of my knowledge. I agree that I will refrain from using a cell phone or any other electronic device while operating a vehicle on behalf of the parish/school.

Volunteer Signature

Date

RETAIN THIS FORM ON FILE FOR A MINIMUM OF THREE YEARS

Appendix F: Private Vehicle Use Application

We greatly appreciate your interest in assisting us to meet our transportation needs. Responsible risk management dictates that we ask you to answer the following questions. Thank you for your understanding and cooperation.

Owner's Name: _____

Address: _____

City/State/Zip: _____

Vehicle Year/Make/Model: _____

Vehicle Identification Number: _____

Automobile Insurance Co.: _____

Agent's Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

PLEASE BE AWARE: In case of an accident, the insurance on this vehicle will be the primary coverage. The vehicle must be insured for the minimum liability limits of: \$100,000/\$300,000.

It is expected that all passengers will adhere to the Iowa safety belt laws and regulations. It is the driver's responsibility to ensure this.

I certify that the information given above is true and complete and that to the best of my knowledge the vehicle is currently in a safe operating condition. I agree to maintain insurance coverage for the liability limits stated above. I agree to notify you if any of the information changes.

Signature

Date

RETAIN THIS FORM ON FILE FOR A MINIMUM OF THREE YEARS

Appendix G: Vehicle Accident Report

Driver: _____ Date of birth: _____ License #: _____

Vehicle: _____ Year: _____ Make: _____ Model: _____

Vehicle Identification Number: _____

Accident Info	Date: _____ Time: _____ City: _____ State: _____
	Street location: _____
	Description: _____

	Use reverse side if necessary.

Other Vehicle	Year/Make/Model: _____ License plate #: _____ State: _____
	Owner's name and address: _____
	Driver's name and address: _____
	Driver's license #: _____ State: _____ Exp. date: _____
	Relationship to owner: _____
	Description of damage: _____

	Insurance company: _____
	Phone #: _____ Policy #: _____ Exp. date: _____

Injuries	Name: _____ Address: _____ Extent of injuries: _____ _____ Use the reverse side if necessary.
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Witness / Passengers	Name: _____ Address: _____ Extent of injuries: _____ _____ Use the reverse side if necessary.
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Other Property Damage	Owner's name: _____ Address: _____ Extent of damage: _____ _____ Use the reverse side if necessary.
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USE REVERSE SIDE TO PROVIDE A DIAGRAM OF THE SCENE

Signature

Date

RETAIN THIS FORM ON FILE FOR A MINIMUM OF 7 YEARS FROM THE ACCIDENT

