



LIVING HOLY CROSS VALUES SINCE 1918



# **Employee Handbook**

## **2020-2021**

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### Handbook Use and Purpose

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

It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. Also, specific circumstances may require changes in the policies, practices, and benefits described in this handbook. **Accordingly, Cathedral reserves the right to modify, rescind, supplement, or revise any provision in this handbook.** Cathedral will make reasonable efforts to provide employees with advance notice of any modifications or revisions to the handbook and will distribute updated pages as revisions are made.

**It is important to note that this handbook only highlights our policies, practices, and benefits and it is not intended to be a legal document or contract of employment.** Employment with Cathedral and all terms and conditions thereof are "at-will." The policies and procedures in this handbook are intended to replace all previous human resources policies, practices, and guidelines to the extent they are inconsistent with the handbook's contents.

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

### Mission

Cathedral, a premier Catholic high school in the Holy Cross tradition, transforms the hearts and minds of a diverse group of students to have the competence to see and the courage to act.

### Vision

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

### Holy Cross Core Values

Divine Providence  
Excellence  
Integrity  
Family  
Educating Hearts and Minds

Hope  
Inclusiveness and Diversity  
Option for the Poor  
Zeal

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

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

(Christian Education by Basile Anthony M. Moreau)

### Catholicity

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

### Academic Excellence

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

### Holistic

9. Educates the whole student
  - Mentors students inside and outside of the classroom
  - Values spiritual, intellectual, social, emotional, and physical development

10. Lives a holistic, disciplined life in order to be healthy in mind, body, and spirit

### **Professional Practice**

11. Demonstrates collaboration, flexibility, and collegiality
  - Participates actively in Professional Learning Communities (PLCs) to plan, assess, and improve instruction
  - Demonstrates consistently a strong commitment to the personal and professional well-being of faculty colleagues, administrators, and staff
12. Prioritizes professional growth
  - Pursues career-long professional development
  - Applies research-based knowledge in the classroom
13. Demonstrates commitment to the school
  - Shows through words and actions an earnest public and private commitment to the school, its mission and purposes, its leadership, and one's peers
  - Participates actively in the life of the school community

### **Characteristics of Professional Excellence For Cathedral High School's Staff**

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

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

### **Catholicity**

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

### **Holistic**

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

### **Professional Practice**

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

### **Morals Clause**

The Archdiocese of Indianapolis recognizes that many teachers who contribute positively to the mission of the Church in forming young people through our Catholic schools are not practicing Catholics. For faculty members of other faith traditions, there remains an expectation that, regardless of their personal religious affiliations and beliefs, they will become knowledgeable of

Catholic Church teachings, will be credible witnesses of the Catholic faith, and will be models of Christian values. Catholic schools are ministries of the Catholic Church, and faculty members are vital to sharing the mission of the Church. Teachers are expected to be role models and are expressly charged with leading their students toward Christian maturity and with teaching the Word of God. As role models for students, the personal conduct of every teacher and staff member must convey and be supportive of the teachings of the Catholic Church. The Seven Themes of Catholic Social Teaching can be found at <http://www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching/seven-themes-of-catholic-social-teaching>. A thorough description of Catholic Church teaching can be found in the Catechism of the Catholic Church. Determining whether a faculty member is conducting him/herself in accordance with the teachings of the Catholic Church is an internal Church/School matter and is at the discretion of the pastor, administrator, and/or Archbishop.

## EMPLOYMENT PRACTICES

### Nature of Employment

Employment with Cathedral is entered into voluntarily, and the employee is free to resign at will at any time, with or without cause. Similarly, Cathedral may terminate the employment relationship at will at any time, with or without notice or cause.

### Employee Classifications

For designating eligibility for certain benefits and the payment of overtime, all employees fall into one of each of the following categories:

#### *Exempt/Non-Exempt*

Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. Exempt employees are paid a pre-determined salary that does not vary from week to week based upon the quality or quantity of work performed. In other words, exempt employees are paid "to get the job done," regardless of how many hours it takes. Thus, an exempt employee's pay will not be reduced in any fashion for partial day absences, except when permitted by law, such as unpaid intermittent FMLA

leave. Any deductions from an exempt employee's salary will be in compliance with acceptable parameters for such deductions.

For example, deductions from exempt employees' pay may apply to:

- No work is performed in a workweek;
- Absences of one or more full days for personal reasons other than sickness or disability if all accrued PTO has been exhausted (deducted in full day increments only);
- Absence from work for one or more full days due to sickness or disability (including work-related injuries and FMLA-related absences). Such deductions will be made in accordance with Cathedral's paid time off plans and state worker's compensation rules.
- Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due to the employee for the week;
- Full-day penalties imposed for infractions of safety rules of major significance;
- Unpaid disciplinary suspensions of one or more full days in accordance with the school's disciplinary policy;
- Deductions for the first and last week of employment, when only part of the week is worked by the employee; and
- Deductions for unpaid leave taken in accordance with an approved absence under the Family and Medical Leave Act.

**NOTE:** Attendance and discipline policies are applicable to an absence even though the absence may not be one for which a deduction from salary will be taken.

Employees who believe their pay has been improperly reduced should immediately contact Human Resources. Cathedral will investigate the employee's concern and determine whether any improper deduction has been made. Cathedral complies with all applicable laws concerning the payment of wages and will correct any improper deduction, should it occur.

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

#### *Regular/Temporary*

A regular employee is hired to perform work of an ongoing nature for an indefinite period of time. A

temporary employee is hired for work of purely temporary nature for an indefinite period of time. Temporary employment usually will not exceed six (6) months.

#### *Full-Time/Part-Time*

A full-time employee is regularly scheduled to work forty (40) or more hours per workweek. A part time employee is regularly scheduled to work fewer than forty (40) hours per workweek (and normally between 15 and 32 hours per workweek).

#### *Faculty/Staff*

Employees whose primary job duty is instructing students are considered faculty, and all other employees are considered staff.

\* \* \*

In addition to the above categories, some employees are classified for administrative purposes in the following categories:

- On-Call Employee: A nonexempt employee who is not required to work a specified number of hours in any given workweek but who is scheduled to work on an as-needed basis.
- Inactive Employee: An employee who is on an extended unpaid leave of absence.

#### Changes in Employee Classifications

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

Changes in employee classification will occur when a job change, a promotion, or a change in work hours—projected to be ongoing or last for more than four (4) months—takes place, unless the situation meets the criteria of a temporary employee status.

#### **Equal Employment Opportunity**

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

Employees with questions or concerns about any type of workplace conduct inconsistent with these policies are encouraged to report to their immediate supervisor, who should be able to

address the concern in most cases. If for any reason you are uncomfortable reporting to your supervisor, you should report your concerns to Human Resources. If for any reason you are uncomfortable reporting to Human Resources, you may report your concerns to the President. No action will be taken against an employee who makes a good faith report of behavior reasonably believed to violate this policy. Violations of this policy will not be tolerated and will result in discipline.

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

#### **Workplace Diversity**

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

#### **Reasonable Accommodations**

Cathedral takes appropriate steps to provide reasonable accommodation upon request to qualified individuals with disabilities so long as doing so does not cause an undue hardship. Management also takes appropriate steps to provide reasonable accommodation upon request to employees whose religious beliefs or restrictions create a conflict with Cathedral's policies, practices, or procedures so long as doing so does not cause an undue hardship. If you need accommodation, please provide a written description of your situation and your needs to Human Resources, and someone will contact you to discuss your request.

#### **Anti-Harassment Policy**

Cathedral is committed to developing a work environment free of inappropriate behavior, regardless of whether or not such behavior also constitutes unlawful discrimination or harassment.

#### Definitions of Harassment

Cathedral is specifically committed to an environment free of inappropriate behavior of a sexual nature. Such inappropriate behavior may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's



employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or offensive working environment.

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

Inappropriate behavior on the basis of any other protected characteristic is also strictly prohibited. Such prohibited behavior includes verbal or physical conduct that derogates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, national origin, age, disability, marital status, citizenship, or any other characteristic protected by law.

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

Individuals engaging in inappropriate conduct may be subject to disciplinary action, up to and including termination.

Cathedral is committed to creating and maintaining an atmosphere free of inappropriate conduct regardless of whether such conduct is engaged in by fellow employees or non-employees (e.g., an outside vendor or consultant).

Conduct prohibited by these policies is unacceptable in the workplace and anywhere on working time or while conducting Cathedral business.

### Retaliation Is Prohibited

Cathedral encourages reporting of all inappropriate behavior that may violate this policy. It is the policy of Cathedral to investigate and take appropriate action as to all such reports. Cathedral prohibits retaliation against any individual who makes a good faith report of a violation of this policy.

### Reporting

If you believe you or another is being subjected to behavior that is not consistent with these policies, you must immediately report such concerns to your immediate supervisor, Human Resources, or any member of management. Supervisors who become aware of a potential policy violation **must** report the potential violation to Human Resources or the Principal.

Retaliation against an individual for reporting concerns or for participation in an investigation of reports under this policy is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination. Any suspected retaliation should be reported immediately and will be investigated and corrective action taken promptly.

Given the nature of this type of behavior and the serious effects it can have on both the accuser and the accused, the Company treats alleged policy violations seriously and, to the extent possible, confidentially. The Company expects all to treat alleged violations and those affected by them in a responsible, respectful manner. Please help maintain a comfortable work environment free from inappropriate and offensive behavior of any type irrespective of whether the behavior is unlawful.

### Open-Door Policy

Cathedral has an open-door policy that encourages employee participation in decisions that will affect them and their daily professional responsibilities. This policy also encourages employees who have job-related problems or complaints to talk them over with their supervisor or a manager at any level of management who they feel can help them.

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

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

### **Problem Solving**

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

All complaints will be handled in a timely manner. Cathedral's goal is to resolve a complaint within twenty (20) working days from the time of its initiation. If an extension or a reduction of the time limit becomes necessary, all parties involved will be notified.

Supervisors' decisions regarding the substance of their direct reports' performance evaluation as well as termination decisions are final and not subject to this policy.

### **Reporting Compliance Concerns**

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

It is the intent of Cathedral High School to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.

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

Cathedral High School will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of Cathedral High School that the

employee reasonably believes is in violation of a law or regulation.

### **Employment of Board Members**

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

### **Hiring of Relatives/Nepotism**

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

### **Employee Information**

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

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

### **Job Postings**

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

### **Criminal History and Background Checks**

Criminal history background checks will be done on all employees and volunteers at Cathedral High School. Employment is conditioned at all times on background check reports satisfactory to Cathedral. All employees are required to complete Safe and Sacred training through the Archdiocese of Indianapolis before commencing and periodically during employment with

Cathedral, at intervals established by either Cathedral or the Archdiocese (currently every 5 years).

## EMPLOYEE CONDUCT

### Use of Email Accounts

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

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

Even the most careful faculty and staff will occasionally send an email to unintended recipients. Cathedral has no control over the forwarding or alteration of emails once they are sent. Accordingly, employees must not use email to communicate information and/or data that is restricted or personal information without appropriate permission based on job description and responsibility. Common examples of this type of information include: social security numbers, credit card numbers, student grades and education records, personnel records, individual donor gift records, and health information subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

### Confidentiality and Security

Cathedral reserves the right to monitor and review any information and data stored within the email system and its services at any time without notice to or approval from users.

Although Cathedral does not monitor email content routinely, users must not assume that email content will remain private and confidential.

Members using Cathedral email services have no expectation of privacy in anything they store, send, or receive. Any and all information stored in the Email system and its services are subject to administrative review.

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

### Use of Social Media and Electronic Communications

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

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

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

Practical guidelines include but are not limited to:

1. Staff members should not list or follow current students (except their own children) as "friends" or "followers" or equivalent labels on personal networking accounts except as it relates to a specific class or subject.
2. Staff members are required to first and primarily use school-provided accounts to create a classroom presence or site for legitimate educational and communication purposes (separate from personal sites) such as the school email and Cathedral websites.
3. When a non-school provided communication tool is used for legitimate educational and communication purposes, a Cathedral High School administrator must have access to, or be present within, those group dynamics.
4. All staff electronic contacts (including phone) with students (except their own children) should be through school accounts.
5. In circumstances when a non-Cathedral account is used for interaction between faculty and staff and students,

interactions should be strictly limited in scope, frequency and duration. Management may ask for copies/access in connection with investigations or routine/random review, and failure to maintain records or provide them upon request may be considered as failure to cooperate with potential disciplinary consequences.

6. All electronic contacts (including phone, email and Remind) by teachers/coaches/sponsors/directors/moderators with the class/team or individual class/team members shall be for legitimate education and/or communication purposes only.
7. Postings that disrupt an educational program or damage the relationships of trust necessary between students, staff and parents are strictly prohibited. Examples include but are not limited to content that:
  - a. is sexually provocative or flirtatious in nature;
  - b. exhibits or advocates for use of drugs and alcohol;
  - c. Cathedral determines is obscene;
  - d. promotes illicit, illegal or unethical activity;
  - e. violates the school's equal opportunity, anti-harassment, or other policies.
8. Postings that communicate confidential information (as defined by this Handbook's Confidentiality/Non-Disclosure policy) to persons not authorized to receive that information are prohibited.
9. Comply with copyright laws and do not plagiarize.
10. Postings that cause significant interference with the education program via any electronic means are prohibited.

### **Legitimate Educational and Communication Purposes**

As used in this policy, legitimate educational purposes include:

1. Answering academic inquiries regarding homework, other classroom work or assignments;

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

In addition, no Cathedral policy, in any manner, prohibits employees from discussing terms of employment or workplace matters of mutual concern to the extent protected by law, nor are employees prohibited from making good-faith reports to governmental agencies or otherwise participating in governmental investigations or inquiries.

### **Personal Networking Sites**

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

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

### **Acceptable Use**

Cathedral High School reserves the right to protect itself, its students, employees and other members of its community by monitoring employee electronic communications and activities. Employees are prohibited from engaging in illegal activities or accessing websites prohibited by the school when using school networks or equipment on or off school property, during or after working time or while directly or indirectly representing the school. Violation of this policy will result in disciplinary action up to and including immediate termination. There is no expectation of privacy in regards to cell phones, computers, or any other device or equipment owned (or leased) by Cathedral, or on any information stored therein. Administration can search Cathedral-issued technology upon request to monitor compliance with rules concerning safety and security (of people and property), drugs and alcohol, and possession of other prohibited items.

### **Conflict of Interest/Outside Employment**

Employees have an obligation to conduct business free of actual or potential conflicts of interest. This policy establishes only the general framework and philosophy within which Cathedral intends to conduct business, and all are responsible for seeking further clarification in specific situations or any situation in which a question arises regarding acceptable standards of operation. Contact the Business Office Manager for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted in compliance with both the letter and spirit of Cathedral's Vendor Selection policy (and any other applicable policies). Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers, by way of non-exclusive examples, to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

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

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to Human Resources or the CFO as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Cathedral does business, but also when an employee or relative receives any kickback, bribe, or substantial/special gift.

### **Relations with Suppliers**

From time to time, employees may be offered gifts, entertainment, or other favors from a supplier,

contractor, or organization with which Cathedral has business dealings. No employee of Cathedral may accept any item of significant value aside from nominal gifts and common courtesies.

Ordinary business courtesies such as modest meals or refreshments or promotional items without significant value that are distributed widely and routinely generally are not prohibited under this policy. However, accepting even such nominal items may constitute a conflict of interest or other policy violation depending on specific circumstances (for example, where a vendor who regularly buys an employee lunch regularly receives Cathedral business by virtue of that employee's involvement).

Employees cannot accept monetary gifts or gratuities at any time and must return them immediately. If the value of a non-monetary gift is undetermined it should be returned or reported immediately to Human Resources.

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

### **Fraternization/Professional Relationships with Students**

Cathedral strictly prohibits all employees (whether faculty or staff) from fraternizing with students. Fraternizing is defined as any inappropriate relationship or conduct with a student. We also strictly prohibit the inappropriate transfer of money or goods between employees and any student, regardless of whether or not the student attends Cathedral.

All communications with students are to take place through Remind or other Cathedral-approved applications or methods. Employees are prohibited from disclosing their personal contact numbers or information to students absent advance permission from the Principal.

All conduct and interactions with respect to students must be consistent with the Archdiocese's Safe and Sacred standards and any other applicable Church protocol(s).

This policy cannot and does not attempt to describe all standards of behavior or the scope of

proper boundaries in every case when it comes to employee/student interactions. The guidelines contained in this policy stem from the general principle that all employees at all times are to model – at a minimum – appropriate behavior towards the students we are here to educate, serve, and protect. Cathedral's management reserves ultimate discretion to determine whether conduct has met that standard in any particular case.

Any instance of actual or suspected unprofessional interaction between an employee and any student will be investigated promptly, and appropriate responsive action will be taken. Depending on the circumstances, employees are subject to the full range of disciplinary consequences, including – in appropriate cases – immediate dismissal and reports to appropriate authorities.

### **Off Campus Trips**

Anyone taking students off-campus for a school sponsored trip must adhere to these regulations (as well as any other instructions issued by management):

1. Make sure all of the necessary parent permission documents are signed and shared with the administration.
2. The chaperone must have a copy of each student's medical emergency form.
3. The chaperone must have a list of any/all student's special medical needs provided by the school nurse.
4. Chaperones are to be briefed on safety issues.
5. One Chaperone should be responsible for no more than 25 students at a time during the trip.
6. In addition to the bus driver, there should be one chaperone, per bus, on a bus with 1 - 25 students. On a bus carrying more than 25 students, you must have at least 2 chaperones in addition to the bus driver. The chaperones must be located in the back and center of the bus.
7. When traveling with a smaller group by car, apply the "Rule of Three" ... one adult and two students or two adults and one student. Never travel 1:1 with a student.
8. When loading a bus or vehicle, teachers/chaperones shall first take a roll call using the student's names. In addition, count heads, missing seats, etc. Make sure attendance is reported to the attendance secretary BEFORE leaving campus.
9. During the trip, actively monitor student behavior on the bus. At the end of the trip,

look for items left behind, pick up trash, and make sure all is in order.

10. When the group has returned to campus, the trip leader or a chaperone must remain at the return site to ensure that all students have unloaded the bus, have been picked up, or have left in their car.
11. Contact the school nurse if a student becomes ill or you have questions about medical care while off campus: 317-968-7467. In an emergency dial 911.
12. Any injury or incident requiring professional medical attention needs to be reported immediately (*after* insuring all involved are stable or in the care of qualified first/emergency responders). An incident report will need to be completed upon your return to campus.
  - a. Any student injury must be reported immediately to the Business Office Assistant
  - b. Any faculty/staff injury must be reported immediately to Human Resources
13. In the event that a student must be sent home:
  - a. Contact the parent
  - b. Contact attendance secretary and or front office
  - c. Arrange with the parent as to how and when the parent is to come to the location to pick up the student.
  - d. Use best judgement to keep the student safe but isolated from the rest of the students.
14. In the event that a student must be sent home due to a discipline issue, the trip leader must contact the Vice Principal of Conduct.

### **Out-Of-State, Overnight and Weekend Trips:**

1. On overnight trips, there should be no more than 10 students per chaperone. Each chaperone must be provided and must keep on their person an emergency contact number for the students under their care.
2. Chaperones shall:
  - a. Do bed checks each evening and morning.
  - b. Not engage in alcohol/illegal drugs at any time.
  - c. Support and cooperate with the methods and directions prescribed by the designated leader of the trip.
3. Chaperones on overnight trips must have Overnight Trip Forms provided by the school with them.

4. All trips out of the state or country must be approved by the principal.
5. All trips out of the state or country shall have provided an itinerary to the school administration.
6. All of the Off Campus Trip policies listed previously (*other than those overridden by Out-Of-State, Overnight and Weekend trip policies*) apply to Out-Of-State, Overnight and Weekend trips as well.

### **Drug- and Alcohol-Free Workplace**

Cathedral strives to create and maintain a healthful, safe, and drug-free workplace.

While on Cathedral's premises and while on working time and/or conducting business-related activities off Cathedral's premises, no employee may distribute, sell, or be under the influence of alcohol or use, possess, sell, or be under the influence of illegal drugs. The use of prescribed drugs (in accordance with a current, valid prescription) is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Employees who drive on Cathedral business (even occasionally) are also required to comply with the "Drugs and Alcohol" provisions (and all other provisions) of the Drivers' Responsibility Policy.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

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

### **Substance Abuse Education and Treatment**

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

### **Arrest or Conviction Notification**

Employees must notify the President in writing within three (3) calendar days of an arrest or conviction for a drug and/or alcohol-related offense, or immediately upon reporting to work following such an arrest or conviction, whichever is earlier. For purposes of this policy, "conviction" includes pleas of guilty or *nolo contendere*. Failure to so inform Cathedral may result in disciplinary action up to and including termination of employment.

### **Smoking**

Cathedral strives to provide a healthful, safe, and comfortable working environment for all employees, students, and visitors. Smoking by employees, students, and visitors is therefore prohibited throughout all buildings, buses, vans, the entire campus, etc., and anywhere on working time (including when representing Cathedral at extracurricular functions).

This policy applies equally to all employees, students, and visitors.

### **Weapons and Violence**

Cathedral supports an environment that is safe and free from violence for all employees, students and other members of the public. To that end, employees are not allowed to carry firearms, ammunition, knives (other than tools used directly for work-related functions), or any other weapon in our buildings or on our buses. Any employee found to be carrying such items is subject to our discipline policy, up to and including termination.

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

We will not tolerate threatening, intimidating, malicious, or violent behavior directed toward anyone on our property or during work time. Such conduct off-duty will also be cause for disciplinary action where it adversely affects Cathedral's interests or constituents. All threats should be reported immediately to your direct supervisor or a member of the Executive Team. If you encounter a person or situation threatening immediate harm to anyone, contact an emergency agency (such as 911) immediately, *then* report internally as set forth above. Do not refrain from reporting based on any relationship you may have with the person engaging in inappropriate behavior or the target of such behavior.

All reports of threats, violence or suspicious individuals or activities will be thoroughly investigated. Cathedral will take precautions to protect the identity of the individual reporting the threat or activity as much as possible.

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

### **Seclusion and Restraint**

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

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

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

1. Supervised
2. Short in duration
3. Used only for the purposes of de-escalating the behavior,
4. Reported immediately to the Vice President of Student Discipline as well as the applicable student counselor(s), and
5. Documented in PowerSchool.

A full copy of our school's plan is available from the Principal.

### **Suspected Child Abuse**

All employees are required by law to report suspected abuse or neglect of any child *immediately* to the Department of Child Services (DCS) or to a local law enforcement agency, and then notify Cathedral's Director of Counseling that a report has been made. The DCS number to call to report suspected child abuse or neglect is [800-800-5556](tel:800-800-5556). All adults in the state of Indiana are required by law to report actual or suspected child abuse, regardless of whether or not the situation has any connection to Cathedral.

### **Personal Appearance**

Employees are expected to present a clean, neat, and tasteful appearance not only during school hours but at any time when representing Cathedral.

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

General guidelines include:

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Tank tops, tube or halter tops may not be worn under any circumstances.
- Shorts may not be worn except if approved by your supervisor.
- Mustaches and beards must be clean, well-trimmed, and neat.
- Hairstyles are expected to be in good taste and well-trimmed.
- Offensive body odor and poor personal hygiene are not professionally acceptable.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, are not professionally appropriate and must not be worn during business hours.
- Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
- Tattoos and similar body art must be covered during business hours.



- Men are to wear an approved Cathedral oxford or polo from the President's office or the school bookstore. Polos or shirts promoting Cathedral clubs, sports, or activities are approved on Friday only. Men are to wear dress slacks or dress khakis. Men must wear ties on Mass days.
- Women are to wear skirts/dresses or dress/professional pants of appropriate length. No cargo type pants, denim or shorts are allowed. Tights may be worn under dresses of appropriate length. Polos or shirts promoting Cathedral clubs, sports, or activities are approved on Friday only.
- Clothing should not be revealing or tight-fitting.

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

## PERFORMANCE MANAGEMENT

### Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations may be conducted at the end of an employee's initial period in any new position. This period, known as the introductory period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations may be conducted periodically to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Employment remains at-will both during and after the introductory period.

### Changes to Compensation

A positive performance evaluation should be both a goal and a source of pride. However, it is not a guarantee of any change in compensation. Compensation increases are never automatic but rather based on overall job performance, school budget, and other factors. Employees who are on a Performance Improvement Plan are not eligible for salary increases until their performance or other job-related issues are satisfactorily resolved.

### Disciplinary Procedures

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

The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

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

Typically, disciplinary action may call for any of four steps—verbal warning, written warning, suspension with or without pay, or termination of employment—depending on the severity, frequency, and other details of the problem.

Most disciplinary problems normally will be addressed by the following steps: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment. There may be circumstances when one or more “steps” of discipline are bypassed.

Generally, when an employee engages in poor performance or in unacceptable or counterproductive conduct, the employee will be given an opportunity to improve his or her performance or behavior to an acceptable level. However, the following list, though not complete, gives examples of behaviors that can result in immediate termination of employment:

- Violating the Confidentiality/Non-Disclosure policy.
- Violating the drug- and alcohol-free workplace policy.
- Theft—including, but not limited to, the removal of school property or the property of

- another employee or student from school premises without prior authorization.
- Walking off the job (including leaving students unattended or inappropriately attended or leaving campus during the school day) without supervisory approval.
- Verbal or physical fighting, baiting, or other disruptive behavior that instigates fighting or other conduct that violates the Workplace Violence Policy
- Mistreating, abusing, or intimidating students, visitors, or other employees; mistreating or unacceptable use of property belonging to a student, co-worker, or another; or otherwise engaging in conduct that does not support Cathedral's goals and objectives.
- Unlawful or improper statements about coworkers or maliciously false statements about Cathedral or its practices.
- Failing to use equipment, materials, and supplies in accordance with policies, procedures, and practices; violating safety or health rules or practices or engaging in conduct that creates a safety or health hazard.
- Falsifying, altering, or omitting information on an employment application, time record, or any other Company record; giving false, misleading, or incomplete information to management in any verbal or written communication; or concealing defective or incomplete work or damage.
- Refusing to follow instructions or directions.
- Possessing a weapon or firearm on school property in violation of applicable law or policy.
- Unauthorized use or dissemination of proprietary information.
- Violating Cathedral's equal opportunity or anti-harassment policies.
- Unauthorized use of school property, including vehicles.
- Engaging in excessive or a pattern of absenteeism/tardiness/leaving early/taking unauthorized or extended breaks.
- Being convicted of or pleading guilty to a crime that reflects unfitness for the job or constitutes a threat to the safety or well-being of Cathedral or its employees, customers, or property or failing immediately to report an arrest, conviction, or guilty plea for any criminal conduct. Arrest for such conduct may also result in an unpaid suspension of job duties or discharge based on Cathedral's independent investigation.

- Mishandling, misusing, misappropriating, or improperly accounting for or failing to secure Cathedral money, funds, or property.
- Failing to produce quality and timely work or to meet performance expectations, including failing to comply with directions.
- Failing or refusing to cooperate in an investigation conducted by or in coordination with Cathedral (excluding issues arising under the National Labor Relations Act).
- Failing to remain alert at all times while responsible for students or engaging in a safety-sensitive activity.
- Failing to appropriately supervise or safeguard students.
- Failing to comply with other expectations for performance and behavior set forth in this Handbook or by management.

## GENERAL POLICIES

### Leaving Campus

Any faculty member leaving campus during the school day must receive approval from their direct supervisor.

### Confidentiality of Voice Mail and Electronic Mail

Cathedral's telephones and computer systems (including Internet access) are in place to help us be more efficient and effective in our business communications. Accordingly, all employees should be aware that these systems are for school use, not personal use. Employees should be aware that voice mail and electronic mail messages are not private and are subject to review by management at any time, without notice. Accordingly, employees have no expectation of privacy with regard to the telephone and computer communication systems.

Cathedral expects employees to return e-mail and telephone messages concerning school business in a timely manner.

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

### Use of Facilities and Property

Employees are expected to treat school property as they would their own. Specifically, employees are to keep their own work area and common areas clean and well maintained. Employees should limit their use of school equipment to work-related purposes. Employees are required to

receive supervisory approval before removing any school property from the premises.

### **Use of Personal Automobile**

Employees who use their own automobiles for travel on authorized school business will be reimbursed for mileage at the rate established by the Internal Revenue Service. Employees must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, insurance coverage for property damage and public liability in amounts satisfactory to Cathedral. Proof of satisfactory insurance, valid license, and satisfactory driving record must be provided upon request.

### **Confidentiality/Non-Disclosure**

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

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

Employees who, as part of their job, have access to information about salary, benefits or discipline of other employees are expected to treat the information as confidential and not discuss or disclose it except as may be necessary in connection with the performance of their work. All information regarding an employee's or student's medical records or health status will be kept in separate files and provided the highest degree of protection by those with access to that information.

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

may be disclosed only *if and after* Cathedral's approved release of information form is explained to and completed by the student (if eighteen (18) years or older) or the student's parent or guardian (if under eighteen (18)). Information about students may be disclosed if required by law. Any requests to disclose student information must be directed to the President.

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement and/or a Confidentiality and Privacy Acknowledgement as a condition of employment. Employees who improperly use or disclose trade secrets, student information or confidential school business information may be subject to disciplinary action, up to and including termination of employment and legal action.

### **More on Student Records**

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

### **Speaking to the Media**

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

### **Internal Communication**

Frequent, open communication of information about our operations, programs, and activities is an

essential ingredient in maintaining a productive working environment. To encourage understanding and dialogue among colleagues, Cathedral provides a number of vehicles to facilitate communication.

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

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

### **Safety Policy**

To assist in providing a safe and healthful work environment for employees, students, and visitors, Cathedral has established a workplace safety program. Its success depends on the alertness and personal commitment of all.

Each employee is expected to be safety conscious at all times and to report immediately any unsafe or hazardous condition directly to a supervisor so that problems can be remedied as quickly as possible.

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

The Chief Operations Officer oversees proper care, storage, and maintenance of all equipment and potentially hazardous materials (including chemicals such as toner or cleaning agents). The maintenance staff regularly conducts safety

reviews of work areas and takes steps to correct any potentially hazardous situations.

Promptly report any injury, no matter how slight, you have while on the job or on Cathedral property at any time to your supervisor so you may receive prompt and proper medical attention, etc. The supervisor must promptly report the incident to Human Resources and make a written report as soon as possible. You may be required to go to a Cathedral-chosen physician for initial treatment and any required follow-up examination. If the Cathedral-chosen healthcare provider and/or Human Resources determines that you need medical attention, you must comply with that decision.

If a work-related injury requires you to be absent from work or to incur medical costs, you must contact Human Resources for the appropriate forms to be completed and processed for worker's compensation insurance purposes

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

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of Human Resources at Cathedral.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

### **Drivers' Responsibilities**

Any employees using their personal or Cathedral-owned vehicles to conduct Cathedral business, even occasionally, must have a current driver's license, carry liability insurance, and abide by all traffic laws. Cathedral's liability insurance covers only claims against the school; it does not cover you or your personal vehicle when you are using that vehicle to conduct Cathedral business. If you are injured as a result of an accident while you are using any vehicle to conduct Cathedral business,

you may be entitled to certain worker's compensation benefits, depending on the circumstances.

#### Traffic Violations

You are responsible for any traffic citation you receive when driving on Cathedral business, regardless of who owns the vehicle(s) involved.

#### Revoked Or Suspended Driver's License

If your job requires you to drive, even occasionally, and your driver's license is revoked, suspended, or restricted for any reason, you must immediately report the change in driving privileges to Human Resources. Failure to do so will result in discharge. If you voluntarily report the suspension, revocation, or restriction of your driver's license, depending on the circumstances, management may attempt to move you to a job that does not involve driving. The work may be in a classification and at a pay rate that is different from your regular classification and pay rate. If for whatever reason management does not move you to a job that does not require driving, you may be placed on a leave of absence without pay, or your employment may be administratively terminated, based on business needs at the time and an independent investigation of the circumstances.

Management periodically will verify your driving record and the status of your driver's license through the Bureau of Motor Vehicles; you must obtain or authorize Cathedral to obtain a BMV report upon reasonable request at any time.

#### Use of Electronic Devices

Keep smart phone use while driving to a minimum. Complete calls while the vehicle is parked and/or use the phone in a hands free mode with a Bluetooth device, head set, or speaker. Indiana law and this policy both prohibit holding smart phones in your hand while driving. Also, employees must be familiar and comply with any other applicable laws of the jurisdictions in which they drive as those may be more restrictive than this policy.

Cathedral strictly prohibits texting, reading, or sending emails while driving on school business. If you receive a citation from law enforcement for texting, reading, sending emails, or otherwise improperly using a smart phone or other electronic device while driving or are involved in an accident while engaging in such conduct, you will be subject to discipline.

#### Safe Driving

All occupants must use seat belts (if available) when driving or riding on school business. You must

ensure that all occupants fasten their seat belts before operating the vehicle. Any non-functioning seat belt must be repaired and replaced immediately. Failure to comply with this policy will result in discipline discharge.

Drive defensively when driving on school business. Cathedral vehicles are not to be used to transport firearms, ammunition, flammables, or other hazardous materials, unless flammables or hazardous materials are work related.

#### Insurability

Employment will be administratively terminated if an employee becomes uninsurable through The school's insurance coverage if the employee drives regularly on Cathedral business and, depending on business needs and circumstances, may be administratively terminated if an employee drives occasionally.

#### Drugs and Alcohol

Employees are prohibited from having any measurable quantity of alcohol or illegal drugs in their system while operating any Cathedral vehicle or while operating any vehicle on Cathedral business. This is a "zero tolerance" policy, meaning it is a violation of this policy to operate any vehicle on working time or on Cathedral business with any alcohol or illegal drugs in your system, regardless of the specific concentration (e.g., blood alcohol content or BAC measurement) and regardless of whether or not you could be held criminally responsible. Each employee is responsible for refraining from consumption sufficiently in advance of driving to ensure compliance with this policy. If an employee is asked or expected to drive on Cathedral business within 2 hours of having consumed a prohibited substance or at any point when a prohibited substance may be present in their system, the employee *must* immediately report their consumption to their supervisor and *refrain* from driving.

#### Arrest/Conviction

You must notify Human Resources in writing within the earlier of three calendar days or immediately upon reporting to work of an arrest for all drug/alcohol-related offenses or felony driving offenses or anything adversely affecting your insurability whether the event occurred on or off duty. Failure to provide this notice will result in discharge.

An employee who is arrested for any offense that results in a loss of liability coverage will be immediately suspended without pay and, based on an independent assessment of the circumstances

of the arrest, the employee may be administratively discharged.

### Security

Cathedral strives to provide a secure work environment for employees, students, volunteers, and visitors. We provide for the security of our buildings and facilities by maintaining alarms and locking doors. Employees must comply with all security procedures established in their work area and immediately report any breach of security to the School Resource Officer or 911.

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

All employees must immediately report lost, stolen, or missing keys or other school property to their supervisor. Copying or giving keys or lock combinations to an unauthorized individual may result in immediate dismissal.

## ATTENDANCE AND TIME OFF

***Other than military leave, employees may not engage in other work while absent or on leave, nor may they take part in non work-related activities that are inconsistent with their qualifying reasons (and supporting documentation) for any type of medical and/or FMLA or personal absence/leave. Employees abusing leave may lose their entitlement(s) to leave and will also be subject to discipline.***

### Attendance and Punctuality Policy

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

### Work Schedules

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

#### Faculty and Guidance Staff: Ten-Month Schedule

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

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

#### Staff: Twelve-Month Schedule

Although the regular workweek is from 8:00 a.m. to 5:00 p.m., Monday through Friday, other work arrangements may be made between employees and their supervisor, subject to the demands and limitations of the job and department. Supervisors have final approval for such flextime requests and may require the employee to return to a regular schedule based on management's assessment of organizational needs.

### Vacations

#### *Ten- and Eleven-Month Schedules*

All full-time faculty and staff who have a ten-month work calendar receive paid time off during all school vacations falling in that ten-month period. Employees whose employment ends for any reason during the ten-month period do not receive compensation for any school vacations post-dating their separation. Usually, requests for time off greater than 3 days will not be approved.

#### *Twelve-Month Schedules*

All full-time staff who have a twelve-month work calendar receive two weeks of vacation (10 days) after completing 1 year of employment; three weeks (15 days) after five years; and four weeks (20 days) after 10 years. These allotments are granted on the first workday following each applicable employment anniversary date. Up to 10 days (e.g., 80 hours) of vacation granted in any one anniversary year can be carried over into the next year, but must be used during that next year or it is lost.

#### *All Schedules*

Upon leaving the employ of Cathedral for any reason, employees will be paid for any accrued but unused vacation days.

### Holidays

Cathedral typically observes the following paid holidays:



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

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

Any nonexempt employees required to work on a holiday will be paid for the hours worked on the holiday in accordance with the Fair Labor Standards Act *and also* receive the day's holiday pay. Temporary employees do not receive holiday pay. Employees on vacation at the time a holiday occurs will not have that day counted as a vacation day.

### Personal Days

All regular employees receive paid personal days at the beginning of their respective calendar term of employment as set forth in this policy. These days may be used for absences resulting from an employee's, spouse's, or child's sickness or injury, or any other personal reason(s) where the employee needs to be away from work not covered under any other policy in this handbook. Approval must be obtained in advance when using these days for anything other than illness or sudden injury (and absence notification policies must be followed regardless of the reason or whether the use of paid personal time is sought). Staff who are unable to report for work for any reason must notify their immediate supervisor within one (1) hour of their regularly scheduled starting time. In addition, staff must login to Paycom and record their time off as vacation or Personal Time (PTO). See Faculty-specific provisions below for faculty notification requirements.

Employees may accumulate a maximum of ninety (90) unused paid personal days at any given time.

Personal days are paid based on the number of hours each employee ordinarily is scheduled to work (e.g., full-time employee personal days are paid based on 8 hours per day and a 20-hour/week part-time employee's personal days are paid based on 4 hours per day).

Upon leaving the employ of Cathedral for any reason, employees will not be paid for any accumulated but unused personal days.

### Employees with a Twelve-Month Work Calendar

All employees with a twelve-month work calendar receive twelve (12) days of paid personal leave per year.

### Employees with an Eleven-Month Work Calendar

All employees with an eleven-month work calendar receive eleven (11) days of paid personal leave per year.

### Employees with a Ten-Month Work Calendar

All employees with a ten-month work calendar receive nine (9) days of paid personal leave per ten-month academic year.

For teachers who work 10- or 11-month calendars, each personal day is equal to the number of classroom hours taught per day (i.e., the number of hours the teacher is required to be teaching or otherwise supervising students). Similarly, personal time is used only for those classroom hours when a substitute is required (including Resource and Flex periods). For instance, if you scheduled paid time off for Thursday morning from 7:00am - 11:15am, but you were absent for only two teaching periods where a substitute teacher was required (Alpha and A) and one prep period where no sub was needed (B), you would only need to use 2 hours of personal time.

### Personal Day Terms Specific To Faculty

Personal time off should be requested as far in advance as possible, and at least three days prior to the first scheduled day off. Personal time off will not be granted on less than three days' notice unless approved by the Vice Principal of Academics. Personal time off requests may be denied based on replacement availability or other operational/business factors. Personal time off in excess of 3 days will not be granted except under exceptional circumstances and can only be approved by the Principal. Personal time off is scheduled by clicking the link [Absence Reporting & Sub Request](#) in the Faculty and Staff portal of our website ([www.gocathedral.com](http://www.gocathedral.com)).

Personal time off may not be used immediately before or immediately after a holiday, or during the first and/or last 5 days of the school year. Exceptions to these prohibitions may be approved only by the Principle and only in extenuating circumstances.

*Independent of the above requirements for personal day requests and in any circumstance in which a teacher or counselor determines that they will not be able to report as scheduled for a given day, they must call the Substitute Coordinator by 6:15 a.m. and complete an online substitute request. If the Substitute Coordinator cannot be reached, the teacher or counselor must call the Vice Principal. **It is important to make contact with a live human being in addition to completing an online substitute request; do not rely on a message or a voicemail.***

All Educators are expected to be on campus from 7:30am until 3:30pm every school day. If you need to leave campus during a time you are not scheduled to be teaching or supervising students, you must email the Vice Principal of Academics as far in advance as possible to provide notice of the time leaving campus and the expected time of return. In addition, you must email the Vice Principal of Academics to confirm your return once you have arrived.

### **Cathedral Sick Leave Pool**

The purpose of the Sick Leave Pool is to model Cathedral's Holy Cross Values by establishing a way for employees to share their accumulated sick leave with others who face financial hardship due to a serious or unforeseen illness or injury and who have exhausted their own paid time off allotments. The Sick Leave Pool is administered on a fiscal year basis.

All regular employees may donate to and withdraw from the Sick Leave Pool. This program is not available to temporary employees who do not earn leave.

1. Donations to the pool are entirely voluntary.
2. Employees may request withdrawals from the sick leave pool if they have contributed at least one of their own sick days to the pool during the applicable contribution period for the fiscal year in which the withdrawal is sought.
3. Contributions to the sick leave pool will be accepted in August of each year. If the pool balance falls below an amount that the CFO deems prudent, the CFO may authorize an additional contribution period.

The Business Office will announce the exact dates each year of the contribution.

4. Generally, the Business Office keeps donor and requester identities confidential, but will share the pool balance to any donor upon request.
5. Contributions will be accepted by completing a Sick Leave Pool Donations Form available through the Paycom portal. An eligible employee may contribute a maximum of ten sick days per fiscal year (unless additional amounts are accepted under an additional contribution period authorized by the CFO).
6. All requests for withdrawal from the Sick Leave Pool must be made in advance of anticipated use on forms approved by and available from the Business Office.
7. Withdrawals from the Sick Leave Pool are approved only: (a) for absences necessitated by the employee's serious, unforeseen illness, injury or impairment; (b) when the employee has exhausted all other forms of available paid time off; (c) the employee requires at least five days of absence for treatment; and (d) the employee is not receiving income replacement benefits through workers' compensation or short- or long-term disability programs. Additional factors may include (without limitation) the current pool balance, other pending requests, and anticipated additional requests. Interpretation and application of these criteria to any given withdrawal request is at the sole discretion of the CFO.
8. Withdrawals from the Sick Leave Pool may only be taken in full-day increments and generally will not be granted in excess of 30 days per illness, injury, or impairment.
9. Withdrawals may only occur to the extent of the Sick Leave Pool contributions available for withdrawal and the beneficiary has no leave time available.
10. Employees will not receive allotments of or accrue other forms of paid time off benefits under any other policy while participating in/using Sick Leave Pool benefits.
11. At the end of each fiscal year, all Sick Leave Pool hours are carried forward to the next year.
12. The administration of the policy and approval of Sick Leave Pool withdrawals are the responsibility of the Human Resources.
13. Employees' unpaid personal days are forfeited upon termination of employment, and all such forfeited days (up to a



maximum of 80 hours per employee) credited to the Sick Leave Pool.

14. Donors forfeit any individual claim to personal days donated to the pool. Cathedral retains ultimate and sole discretion regarding the administration and discontinuation of the pool. However, management will not reduce the pool balance for any reason except in the course of approved employee withdrawals, and management will not discontinue the pool without at least 10 month's prior notice.

### **Jury and Witness Duty**

Regular employees who are called to serve on a jury will be granted paid leave for the duration of the time they are required to serve, up to a maximum of two weeks. Temporary employees will be granted unpaid leave for the entire period of their service. Employees may keep any compensation received in exchange for their jury duty.

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

Employees will be compensated at their normal rate of pay for hours spent participating in legal actions at Cathedral's request.

### **Bereavement Leave**

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

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

Employees are allowed up to four hours of unpaid bereavement leave to attend the funeral of a fellow employee or retiree of the school, provided such absence from duty will not interfere with normal operations of the school. Such faculty bereavement leave must be approved in the same

manner as health days, as defined in the Health and/or Personal Days policy.

Bereavement leave may be taken only at the time of the death, and employees are not entitled to additional compensation if these days are not used. Proof of death and relationship may be required. If some or all of the applicable bereavement time is not used at the immediate time of death because of a delayed celebration or service, employees may (with supervisory approval) use any remaining time to attend the delayed celebration or service.

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

### **Time Off to Vote**

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

### **Family and Medical Leave (FMLA)**

Cathedral High School will grant family and medical leaves of absence in accordance with the Family and Medical Leave Act (FMLA) and applicable state or other laws. Please contact Human Resources if you are anticipating a need to take a leave and/or if you have questions about the law or this policy.

#### Eligibility

You may be eligible for FMLA leave if you:

- Have worked for Cathedral for at least 12 months
- Have actually worked at least 1,250 hours during the 12 months preceding your leave of absence

#### Reasons for FMLA Leave

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

- *Employee Medical Leave.* This leave is for the employee's own "serious health condition" if the condition renders him unable to perform his job functions.
- *Family Medical Leave.* This leave is to care for the "serious health condition" of the employee's spouse, child, or parent.
- *Parenting Leave.* This leave is to care for a new son or daughter, including by birth,

adoption, or foster care placement. An employee may take Parenting Leave only during the 12-month period that begins on the date of the birth, adoption, or placement. This leave cannot be taken intermittently or on a reduced schedule.

- *Military Family Exigency Leave*. This leave is for a qualifying exigency arising from the fact that the employee's spouse, son or daughter, or parent is on or has been called to covered active duty in the U.S. Armed Forces. Qualifying exigencies include making arrangements necessitated by short-term deployments, attending certain military events and related activities, assisting the service member with alternative child care arrangements when the active duty or call to active duty status necessitates a change in the existing arrangements, assisting the service member with certain financial and legal arrangements related to active duty or the call to active duty, attending counseling arising from covered active duty or the call to covered active duty, spending time with the military member who is on short-term, temporary rest and recuperation leave, and caring for a military member's parent when the parent is incapable of self-care.
- *Covered Servicemember Leave*. This leave is to care for the employee's spouse, child, or parent who is a Covered Servicemember with a Serious Illness or Injury incurred or aggravated in the line of active duty on active duty. Also, this leave may be taken by an employee who is the next of kin of a Covered Servicemember.

#### Leave Time Allowed

- An eligible employee is entitled to a total of 12 work weeks of unpaid leave during a "rolling" 12-month period measured backward from the date he uses FMLA other than Covered Servicemember Leave.
- For Covered Servicemember Leave, eligible employees are entitled to up to 26 workweeks of leave in a single 12-month period. For purposes of Covered Servicemember Leave only, the "single 12-month period" is the 12-month period measured forward from the first date of Covered Servicemember Leave.
- If you and your spouse are both employed by Cathedral and otherwise eligible for FMLA leave, each of you may take 12 workweeks' leave for your own serious illness or to take care of your sick child or each

other. However, a married couple is limited to a combined total of 12 workweeks for the birth, adoption, or foster placement of a child; the care of a sick parent; or the care of a healthy infant or adopted child.

- *Intermittent or Reduced-Schedule Leave*: You may take intermittent or reduced-schedule leave for the serious health conditions of yourself, your spouse, your child, or your parent when medically necessary. If your need for intermittent leave requires you to miss only part of the workday, we expect you to work the remainder of your shift, whether before or after the requisite period of intermittent leave. Under certain circumstances, if you are using intermittent leave or reduced-schedule leave, we may temporarily transfer you to an alternate position for which you are qualified and that better accommodates your leave. You may not take Parenting Leave on an intermittent or reduced-schedule basis.
- We will consider authorized absences for family or medical leave as excused absences for purposes of our attendance policies. But whenever the need for leave is for planned, periodic, or foreseeable medical treatments of a serious health condition, please schedule the treatments to minimize your absence from work so as not to disrupt operations.

#### Notice

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

If an employee fails to give 30 days' notice for a foreseeable leave with no reasonable excuse for the delay, Cathedral may deny FMLA until at least 30 days after the date the employee provides notice.

Upon the conclusion of any Employee Medical Leave, the employee must present certification from his health care provider that he is able to return to work. Unless and until an employee provides this fitness-for-duty certification, he will not

be able to return to work, and his employment will be administratively terminated if the certification is not promptly provided.

#### Medical Certification

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

The Human Resources office will provide you with certification forms for your specified type of leave. You must have your attending physician complete a Certification of Health Care Provider form for all medically related leave requests. You must return the leave of absence certification forms to the Business Office within 15 days of the date you receive the request for certification. If you fail to provide the required certifications in a timely manner, your leave may be denied and the absences in question may therefore be considered unexcused under the attendance policy.

#### Use of Accumulated Time Off

Generally, FMLA is unpaid. However, if an employee has available paid time off, the employee must use all available paid time off concurrently with FMLA and in accordance with the applicable time off policy(ies)

Employees may not use paid time off when receiving disability or worker's compensation benefits. However, FMLA will run concurrently with disability or worker's compensation benefits.

#### Benefits

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

#### Reinstatement

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

position has been affected by a reduction-in-force or reorganization independent of your leave. Management will determine whether an employee will be restored to the same position or to an equivalent position.

Certain salaried key employees (as defined by the FMLA) may be denied restoration if their reinstatement would cause substantial and grievous economic injury to Cathedral.

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

If an employee chooses not to return to work after leave expires, Cathedral may recover its share of health insurance premiums paid on the employee's behalf during the leave period. Cathedral will seek to recover those premiums unless the employee fails to return because of (1) the continuation, recurrence, or onset of a serious health condition (or serious illness or injury, with respect to Covered Servicemember Leaves) that would otherwise entitle the employee to FMLA or (2) other circumstances beyond the employee's control. If an employee fails to return to work because of the continuation, recurrence, or onset of a serious health condition (or serious illness or injury, as applicable), the employee must provide a medical certification of his serious health condition or serious illness/injury within 30 days from the date Cathedral requests it. If the employee does not provide the certification in a timely manner, the Company may recover its share of the health insurance premiums paid for the employee during the entire FMLA period.

At the exhaustion of FML, if an employee is unable to return to work, employment will be administratively terminated unless the employee timely requests and is eligible for an Extended Medical Leave Of Absence. Extended leave must be requested in writing within 5 days of the expiration of FMLA or extended leave will be denied and employment administratively terminated.

#### **Personal Leave**

Personal leave may be granted in *urgent* and *exceptional* circumstances. In no event will personal leave be used to extend any medical leave of absence. See Human Resources for further details.

## COMPENSATION

### Pay Periods/Payroll

All employees are paid biweekly, 26 pays per calendar year. Checks are deposited every other Friday. In the event of a government holiday checks will be deposited the night before. Federal, state, and local income taxes, if any, and social security payments, all required by law, are deducted from gross earnings. Voluntary deductions may also be made in accordance with Indiana law.

Employees are required to have their checks direct deposited into the banking institution of their choice.

### Timekeeping Requirements

All nonexempt employees are required to enter accurately all time actually worked and time off into the approved timekeeping system (at the time of publication of this handbook, PayCom). Any falsification of a time record will result in disciplinary action, up to and including discharge. Exempt employees are required to submit time off requests in Paycom for supervisor approval.

### Overtime Pay

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

### Wage Garnishments

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

### Expense Reimbursement

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

## BENEFITS

### Athletic and Theater Passes

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

### Credit Union

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

### Notary Services

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

### Education and Professional Development

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

Cathedral may periodically require employees to attend professional development activities at any time throughout the calendar year.

### Tuition Reimbursement

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

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

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. **Prior** to taking a course, the employee must submit a professional development form (completing all required information), and a tuition reimbursement application. At the **end** of each course the employee must submit Part B of the tuition reimbursement application with a receipt for course payment and the official grade document (copy). All forms for faculty will be processed and approved or denied by the Principal or his or her designee. Staff employees should submit their forms to their immediate supervisor for processing, approval, and/or denial. *All tuition reimbursement is subject to the Employee executing a written agreement in a form prepared by and satisfactory to Cathedral.* Employees should contact their direct supervisor for more information or questions about tuition reimbursement.

While tuition reimbursement is expected to enhance the employee's performance and professional abilities, there is no guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

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

#### **Tuition Remission**

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

- Upon 1st Anniversary of Employment = 10% of Annual Tuition

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

#### **Health Benefits**

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

Information on insurance is available for on the website that our insurance agent maintains for the benefit of the Cathedral faculty and staff.

Please check the website (address available from Human Resources) for specific details regarding:

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

#### **Medical Insurance Benefit**

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

#### **Vision Benefit**

All eligible employees are entitled to vision benefits in accordance with the terms of the Plan. This program is self-insured by Cathedral. Vision benefits are subject to certain maximums.

#### **Dental Benefit**

All eligible employees are entitled to dental benefits in accordance with the terms of the Plan. This program is self-insured by Cathedral. Dental benefits are subject to certain maximums.

### **Flexible Spending Account and Supplemental Insurance Benefits**

A flexible spending account (FSA) permits employees to pay their medical, vision and dental insurance premiums under the health plan on a pre-tax basis. Additionally, the FSA allows employees to set aside pre-tax dollars to be used for uninsured medical expenses, such as out-of-pocket costs or child-care and other eligible dependent care expenses.

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

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

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

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

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

### **Health Savings Account (HSA)**

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

Because Cathedral participates in a high-deductible health plan, it has set up an HSA for employees enrolled in the plan. Cathedral deposits

a pre-determined amount into an employee's HSA annually to help offset the high deductible.

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

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

### **Life Insurance Benefit**

Cathedral provides group life insurance to eligible employees in accordance with the terms of the Plan. Please see the Business Office Manager for more information.

### **Disability Benefits**

Cathedral provides long term disability coverage after eligible employees have completed 90 days. Eligible employees are those faculty members who teach a minimum of five (5) periods a day and all staff who work thirty-two (32) hours or more per week. The program provides monthly benefits after periods of disability caused by non-occupational injury or illness. Covered, eligible employees will receive a weekly benefit during the continued disability period for a specified period for long term disability and short-term disability. Cathedral pays the entire premium for these benefits. For information about specific benefit amounts, see the Business Office Manager.

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

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

All employees are eligible to use a professional, confidential counseling service selected by Cathedral and at Cathedral's expense. Employees who suspect they have a problem are urged to take advantage of Cathedral's employee assistance program and to follow through with any recommended treatment.

### **Retirement Plan**

Cathedral maintains and administers a retirement plan for its eligible employees under Code Section 403(b). Generally, the plan permits eligible employees to make pre-tax contributions to the plan as a percentage of their compensation or a specified dollar amount. The maximum amount of compensation an employee can defer is the IRS

allowable, which can change from year to year. Cathedral will match employee's pre-tax contributions 100% up to 5% of annual compensation. Employer matching contributions vest as set forth below:

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

Please contact the Plan Administrator or Business Office Manager for details. An employee is always 100% vested in his or her elective deferrals.

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

### **Workers' Compensation**

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

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

### **Irish Blessings Onsite Daycare**

Cathedral faculty and staff have access to on-campus daycare services their children and grandchildren (ages 3 months to Pre-K). See Human Resources for pricing and other details.

## ACKNOWLEDGEMENT OF RECEIPT—2020-2021

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

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

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

- Human Resources Office

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

Employee Name Printed	Date
Employee Signature	