

# **EPISCOPAL CHURCH IN MINNESOTA**

## **POLICY HANDBOOK FOR EMPLOYEES OF THE EPISCOPAL CHURCH IN MINNESOTA**

### **Introduction**

The Episcopal Church in Minnesota is one of 120 dioceses in The Episcopal Church, which is a community of 2.5 million worshippers across the United States and abroad. The Rt. Rev. Brian N. Prior was consecrated on February 13, 2010 and serves as the IX Bishop of Minnesota. Bishops have a two-fold responsibility: the apostolic mission of the Church and the oversight of that mission within a given geographic area. As such, Bishop Prior is the supervisor of the Missioners who serve as resources to the faith communities throughout the Episcopal Church in Minnesota, which encompasses the entire state of Minnesota. This handbook has been developed by the Personnel Community to provide clarity, expectations and mutual understanding for all employed directly by the Bishop.

The Episcopal Church in Minnesota has prepared this Policy Handbook to provide employees with an overview of the organization's policies, benefits, and rules. It is intended to familiarize employees with important information about the Episcopal Church in Minnesota. It is important that all employees read, understand, and follow the provisions of this Handbook.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that policies, practices, and benefits described in this Handbook change from time to time. Accordingly, the Episcopal Church in Minnesota reserves the right to modify, supplement, rescind or revise any provisions of this Handbook.

### **At-Will Employment**

This Handbook does not alter the at-will employment relationship between the Episcopal Church of Minnesota and its employees. As an at-will employee, you are free to terminate your employment at any time for any or no reason, with or without notice, and The Episcopal Church in Minnesota, as an at-will employer, is free to terminate the employment relationship at any time for any legal reason or no reason, with or without notice.

### **Disclaimer**

This Handbook and the policies contained herein are not a contract of employment or a promise of continued employment between the Episcopal Church in Minnesota and the employee. This Handbook represents an explanation of general employment policies and procedures, which are subject to change at any time by the Episcopal Church in Minnesota. This Handbook replaces and supersedes all prior written employment policies, handbooks and manuals.

If you have questions about any of the information contained in this Handbook or suggestions for improvements, please contact the Bishop.

## **Equal Employment Opportunity Policy**

It is the policy of the Episcopal Church in Minnesota to recruit, hire, assign, train, compensate, evaluate, promote or terminate employment, and to manage all of the terms, conditions and benefits of employment without regard to race, color, religion, gender, sexual orientation, age, national origin, disability, public assistance status, status as a Vietnam-era or special disabled veteran or other protected status under applicable state, local or federal laws. The Episcopal Church in Minnesota makes reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

If you have questions or concerns about any type of discrimination in the workplace, you must immediately report your concern to the Bishop. If the discrimination directly involves the Bishop, you must immediately report your concern to the Canon to the Ordinary (Missioner for Ministry). You can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination is subject to disciplinary action up to, and including, termination.

## **Prohibition of Discriminatory Harassment**

It is the policy of the Episcopal Church in Minnesota to provide a work environment for its employees that is free from discriminatory harassment, including any verbal or physical harassment on the basis of any legally protected characteristic, including race, sex, sexual orientation, age, religion, national origin, ethnicity, marital status, status with regard to public assistance, or disability. This policy extends to conduct which is made a condition of employment, used as a basis for employment decisions, and/or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. As such, the Episcopal Church in Minnesota is committed to protecting its employees from harassment not only from other employees, but also vendors, parishioners, clergy, and volunteers, whenever possible.

Discriminatory harassment includes verbal or physical conduct that denigrates or shows hostility or aversion to an individual because of the individual's race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age and that has the purpose or effect of creating an intimidating, hostile or offensive work environment, or of unreasonably interfering with an individual's work performance or opportunities.

Sexual harassment includes (1) unwelcome sexual advances; (2) requests for sexual favors; or (3) other verbal or physical conduct of a sexual nature that interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

If you believe that you are being subjected to any form of discriminatory harassment, you should:

Tell the individual to stop if you feel comfortable doing so.

You must immediately report the event to the Bishop. If the Bishop is the source of the alleged harassment, you should contact the Canon to the Ordinary (Missioner for Ministry). If the Bishop and the Canon to the Ordinary are both involved in the alleged harassment, contact the lay person on the Personnel Committee who is also a member of Diocesan Council. An investigation will then take place with timely follow-up and appropriate action.

You must immediately report any additional conduct or statements which you think may represent harassment or retaliation.

Each complaint will be investigated in a professional, timely and discrete manner. Findings of an investigation will be discussed with the individual involved and if disciplinary action is warranted, it will be taken.

Appropriate discipline will be determined within the sole discretion of the Episcopal Church in Minnesota. Examples of possible disciplinary action against the alleged harasser may include any (or a combination) of the following:

Counseling with the offender;

Transfer offender to another position;

Placing the offender on probation, with a warning of suspension or discharge for continuing or recurring offenses;

Placing offender on suspension with or without pay; and

Immediate termination.

Complaints of discriminatory harassment made in good faith will not be held against the reporting employee. The Episcopal Church in Minnesota will discipline any individual who retaliates against any person who complains of or reports alleged discriminatory harassment or other objectionable conduct or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a harassment complaint.

**Performance Reviews**

[To be completed upon implementation of this policy.]

**Firearms in the Workplace**

To protect the health and safety of everyone in the workplace, to protect property and to maintain a climate of respect and cooperation among employees, The Episcopal Church in Minnesota bans firearms on its property.

Therefore, it is against the policy of the Episcopal Church in Minnesota to use or possess firearms, concealed or otherwise, in the workplace. As such, the Episcopal Church in Minnesota conspicuously posts signs at every entrance of its facilities.

## **Employee Classification**

All employees are classified as either regular or temporary. Regular employees are employees hired without a specific termination date. Temporary employees are employees whose position is designated short-term or seasonal at the time of hire. Terms of employment will depend on agency needs, and in no case will a temporary position be construed as being a contract for a definite time. Whether classified as regular or temporary, all employees are at-will employees.

**Regular Full-time Employees** are those employees who regularly work 40 hours per week and are eligible for certain fringe benefits.

**Regular Part-time Employees** are those employees working no more than 20 hours per week. Regular part-time employees are not eligible for fringe benefits, but do earn holiday pay, sick leave and vacation at a rate proportionate to the hours they regularly work.

**Temporary Employees** are those employees who are employed on a seasonal or other short-term basis and are paid hourly. Temporary employees are not eligible for benefits and can be terminated at any time.

## **Computer Network, Internet and E-mail**

The Episcopal Church in Minnesota recognizes the benefit of the organization's computer network, Internet and e-mail, and encourages its use by employees where applicable. The following guidelines outline usage expectations and responsibilities for these technologies.

### **A. Computer Network and the Internet**

Disclaimer. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk and the Episcopal Church in Minnesota is not responsible for material viewed or downloaded by users from the Internet or for material viewed by employees on other users' terminals. To minimize these risks, your use of the Internet at the Episcopal Church in Minnesota is governed by the following policy:

#### **1. Permitted Use of the Internet and the Computer Network**

The computer network and all hardware and software are the property of the Episcopal Church in Minnesota and are to be used only for legitimate organization purposes. Users are provided access to the computer network solely to assist them in the performance of their jobs. Additionally, certain users also may be provided with access to the Internet through the computer network. All users have a responsibility to use the organization's computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet may result in disciplinary action, including possible termination and civil and/or criminal liability.

#### **2. Computer Network Use Limitations**

Prohibited Uses: The organization's computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating programs, etc.), political campaign material unrelated to the Episcopal Church in Minnesota, pornographic text or images, or any other unauthorized materials without prior written permission from the organization. The Episcopal Church in Minnesota recognizes the intersection of professional and personal time and the use of technology (cellular telephones, personal electronic devices, laptop computers, and the Episcopal Church in Minnesota's Internet connection) for both personal and professional uses. Employees are expected to use professional judgment when downloading games, applications ("apps"), and other software. Games and apps

that enable any illegal or unethical activity, including but not limited to harassment, fraud and gambling, shall not be downloaded. Additionally, employees may not use the computer network to display, store or send (by e-mail or any other form of electronic communication such as bulletin boards, chatrooms, Usenet groups, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful. If you receive such materials, notify the Bishop immediately. All of the Episcopal Church in Minnesota's policies on harassment and solicitation apply to all forms of communications and use of organization-owned equipment.

Occasional limited appropriate personal use of the computer is permitted if such use does not:

- a) interfere with the user's or any other employee's job performance,
- b) occur during normal working hours,
- c) violate any other Episcopal Church in Minnesota policies, provisions, guidelines or standards of this or any other agreement.

Personal use of the computer is a privilege that may be revoked at any time. Users are always responsible for the professional, ethical and lawful use of the computer system.

Illegal Copying: Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright and other intellectual property law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the Episcopal Church in Minnesota.

Communication of Trade Secrets: Unless expressly authorized to do so, users are prohibited from sending, transmitting, or otherwise distributing proprietary information, data, trade secrets, or other confidential information belonging to the Episcopal Church in Minnesota. Unauthorized dissemination of such material may result in disciplinary action as well as substantial civil and criminal penalties under state and federal Economic Espionage laws.

### **3. Duty Not to Waste or Damage Computer Resources**

Accessing the Internet: To ensure security and avoid the spread of viruses, users accessing the Internet through a computer attached to The Episcopal Church in Minnesota's network must do so through an approved Internet firewall or other security device. Bypassing The Episcopal Church in Minnesota's computer network security by accessing the Internet directly by modem or other means is strictly prohibited unless the

computer you are using is not connected to The Episcopal Church in Minnesota's network.

Frivolous Use: Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all users connected to the network have a responsibility to conserve these resources. As such, 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, using unauthorized software, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files unrelated to job duties, or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the Internet.

Virus detection: Files obtained from sources outside the organization, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services, files attached to e-mail, and files provided by customers or vendors, may contain dangerous computer viruses that may damage The Episcopal Church in Minnesota's computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-Episcopal Church in Minnesota sources, without first scanning the material with the organization-approved virus checking software.

#### **4. No Expectation of Privacy**

Employees are given computers and Internet access solely to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, send or receive using the Episcopal Church in Minnesota's computer equipment, voice mail, or intra-office mail. The computer network is the Episcopal Church in Minnesota's property and is to be used only for organization purposes.

Waiver of privacy rights: Users expressly waive any rights of privacy for anything they create, store, send or receive using the Episcopal Church in Minnesota's computer equipment or Internet access. Users consent to allow Episcopal Church in Minnesota personnel access to and review of all materials they create, store, send or receive through any organization network or Internet connection.

Monitoring of computer and Internet usage: The Episcopal Church in Minnesota has the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring Internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communication that users send and receive.

Blocking sites with inappropriate content: The Episcopal Church in Minnesota has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

**B. Electronic Communication (e-mail)**

When communicating via e-mail, the Episcopal Church in Minnesota requires adherence to the organization's high professional standards and commitment to excellence. No communication by e-mail should contain foul or abusive language or be used to transmit objectionable, lewd or pornographic material.

Usage of e-mail for appropriate non-organization related purposes should be limited to breaks or after normal working hours.

## **Policy Against Workplace Violence**

The Episcopal Church in Minnesota is committed to providing a safe work environment. Behavior that is intended to harm or intimidate or has the effect of harming or intimidating another person is unacceptable. Such behavior can include, but is not limited to, any action, word or object that has the effect of hurting or intimidating another person directly or indirectly. Behavior by employees that threatens the safety of other employees, consultants, volunteers, clergy, parishioners, or others who may be in the workplace will not be tolerated. Such behavior warrants disciplinary action, up to and including dismissal. This policy against workplace violence applies to everyone who works at the Episcopal Church in Minnesota. Behavior prohibited under this policy includes, but is not limited to:

1. Repeated hang-up telephone calls at work;
2. Threat of a physical act or verbal abuse;
3. Stalking or following another person in the workplace or to and from their place of employment;
4. Blocking a path for the purpose of intimidation;
5. Any part of physical contact that is intended, or does result in injury; and
6. Bringing any type of weapon into the workplace.

This policy strictly prohibits violent behavior or the threat of violent behavior in the workplace or during a work-related function. In furtherance of this policy, employees of the Episcopal Church in Minnesota will promptly investigate all such complaints and take appropriate action. Employee reports made pursuant to this policy will remain confidential to the extent possible, and the Episcopal Church in Minnesota will not tolerate any form of retaliation against the employee for making a report.

## **Dress Code and Workplace Decorum; Professionalism and Confidentiality**

Employees of the Episcopal Church in Minnesota are expected to dress appropriately for their particular jobs and be well groomed. Employees are expected to be concerned with good housekeeping and the care and safe use of equipment and facilities.

Employees of the Episcopal Church in Minnesota are entrusted with private, personal and confidential information, and as such, they have a duty to keep such information confidential. Employees shall use professional judgment in only disclosing such information on a business need-to-know basis.

## **Drugs and Alcohol**

The Episcopal Church in Minnesota prohibits the possession, sale, consumption or being under the influence of alcohol during office hours. Temperate consumption of alcohol at events sponsored by the Episcopal Church in Minnesota is not a violation of this policy. The possession, sale or consumption of illegal drugs or any other substance which impairs work performance will not be tolerated and will result in immediate termination.

**Smoking**

The offices of the Episcopal Church in Minnesota are located in a nonsmoking facility. Smoking is allowed outside the building only and at a respectful distance from all entrances and pedestrian traffic areas. Smoking refuse must be disposed of properly in the receptacles provided for that purpose.

## **Payroll**

Paychecks are distributed or deposited on Fridays on a biweekly basis. Salary payments who are employed for less than a full pay period are computed on the basis of actual days worked in the pay period. The Episcopal Church in Minnesota will deduct federal and state income taxes, Social Security taxes, and other deductions required by law or authorized by the employee in writing. Deductions will be itemized on the employee's payroll stub.

## **Vacation**

Regular full-time employees who have worked at least six (6) continuous months as a Missioner on the Bishop's Staff for the Episcopal Church in Minnesota will receive vacation leave on the following basis:

<u>Period of Continuous Service</u>	<u>Paid Vacation</u>
after 6 months	5 working days
after 1 year	15 working days
after 5 years	20 working days

Vacation time is earned on a calendar year basis. New vacation allotment begins on January 1 and ends December 31.

If the employee leaves employment from the Bishop's Staff, any vacation time which has been earned in that calendar year but not taken will be paid. For the purpose of paying out unused vacation at termination, vacation is "earned" at the rate of 1/6<sup>th</sup> of the employee's annual allotment per month.

Unused vacation time will not be paid to the employee unless and until the employee leaves the employment of the Bishop's Staff.

The Bishop or his designee must approve all planned absences. The employee should request such leave as soon as possible, preferably at least two weeks in advance.

A paid holiday that falls during an employee's vacation period will not be counted as vacation time.

It is the policy of the Episcopal Church in Minnesota to encourage each employee to utilize allotted vacation leave during the calendar year. Vacation time may not be carried over from one year to the next. If it is not possible for an employee to use all of his or her vacation time during the calendar year, consideration may be given for special circumstances by the Bishop or his designee.

## **Sick Leave**

Full-time employees of the Bishop's Staff will receive up to ten working days each calendar year to be utilized for purposes of addressing health needs. Compensation will be based upon the employee's salary rate at the time sick leave is taken. Sick leave may be utilized only if needed and is granted for sickness of the individual employee, or caring for other immediate family members that are ill, including his or her spouse/partner, children, or parents.. Sick leave can also be used for health needs, e.g., dental or medical appointments. Each member of the Bishop's Staff should notify the Missioner for the Bishop for each day he or she will be absent from work due to illness, if possible. Up to five days of unused sick leave may be carried over to the following calendar year. The maximum accrual of sick leave is a total of fifteen days. At no time will compensation for any unused sick leave be paid to an employee who is leaving employment. Sick leave will be pro-rated for regular part-time employees. If requested by the Bishop or his designee, the employee will provide documentation from his or her treating physician explaining the employee's need to be absent.

All employees shall record time off for vacation and sick leave, as well as unpaid time off, on the calendar maintained by the Missioner for the Bishop.

**Holidays**

The Bishop will designate paid holidays in November for the following calendar year.

## **Other Types of Leave**

### Family Leave

The Episcopal Church in Minnesota is not a covered entity under the Family and Medical Leave Act. However, requests for unpaid medical leave may be granted at the discretion of the Bishop. The Bishop may, at his discretion, grant unpaid leave at the time of the birth or adoption of a child, or to care for the employee's child or parent who is suffering from a serious health condition. Similarly, the Bishop may, at his discretion, grant additional leave for attendance at a funeral.

### Jury Duty

Time off with pay will be granted when an employee is called for jury duty. Compensation will be reduced by any amounts received for the jury duty. Time off with pay for jury duty exceeding two weeks is at the discretion of the Bishop

### Military Leave

Eligible employees will be granted unpaid military leave in accordance with USERRA.

### Inclement Weather

Employees are trusted to use their discretion and professional judgment on the occasion of inclement weather or other adverse driving conditions, and will not be expected to take sick or vacation days for such absences, within reason. If you will be absent from work due to such circumstances, please notify the office as soon as it is practical to do so.

## **Work Rules**

### Safe Church Training

Safe Church Training is required for new employees, and for existing employees whose Safe Church Training has expired. Policies relating to safe church training will be presented in detail at the training.

### Accidents and Injuries

All accidents or injuries that occur at the work place must be reported immediately, regardless of how slight they may appear. Failure to report these occurrences may result in disciplinary action. Forms for reporting job-related accidents or injuries can be obtained from the Finance Department.

### Personnel Records

The Finance Department will maintain personnel records, which shall comply with Minnesota and federal laws. Personnel records are the property of the Episcopal Church in Minnesota and are private and confidential. Employees may review their personnel records in accordance with Minnesota and federal laws. Only authorized employees within the Episcopal Church of Minnesota will be granted access to personnel records that are not their own.

### Employee Information

Please advise the Finance Office of any change that affects employment status. These changes include, but may not be limited to:

- Name
- Address
- Telephone Number
- Marital Status
- Number of dependents

### Personal Vehicles

Employees may use their personal vehicles on official business of the Episcopal Church in Minnesota. Reimbursement for mileage will be paid to employees who use their personal vehicles on official business. Appropriate documentation is necessary for reimbursement. Employees are required to carry a valid license and current, in-force minimum insurance coverage pursuant to Minnesota law. Employees may be asked to provide current and acceptable motor vehicle driving information upon request from the Bishop. When operating motor vehicles on official Episcopal Church in Minnesota business, employees shall use hands-free

devices when operating mobile devices so as to avoid distracted driving, and shall obey all applicable driving laws and regulations.

The Episcopal Church in Minnesota provides a parking lot for the convenience of employees, and it does not assume responsibility or liability for employee vehicles or their contents while on the property.

#### Reimbursement of Expenses

Expense reimbursement requests shall be accompanied by receipts, and shall be submitted within two weeks after the expense was incurred. Reimbursement checks for approved expenses will be issued within two weeks after submission of the expense request.

#### Telephone Use

Employees should restrict their personal telephone calls using office telephones, and shall not place long distance personal telephone calls without paying for them. Cellular phones shall be used with discretion so as not to disturb or disrupt other employees.

## **Separation from Employment**

Employees may be separated from employment voluntarily or involuntarily by retirement, resignation, lack of work, or termination. Conduct deemed by the Bishop to be sufficiently severe may result in immediate discharge.

Upon separation, for whatever reason, the employee or former employee shall return all property belonging to the Episcopal Church in Minnesota in the employee's possession or control.

Employees separated from employment by the Episcopal Church in Minnesota will be paid on the next regular pay day for time worked and any unused vacation time through the separation date.

**ACKNOWLEDGEMENT OF RECEIPT**

I acknowledge receipt of The Policy Handbook for the Episcopal Church in Minnesota. I understand that I am responsible to know and follow the policies contained therein. This acknowledgement does not constitute a contract, and therefore does not change my at-will employment status with the Episcopal Church in Minnesota

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bishop Signature