

Archdiocese of Saint Paul and Minneapolis Employee Handbook



ARCHDIOCESE
— OF —
SAINT PAUL &
MINNEAPOLIS

*United in Faith,
Hope and Love*

January 1, 2026

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WELCOME

For employees who are just beginning a new position with the Archdiocese, I want to extend to you a warm and sincere welcome. For those already employed with the Archdiocese, thank you for your continued service and commitment to serving the people in the Archdiocesan Territory on behalf of the Catholic Church.

Employment with the Archdiocese is more than just a job; it is service to the Church, which is the Body of Christ. As Catholics, we hold that “work represents a fundamental dimension of human existence as participation not only in the act of creation but also in that of redemption” (*Compendium of the Social Doctrine of the Church*, 263). Work is an act of sanctification; in other words, it is a path to holiness. Sanctity is made up of heroic acts, which many assume to mean great tasks and huge endeavors. However, even the most ordinary endeavors can become heroic acts.

The policies outlined in this handbook are meant to provide a positive framework for employment with the Archdiocese. Please read them carefully, for it is important that you understand them thoroughly. Our hope is that your experience here will be challenging, enjoyable and rewarding.

Be assured of my prayers for the Holy Spirit to guide your work in the vineyard of the Lord.

Most Reverend Bernard A. Hebda
Archbishop of Saint Paul and Minneapolis

ABOUT THIS HANDBOOK

Preface

The virtue of justice is not blindfolded, but rather sees with both eyes the fundamental dignity and rights of all God's children without exception. This virtue is protected, promoted, and enforced by both the policy that promulgates this expectation and the application of it that is explained in this handbook. Employment at this Archdiocese considers and articulates protections found in state and federal laws, as well as Archdiocesan policies.

This handbook is a summary of the policies, procedures, Archdiocesan Code of Conduct for Church Personnel provisions, benefits, and several state and federal laws that apply to employees of this Archdiocese. It is designed to address the normal questions and "what if" scenarios that arise during day-to-day operations. When unique or infrequent circumstances occur, the employee's supervisor will provide direction on a case-by-case basis. In addition to this handbook, employees should be familiar with, and adhere to, the Code of Conduct for Church Personnel, which is attached as Appendix II to this handbook and can be found on the Archdiocesan website.

The Archdiocese is also obliged to comply with applicable civil and canon law pertaining to employment. These policies, procedures and benefits supersede any that may have been communicated in previous handbooks and apply to all employees unless otherwise indicated.

This handbook should not be construed as a guarantee of continued employment for any time to any employee. Only the Chief Operating Officer (COO) or his designated representative have authorization to offer an employment agreement to any employee. Employment contracts or agreements offered by any other individual are invalid. Except for Arbitration discussed under the Conflict Resolution section in this handbook, which is mandatory and binding on each employee, no language, term, or provision used in this handbook is intended to create, or is to be construed to create, a contract (express or implied) between the Archdiocese and any employee.

This handbook can only be amended with written permission of the Archbishop or his designated representative. Such amendments will be binding upon the Archdiocese and all employees.

All definitions in the promulgation policy n. 202, attached as Appendix 1, are incorporated herein by reference.

Section 1 Governing Principles of Employment

1-1 Equal Employment Opportunity

It is the policy of the Archdiocese to provide equal employment opportunity to all qualified persons without regard to race, color, religion, creed, sex, marital status, disability, age, national origin, and status with regard to public assistance, and any other classifications protected by applicable law that do not violate teachings of the Catholic Church, as defined by the Catechism of the Catholic Church. Employment practices are intended to ensure that all individuals are recruited, hired, assigned, advanced, compensated, and retained based on their qualifications. Exceptions to this non-discrimination policy may be necessary when based upon a bona fide occupational qualification or in compliance with the teachings of the Catholic Church.

1-2 Americans with Disabilities (ADA)

The Americans with Disabilities Act of 1990 (ADA) makes it unlawful to discriminate in all employment practices against a qualified individual with a disability. Under the ADA, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment and people who are regarded as having a substantially limiting impairment. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning or working. An individual with a disability must also be qualified to perform the essential functions of the job with or without reasonable accommodation, to be protected by the ADA. Essential functions are basic job duties that an employee must be able to perform, with or without reasonable accommodation. The essential functions of every position are clearly articulated in a written job description.

Reasonable accommodations, as required by law, will be made for the known physical or mental disabilities of an otherwise qualified applicant or employee, unless doing so would impose an undue hardship upon Archdiocese operations. An accommodation is not reasonable if it poses significant difficulty or expense for the Archdiocese or in circumstances where, even with the accommodation, the employee is unable to perform essential job duties in a manner that would not endanger the health or safety of the employee or others.

Any applicant or employee who believes they require an accommodation to perform the essential functions of the job should request such an accommodation in writing. The individual should specify the accommodation needed to perform the job and submit supporting medical documentation explaining the underlying physical or mental disability and the basis for the requested accommodation. The Archdiocese will work with the employee to determine what accommodation, if any, is reasonable. The employee will be notified of the Archdiocese's decision regarding the request within a reasonable time. All medical information submitted as part of the accommodation process will be treated in a confidential manner. In the process of evaluating the requested accommodation, the Archdiocese may seek additional medical information regarding the employee's medical condition or restrictions.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged, without fear of retaliation, to bring these issues to the attention of their supervisor.

1-3 Employment within the Catholic Church

The Catholic Church teaches that in return for labor, employees have a right to wages and benefits sufficient to sustain life, adequate health care, security for old age or disability, unemployment compensation, healthful working conditions, periodic holidays for recreation and leisure and reasonable security from arbitrary dismissal.

Employees of the Archdiocese are subject to the teachings of the Catholic Church. Employment in and by the Archdiocese is substantially different from secular employment. Archdiocesan employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals, or laws of the Church, nor may it embarrass the Church or give rise to scandal. Although specific positions may not require that the employee be a Catholic, it is expected that all employees respect Catholic doctrine and religious practices. For employees of the Archdiocese, conduct that is inconsistent with the faith, morals, teachings, and laws of the Catholic Church may be grounds for disciplinary action, (including immediate separation) depending upon the circumstances.

1-4 Ministerial Standards and Safe Environment

The Office of Ministerial Standards and Safe Environment works with our civic and church communities to address the devastating societal problem of the sexual abuse of minors and vulnerable adults by:

- Implementing abuse prevention programs.
- Immediately reporting allegations of abuse to law enforcement or child/adult protection officials in accordance with the Archdiocesan Code of Conduct; and
- Cooperating fully with their investigations and helping those affected by abuse in their healing journey.

The Archdiocese directs all of its employees (whether or not they are mandated reporters) to report their knowledge or belief of the abuse of minors or vulnerable adults to the county child protection agency, county welfare agency, municipal police, or county sheriff's department as soon as practical and preferably within 24 hours, except in instances where such a report would violate established and legally recognized confidentiality requirements or restrictions. In such cases of confidentiality matters, the Archdiocesan Office of Ministerial Standards and Safe Environment and the Archbishop should be advised of the existence of the confidentiality claim. The telephone number for child protection agency for our county (Ramsey) is (651) 266-4500.

Additionally, all employees of the Archdiocese are required to report suspected physical abuse, sexual abuse, sexual exploitation, or sexual harassment to the Archdiocesan Director of Ministerial Standards and Safe Environment in situations where the alleged violator is a member of the Catholic clergy. This includes any priests or deacons, diocesan or religious, who are permanently or temporarily assigned to ministering in the Church.

All employees must be current on the following Essential Three Safe Environment Requirements:

- Background check every three years;

- Resigned Code of Conduct every three years;
- Updated Virtus training every three years.

Learn more about the Archdiocesan Office of Ministerial Standards and Safe Environment or for information about reporting abuse, visit archspm.org/reportabuse.

Section 2 Operational Policies

2-1 Internal Transfers

The Archdiocese will consider the transfer or promotion of qualified staff members to fill vacancies whenever possible. To be eligible to apply for an open position, employees must meet several requirements:

- Be a current, regular full-time or part-time employee of the Archdiocese.
- Employed in their current position for at least six months.
- Have a performance rating of “meets expectations” or above.
- Should not be on an employee improvement plan or have a written warning on file within the previous 12 months.
- Possess the necessary knowledge, skills, and abilities to perform the essential functions of the position.
- The ACC believes in providing employees with opportunities for professional development and is committed to promoting from within when possible.
- Open jobs are posted on ArchToday in addition to other appropriate external recruitment sources to ensure that employees are aware of open positions and given the opportunity to apply for them.
- To be considered for an open position, an employee must have worked at the ACC for at least 12 months and been meeting expectations in their current position.
- Employees who apply for an open position are expected to have a conversation with their manager to let them know of their interest in the position and intention to apply. If hired, the current and hiring managers will work together to determine an appropriate transfer date.
- Likewise, managers are expected to communicate with an employee’s current manager before approaching an ACC employee about a potential opportunity in their department.
- In some cases, external recruiting may take place simultaneously to expedite the process as business needs require.
- Internal candidates may or may not be given preference depending on the circumstances.
- Job posting applies to all ACC positions at the level of director and below.
- The hiring manager, with the approval of senior management, may elect not to post certain positions when there are lawful, nondiscriminatory reasons for doing so.

2-2 New Hire Orientation

New employees will be scheduled for an orientation that includes discussion of benefits, duties, responsibilities, policies, and procedures specific to the employee's position, and the general policies and procedures of the Archdiocese. This orientation should also include time spent with the employee's supervisor discussing the training schedule for the first few weeks of employment.

2-3 Employment Status

a) Exempt vs. Non-Exempt

"Exempt" and "Non-Exempt" are terms used by the federal government to indicate which positions are subject to the provisions of the Fair Labor Standards Act (FLSA). This is the federal law that requires payment of overtime wages to employees not exempt from its provisions (i.e., non-exempt). FLSA requires employers to determine "exempt" or "non-exempt" status based on state and federal statutes. Such determinations are not discretionary or subject to the preference of the employee or manager.

Each employee's position within the Archdiocese must be categorized as either "exempt" or "non-exempt" in the job description and offer letter. An exempt position is one that is predominantly executive, managerial, or administrative in nature, or one that requires either a college degree or a combination of knowledge and experience in a specific field that is considered professional according to federal and state regulations. Because these positions are "exempt," they do not require compensation at one and one-half times the regular hourly rate for work in excess of 40 hours in a week (FLSA). All other positions are non-exempt positions with responsibilities or requirements other than those listed above.

b) Full-time/Part-time Status

Full-time employees are those regularly scheduled to work an average of 30 or more hours per week (1,560 per year). Full-time employees are eligible for the Archdiocese's benefit package, subject to the terms, conditions, and limitations of each benefit program. Part-time employees are those regularly scheduled to work less than 30 hours per week. Regular part-time employees who work between 20 and 39 hours per week are eligible for paid time-off benefits on a pro-rated basis.

c) Temporary

This term applies to employees hired as interim replacements to supplement the workforce temporarily, or to assist in the completion of a specific project, regardless of the number of hours per week they work. Employment assignments in this category are of a limited duration (less than six months). While temporary employees receive all legally mandated benefits, they are ineligible for most of the Archdiocese's other benefit programs.

2-4 Working Hours and Schedule

The Archdiocesan offices are normally open for business from 8:30 a.m. to 5:00 p.m., Monday through Friday. With prior approval from the supervisor, employees may vary their work schedule outside of normal business hours while still reflecting an eight-hour workday otherwise employees

are expected to work from 8:30 a.m. to 5:00 p.m. each business day. For each six-hour work shift employees are entitled to 30 minutes of unpaid time off for meals. Employees are also entitled to a rest break of no less than 15 minutes – or sufficient time for restroom access, if that takes longer – during each four-hour work period.

Employees may attend daily Mass and up to 30 minutes for First Friday Adoration within their scheduled time at work, with pay, and with the approval of their supervisor. Participation in Mass and Adoration are not required.

2-5 Flexible Work Arrangements

The ACC is committed to helping employees maintain work life balance by offering flexible work arrangements. These arrangements provide employees with increased flexibility in their work schedules while allowing the Archdiocese to maintain a productive work environment.

Employees will be considered for flexible work arrangements on a case-by-case basis, with consideration given to the ability of the individual to accomplish both work and personal goals while maintaining productivity and dedication to the quality of their work. The employee and manager will determine if a flexible work arrangement is feasible through discussion of the following:

- How the employee will meet their commitments under this arrangement.
- How the manager will measure success as to whether the arrangement can continue.
- The impact of the working arrangement on co-workers and outside constituents.
- How the employee plans on being available to ACC staff, pastors, and other parish employees.

Flexible work arrangements are not an entitlement, a company-wide benefit, nor do they change the basic terms or conditions of employment at the ACC. The employee seeking such an arrangement must have a satisfactory attendance record, meet all expectations in their current role, and consistently demonstrate the ability to complete tasks and assignments on a timely basis. The arrangement may be canceled by the employee's manager with reasonable notice where flexible scheduling does not meet the expectations as described in this policy.

The following are some examples of flexible work arrangements that may be available to Archdiocesan employees. Other requests for flextime will be reviewed on a case-by-case basis.

a) Flextime

Flextime allows employees to adjust their regular eight-hour workday with flexibility in the scheduled start and end times. While core business hours are 8:30 am to 5:00 pm, an employee with the prior approval of their manager could adjust their work schedule to a different eight-hour time period, i.e., 9:00 am to 5:30 pm, as long as it does not negatively impact the service provided by that department.

b) Compressed Work Weeks

Compressed work weeks occur when an employee works longer hours per day, but fewer days per week. The most common example is 10 hours per day, 4 days per week. This option requires that the employee work a consistent schedule with regard to what day they elect not to be in the office and the number of hours worked each day. This option must be approved by the employee's manager, may be revoked at any time and is only available to non-exempt employees.

c) Working Remotely

The ACC considers working remotely to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Under this type of flexible work option, the employee and manager create a schedule that includes some days working remotely and some days working in the office.

In situations where the employee requests to work remotely nearly all the time (except for special projects and company events), approval must be granted by the employee's manager and the Chief Operating Officer (COO).

Factors considered in determining suitability for remote working include:

- Some positions require a physical presence in the office in order to successfully complete assigned responsibilities.
- The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to the overall performance of the department and the ACC.
- Employees considered for remote work must meet all performance expectations in their current role, with no disciplinary action or performance improvement plans within the past 6 months.
- The flexible work option must allow the employee to successfully manage their workload and meet required deadlines.
- The business needs of the Archdiocese must always be met.

The employee is expected to establish an appropriate work environment within his or her home for work purposes. The ACC will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. Additionally, remote work also requires that employees:

- Use ACC computer systems.
- Store data and documents on work servers only.
- Secure home Wi-Fi/No public networks.
- Use VPN's.

- Limit personal device use.
- Make their schedule available to co-workers and parishes (if the hours vary from their office or department's regularly scheduled hours) by implementing Microsoft Office Outlook best practices;
- Communicate with the IT department regarding phishing and malware.

Working from home is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting work demands.

To help meet the needs of employees with children, in the case of an emergency situation – such as an unexpected school closing, last-minute childcare problems, or instances where the child is too ill to attend school – the employee may remain home but must use vacation, sick, or personal time off to care for the child.

The ACC recognizes that special circumstances such as inclement weather, special projects or public health concerns may necessitate informal short-term flexible work arrangements to allow business operations to continue with limited interruptions. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance. Short-term arrangements in direct response to an emergency may require exceptions to the guidelines above and will be considered on a case-by-case basis with approval issued by the employee's manager, Human Resources Department and Chief Operating Officer (COO).

2-6 Employee Security

Employee security is a priority at the Archdiocesan Catholic Center and workplace events around the country remind us that we must remain vigilant. To enhance security in our workplace, all ACC employees who work onsite are required to wear and display their ACC-issued employee identification badge when they are in the ACC. This will allow front desk staff and fellow staff to quickly identify a person in the building as an ACC employee. The badges may be worn at the end of an Archdiocesan branded lanyard or a retractable badge holder, but every badge should be placed inside the black badge holder embossed with the Core Values. The ACC will supply these items to all employees.

Employees who work onsite less than once every 30 days must wear their badge when at the ACC and will need to enter and exit through the main entrance as badges automatically deactivate after 30 days.

Badges are intended for internal use only and each badge will display the employee's first and last name, ACC employee photo and the Archdiocesan logo.

a) Badge Colors

Blue: ACC employees

Red: Contractors

Yellow: Guests

b) ACC Tenants

All ACC building tenants are required to follow the same security protocols as ACC employees for security consistency.

c) Badging In and Badging Out

ACC employees and tenants are required to individually swipe their badge upon entering and exiting the building, whether through the main entrance or the east or west entrances. This allows for an accurate accounting of employees and guests (who are required to sign into the ACC at the front desk) should there be an emergency in the building.

d) Lost or stolen badge procedure

ACC employees and tenants are required to immediately inform the facilities director/manager when a badge is missing so it can be deactivated. If an employee finds their badge, that must be communicated, as well.

e) Employee Photo Use

In addition to employee security badges, each ACC employee will have his or her photograph included on these internal platforms:

- ACC employee photo board outside of the first-floor employee break room
- ACC intranet directory (currently called ArchToday)
- Internal Outlook emails
- On the Archdiocesan website: www.archspm.org

Should an ACC employee desire an updated photo, he or she can make a request directly to Dave Hrbacek in the Office of Communications. Photo retakes will be held once per year.

2-7 Compensation Philosophy

While maintaining fiscal responsibility, the Archdiocese is committed to compensating staff in a manner that is consistent, reflective of the external market, and appropriate to the Archdiocese's financial circumstances. Compensation is also designed to provide recognition for the achievement of institutional goals and professional competency. Specifically, the goal of our compensation program is to achieve the following objectives:

- Internal equity.
- External equity.
- Performance and productivity.

- Compliance with laws and regulations.
- Administrative efficiency.

2-8 Pay Dates

Employees are paid biweekly on alternate Fridays. Each paycheck will include earnings for all work performed through the end of the current payroll period. If a regularly scheduled payday falls on a day off (e.g., a holiday), employees will receive their paychecks on the last business day of work before the regularly scheduled payday.

Payroll stubs itemize deductions made from gross earnings. By law, the Archdiocese is required to make deductions for social security, federal income tax, and other mandatory taxes and deductions. These required deductions may include court-ordered garnishments. The Archdiocese offers benefits beyond those required by state and federal law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these benefits. Payroll stubs will also differentiate between regular and overtime pay.

If there is an error in an employee's paycheck, the employee should immediately bring the matter to the attention of their supervisor or the payroll administrator so that the Archdiocese can resolve the matter as quickly as possible.

Employees are strongly encouraged to use direct deposit set up online through the Archdiocese's payroll system. Paycheck stubs are available on the payroll provider's web portal.

The Archdiocese does not permit pay advances.

2-9 Overtime

Although overtime is generally discouraged, when operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime. When possible, advance notification of these mandatory assignments will be provided. Non-exempt employees who are required to work more than 40 hours per week will be compensated at one and one-half times the regular hourly rate for all hours worked over forty in the workweek. As required by law, overtime pay is based on actual hours worked. Except for emergency situations, overtime must be approved in advance by the employee's supervisor. Unapproved overtime that occurs on a consistent basis may result in disciplinary action. Time off such as holiday, sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

For calculating overtime for non-exempt employees, the workweek begins at 12:00 a.m. Central time on Sunday and ends at 11:59 p.m. Central time on the following Saturday.

2-10 Timekeeping Procedures

All full-time/part-time non-exempt staff and part-time exempt salaried staff are required to submit time records on a biweekly or other pay frequency basis, if applicable, for payroll and benefit purposes.

An exempt full-time employee is presumed to work a standard 40-hour workweek, which includes use of paid leave benefits for every absence from normal work hours of 8:30 a.m. to 5:00 p.m. Exempt employees are considered present if they work any portion of the day, subject to using all paid leave for time away from work as provided in this Handbook except for periods of intermittent leave under the Family Medical Leave Act

Non-exempt employees are required to indicate the total hours worked each day, excluding lunch periods. When applicable, employees are to indicate the type of absence requested. Non-exempt employees must be paid straight time wages for all hours worked up to and including 40 within the same workweek. They must be paid time-and-a-half for all time worked in excess of 40 within the same workweek.

Altering, falsifying, or tampering with time records is prohibited and subjects the employee to discipline, up to and including separation. Any errors in the time record should be reported immediately to the employee's supervisor or payroll administrator, who will attempt to correct legitimate errors.

2-11 Safe Harbor Policy for Exempt Employees

It is the Archdiocese's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report any errors.

Employees in exempt salaried positions will receive a salary intended to compensate them for all hours they work for the Archdiocese. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during standard salary reviews, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, salary can be reduced for the following reasons:

- Full-day disciplinary suspensions for infractions of Archdiocesan written policies and procedures.
- Absences under the Family and Medical Leave Act (FMLA), either full or partial day absences.
- The first or last week of employment, in the event the employee works less than a full week; and
- Any full workweek in which the employee does not perform any work and is not using vacation or other paid leave.

Salary may also be reduced for certain types of deductions, such as a portion of health, dental, or life insurance premiums; state, federal, or local taxes; social security; or voluntary contributions to a 403(b) or FSA/HSA plan.

During workweeks in which an exempt employee performed any work, salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness, or disability.
- An absence because the employer has decided to close the Archdiocese on a scheduled workday.
- Absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any of the situations described above); and
- Any other deductions prohibited by state or federal law.

Deductions may be made to vacation, sick time, or personal days for full or partial-day absences for personal reasons, sickness, or disability. If an employee believes he or she has been subject to any improper deductions, the employee should immediately report the matter to their supervisor.

2-12 Compensatory Time (“Comp Time”)

Non-exempt employees are not eligible to receive “comp time.” Comp time for exempt employees refers to time off granted in the future for time currently worked. Generally, comp time for exempt employees – in the form of hour-for-hour time off at a future time for hours worked over 40 hours per week – is not an approved practice, since exempt professional staff members are expected to work the number of hours necessary to get their job done. However, it may be granted in certain situations to exempt employees at the discretion of the employee’s supervisor, as long as the practice is applied consistently, in a non-discriminatory manner, to all applicable employees.

It is recommended that supervisors require that comp time be taken within a relatively short period of time following the hours of work it is meant to compensate (e.g., within 15 days) and that the specific time taken be pre-approved. Comp time should be granted only in recognition of an extraordinary commitment of time. It is not intended, and must not be used, as a means of paying overtime to exempt employees and is not to be an hour-for-hour calculation of time off for hours worked in excess of 40 hours per week.

2-13 Wage Disclosure Protections

The Catholic Center does not prohibit any employee from voluntarily disclosing or discussing the amount of his or her wages, nor will it take any adverse employment action against an employee because he or she makes such a disclosure, engages in any discussion, or otherwise asserts any rights under this policy or the Minnesota Wage Disclosure Protection law.

2-14 Travel Time for Non-Exempt Employees

a) Overnight, Out-of-Town Trips

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work, and on unscheduled workdays (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited without prior written authorization from the employee’s supervisor.

b) Local Travel

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when an employee goes directly home from their final job site, unless it is longer than their regular commute home from the regular worksite. In such a case, the portion of the trip home in excess of the regular commute is compensable.

c) Commuting Time

Under the Portal-to-Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near their home but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time might result in more than 40 hours worked in one workweek by a non-exempt employee, the employee must plan to take other compensable time off within the same workweek so as not to incur overtime. To the extent that applicable state law provides greater benefits, state law applies.

2-15 Business Expense Reimbursement

All employees shall be reimbursed for certain direct expenses incurred while conducting pre-approved work-related business.

The employee must receive prior approval from their supervisor to be reimbursed for work-related expenses. All reimbursable expenses must have the approval of the supervisor before payment may be made.

Mileage while conducting the business of the Archdiocese in an employee's private automobile will be reimbursed, if pre-approved by the employee's supervisor. The mileage rate will be determined by the IRS published mileage reimbursement rate. Other approved expenses, such as parking fees, will be reimbursed when verification is presented.

2-16 Employment Records

As part of the hiring process, potential employees provide the Archdiocese with personal information (e.g., their address and telephone number). After an employee is hired, this information is contained in the employee's personnel file and in the payroll system.

Employees are to keep their personal information up to date by informing the payroll administrator of any changes. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Emergency contact information must also be current so that the employer may access this information in the event of an emergency.

2-17 Right to Review Personnel Records

Employees have a right under state law to review their personnel record, as that term is defined by the Minnesota Personnel Records Statute, once every six months while employed with the Archdiocese. The request must be in writing.

Within seven working days of receiving the written request, the employee's record will be made available for review. Record review will take place during normal operating hours at the Archdiocese and may include the presence of a representative of the Archdiocese. If desired, employees may make a written request for a copy of the record and, if such a request is made, it will be provided to the employee at no charge.

After separation of employment, employees may review their personnel record once annually for as long as the Archdiocese maintains the record. Employees may also submit a written request for a copy of their record, and it will be provided at no charge.

If, after reviewing their personnel record, an employee disputes specific information contained in the record, an agreement may be reached to remove or revise the disputed information. If no such agreement is reached, employees are entitled to submit a written statement of no more than five pages explaining their position. This position statement will be included in their record, along with the disputed information, for as long as the Archdiocese maintains the record.

The Archdiocese will not retaliate against employees for asserting their rights under the Minnesota Personnel Records Statute. The full text of this statute, which sets forth all available rights and remedies, can be found online on the Office of the Revisor of Statutes website, www.revisor.mn.gov.

2-18 Communication with Media

Employees must consult with the Director of the Office of Communications before making any communications with the media that relates to the Archdiocese or their role as an employee of the Archdiocese.

2-19 Professional Development

The Archdiocese encourages employees to enhance their knowledge and skills and to network with other professionals, thus improving potential for future opportunities. For development purposes, employees may need to attend training seminars or workshops conducted off-site or join professional organizations that will enable them to remain abreast of best practices in their respective fields.

With the written approval of their supervisor, employees may be permitted to attend off-site seminars, conferences, or workshops that will be paid for by the Archdiocese, subject to annual budgets established for external training and memberships. The training events attended must have a direct relationship to the job the employee performs. For work scheduling purposes, the employee's request for attendance must be received at least one month in advance of the event and the employee's supervisor must approve the request. Employees may also be permitted to join one professional association, with membership fees paid for by the Archdiocese. The association selected must have a direct relationship to the job the employee performs. Additional professional associations may be joined with prior written permission from your supervisor.

The Archdiocese reserves the right to determine which training functions and association memberships are in the best interests of the Archdiocese and its future planning and direction.

2-20 Voluntary Separation

Employees separating voluntarily are expected to give at least two weeks' written notice. This consideration allows the supervisor to arrange for a replacement. If an employee provides a notice longer than two weeks, the Archdiocese reserves the right to pay out the employee's two-week notice and ask the individual to end their employment prior to the end of the notice period. Prior to the employee's last day, the employee may, but is not required to, schedule an exit interview.

Employees are also expected to work all scheduled days during the notice period. A day or two of pre-arranged paid leave approved prior to the notification of separation may still be granted. The last day worked is the employee's separation date, and any unused vacation will be paid to the employee along with the final hours worked.

2-21 Whistleblower Policy

A whistleblower is defined as an employee of the Archdiocese who reports an activity that he or she considers illegal to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate members of management will be engaged to conduct these responsibilities.

If an employee has knowledge of illegal or fraudulent activity, the employee is to contact their supervisor or any member of management. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including separation.

For additional information, employees may access the Archdiocese's *Reporting Wrongdoing – "Whistleblower" Protection Policy* at archspm.org/policies.

2-22 Unemployment Compensation

Church organizations have the option to participate in the Minnesota Unemployment Compensation Program. The Archdiocese participates in this program. Therefore, employees may be eligible for unemployment compensation if they are involuntarily terminated.

2-23 Smoking

To provide a healthier work environment and in compliance with state and local ordinances, smoking, vaping, and the use of tobacco products is not allowed in any indoor area of the Catholic Center during and beyond office hours. Individuals who use tobacco products outdoors may not litter the grounds. This policy applies to all employees, consultants, temporary employees, and visitors to the Archdiocesan offices.

2-24 Inclement Weather

At various times throughout the year, especially during the winter months, adverse weather conditions may create a need where safety and well-being is concerned, for employee work schedules to be adjusted. This may include arriving late to work, leaving early from work, or the closing of the Archdiocesan offices as determined by the COO or his designated representative. Each employee should feel free to make whatever decision is best about staying at work, or even coming to work, and should notify their supervisor. With supervisor approval, the employee may work from home. Otherwise, the time will be recorded as a vacation or personal day. If a decision is made to close the office, all employees will be paid for the working hours that the office is closed. Communication of office closures will be made via Flocknote.

2-25 Right-to-Know

The Right-to-Know refers to employees' rights to information about chemicals in their workplaces. The federal law that provides these rights is the OSHA Hazard Communication Standard (29 CFR 1910.1200). Under the Hazard Communication Standard, employees will be provided with information about chemicals by 1) a written program to inform them, including a list of hazardous chemicals known to be in the workplace, 2) labels that show what the product is and who makes it 3) access to Material Safety Sheets (MSDSs) that describe the dangers of the chemicals they will come in contact with and how to prevent exposure to them and 4) training that addresses the health hazards of each chemical and how to handle and store them.

2-26 Outside Employment

The Archdiocese realizes that some employees may have a job in addition to their employment with the Archdiocese. Outside employment must not compromise the Archdiocese's interest or adversely affect the employee's job performance. Outside employment cannot be performed during the normal business hours of the Archdiocese unless special arrangements have been made in writing in advance and approved by the employee's supervisor and the Chief Operating Officer (COO).

Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, refusal to work different hours, or any other failure to meet the requirement of the employee's job at the Archdiocese.

Employees who are injured or become ill because of employment outside of their Archdiocesan employment are not eligible for the Archdiocese's short-term salary continuation benefits.

Section 3 Benefits

Working at the Archdiocesan Catholic Center entitles you to certain benefits in addition to your base compensation. This section of the handbook is an outline of the benefits available to you. It is not a complete description of all the benefit plan provisions. The specific plan provisions are contained in the Summary Plan Descriptions (SPD's) which can be located on the BenefitPlace website: www.archspm.org/benefits. Any conflict between statements in this handbook and the SPD will be governed by the plan provisions set forth in the SPD.

This policy does not create a contract or legally binding agreement to pay accrued and unused vacation. The ACC has the sole right to interpret the terms of this policy, and the terms of this policy are subject to change at any time with or without notice, including, but not limited to provisions relating to accrual, use, carryover, and entitlement to payment for any accrued and unused vacation or other benefits.

3-1 Group Insurance Plans

Full-time employees, defined as those who work an average of 30 or more hours per week (1560 hours per year) for non-school employees, (1,080 hours per year for teachers and 1,020 hours per year for all other school employees), are eligible for all employee group health and welfare plans offered by the Archdiocese of Saint Paul and Minneapolis Medical Benefit Plan ("AMBPF"). For purposes of determining benefit eligibility, hours are aggregated for those employees working at more than one location. The first day worked is the employee's official start date and the date upon which benefits eligibility is determined. Benefit enrollment is effective the first day of the month following the official start date. Unless the employee's first day official start date is the first of a month, then the benefit elective date is the first of that month.

Eligibility and enrollment in benefits continues for employees who transfer from one Archdiocesan parish or school location to another within a period not to exceed 30 days. Per Affordable Care Act regulations and Minnesota Wage and Theft Law, hours for every employee must be tracked through Paycor and reviewed on an annual basis (from October 16th to October 15th of each year). Eligibility for the group health/welfare and retirement plans is based upon actual hours worked and not on employment classification alone.

For example, full-time employees whose hours fall short of the hours requirement as noted above will lose coverage and receive an offer to extend coverage through COBRA. Employees who are classified as part-time or temporary but qualify for coverage, based upon hours worked during the look-back period, will receive an offer of benefits. It is the responsibility of the employee and their manager to ensure that hours worked, paid time off, furlough and approved FMLA leave, are tracked, and reported in payroll.

Employer and employee cost-sharing options are determined annually by the Archdiocese and once elected by each entity remain in place for the entire plan year. It is not permissible to reduce the cost of benefits to any employee outside of the established cost sharing options as part of an employment offer or for any other reason.

a) Summary of Benefits

Eligible employees are offered the following benefit options (which may involve some form of cost sharing):

- Health insurance
- A Health Savings Account (“HSA”) (only available to high-deductible health plan (HDHP) participants)
- Dental insurance
- Vision Plan
- Basic life insurance
- Supplemental life insurance
- Long Term Disability
- Flexible Spending Accounts (“FSAs”) for Health Care and Dependent Care
- A Limited FSA for Dental and Vision Care (HSA Participants Only)
- Voluntary Benefits through Transamerica
 - Accident Insurance
 - Hospital Indemnity
 - Critical Illness
 - Short Term Disability
- Legal Assistance and Identity Theft

b) Benefit Enrollment, Elections, and Changes

Eligible employees may enroll on the first of the month following their hire date (unless they start on the first of the month) or transfer to benefits-eligible status, or during annual enrollment. Employees elect benefits online through the BenefitPlace enrollment platform. This platform, along with details and descriptions of the group insurance plans, is accessible via the BenefitPlace website at www.archspm.org/benefits. Additionally, the provisions of the plans, including eligibility and benefits provisions, are documented in the summary plan descriptions (“SPDs”) posted on the BenefitPlace website.

All employees who elect benefit options requiring payroll deductions for health or dental premiums shall have those deductions taken on a pre-tax basis, subject to the rules and regulations of IRS Code 125. Some of the benefits offered must be paid for by the employee on an after-tax basis. Once an employee makes benefits elections during their initial or open enrollment period, there are limited circumstances under which he or she can make changes. A circumstance such as this is referred to as a Qualified Life Event (QLE) or a HIPAA special enrollment. When these types of situations occur, the employee must contact the Benefit Service Center (“BSC”) at 1-833-272-4776 within 30 days after the effective date of the status change to request a change to their benefits. Requests for changes to benefits made after this 30-day period are not allowed.

An employee who has pre-tax deductions will have their gross pay reduced by the amount of eligible premiums before state, federal, and Federal Insurance Contributions Act (“FICA”) taxes are calculated. The result may be a greater amount of net pay each payday, but this may reduce the amount of future pension and social security benefits, which are based on W-2 earnings.

The Archdiocese (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility, and entitlement.

3-2 403(b) Retirement Plan

The Defined Contribution 403(b) Retirement Plan for the Employees and Priests of the Archdiocese of Saint Paul and Minneapolis (“403(b) plan”) provides the opportunity to save for retirement on a tax-deferred basis. The funds they contribute accumulate over the course of their career and will help to provide them with financial security in retirement, along with social security benefits and any other sources of retirement income they may have.

Employees and priests (excluding members of religious orders) of participating employers within the Archdiocese may contribute to the 403(b) plan through payroll deferrals. Employee contributions are pre-tax for state and federal taxes, but post-tax for FICA and Medicare taxes. Effective January 1, 2020, the benefit changed from a flat employer contribution of 2.5% of salary for eligible employees to a dollar-for-dollar match of the participant’s 403(b) deferral up to 3% of eligible compensation. The employer match is calculated and funded to each participant’s account following each pay date rather than as a lump sum at the end of the year. All employees both full and part-time (including variable hours), are eligible to participate and will receive a dollar-for-dollar match of their 403(b) deferral up to 3% of eligible compensation, regardless of the number of hours worked during the plan year. The same employer match offered to lay employees will be offered to priests: a dollar-for-dollar match up to 3% of the participant’s 403(b) deferral, with eligibility for 100% vesting generally after the employee receives their first paycheck.

Information and enrollment materials are available from the Transamerica website: [Transamerica.com/portal/home](https://www.transamerica.com/portal/home) or from the Archdiocesan Office of Human Resources.

Effective January 1, 2024, the Archdiocese of Saint Paul and Minneapolis 403(b) Plan has been amended to add a Roth contribution option to the plan. The Roth contribution option allows employees to make contributions to the retirement plan that are taxable based on current tax rates so that tax-free withdrawals can be made in retirement, after meeting certain criteria. This option may be most attractive to employees who are looking to diversify their tax responsibilities in retirement or employees who believe their tax rate will be the same or higher in retirement.

Participants in the 403(b) plan can now choose to contribute either Pre-Tax, Roth or both. The contribution limits for 403(b) Roth contributions mirror those of 403(b) Pre-Tax contributions. To learn more about the Roth contribution, including the criteria to receive tax-free withdrawals in retirement, please visit the Transamerica website at [Transamerica.com/portal/home](https://www.transamerica.com/portal/home) or call the Transamerica Contact Center at 800-755-5801.

3-3 Defined Benefit Pension Plan

The Defined Benefit Pension Plan for Lay Employees was frozen as of January 31, 2011, at the level of benefits accrued through that date. Employees who were participants in the defined benefit pension plan at the time it was frozen, but were not vested as of that date, continued to accrue vesting service if they remained employed in a benefit-eligible position. As of January 31, 2016, no further vesting service occurred in this plan. Employees must have completed five full years of

continuous service in a benefit-eligible position to have a vested benefit. Employees hired into a benefit eligible position on or after January 31, 2011, are not eligible for the defined benefit pension plan.

When an employee is planning to commence pension benefits, the employee should notify Transamerica no later than three months prior to their normal retirement age, in order to schedule distribution of the benefit.

3-4 Employee Paid Time Away from Work

	Vacation Days	Sick Days	Personal Days
Year 1 of employment	15	7	3
Years 2-4 of employment	20	7	3
5 plus continuous years of employment	20	7	5

a) Vacation

Vacations are intended to provide employees with time away from work so that they can rest and bring balance to their lives. Supervisors are responsible for encouraging their employees to take vacation time each year. Vacation leave must be requested by the employee and approved in advance by the employee’s supervisor. Every effort will be made to grant the employee’s vacation preference; however, vacation requests will be subject to staffing requirements.

Full-time employees accrue paid vacation time as follows:

During the first year of employment, full-time employees accrue up to 15 days of vacation per year. Thereafter, employees accrue up to 20 days of vacation per year. Vacation is accrued on a per pay period basis throughout the year. The maximum vacation entitlement for part-time employees who work 20 to 39 hours per week on a regular basis is pro-rated based on actual hours worked. Employees working less than 20 hours per week are not eligible for paid vacation.

A maximum of 3 weeks of accrued unused vacation time can be carried over from one fiscal year to the next. The fiscal year begins on July 1 and ends on June 30. Vacation continues to accrue during leaves of absence, including FMLA and Paid Leave only to the extent that vacation, sick time, or personal days are used to supplement the leave. In the event of voluntary separation, the employee will be paid for accrued, but unused vacation time.

After the employee gives notice of intent to separate, he or she is not entitled to take any leave unless there are special circumstances, and the supervisor approves the leave.

b) Sick Days

At the beginning of each fiscal year, regular full-time employees are provided with 7 sick days. Sick days are intended for absences due to an employee’s own illness or the illness of a child or family member. It can also be used for medical appointments or other health-related reasons or Safety Leave. Regular part-time employees who work 20 to 39 hours per week on a regular basis accrue sick leave in a similar manner, except on a pro-rated basis depending upon actual hours worked.

For employees who work at least 80 hours per year or a regular schedule of less than 20 hours per week, the Archdiocese must provide enough sick and safe time to meet the Minnesota Statutes and the Saint Paul City Ordinances. They will be allowed to accrue one hour of earned sick leave for every 30 hours worked, up to 48 hours per year. Accrued hours can roll over from one year to the next up to a maximum of 80 hours, at which point accrual will stop until leave is taken. The Minnesota Statutes and St. Paul City Ordinance apply to all employees. See MN Statute 181.9447.

Upon an employee's separation of employment for any reason, all unused sick and safe time is forfeited, and the Archdiocese will have no obligation to pay the employee for the unused sick time. Employees who have a break in employment and are rehired within 180 days will be credited with any previously accrued, unused sick time

The Archdiocese strictly prohibits retaliation or discrimination against any employee who requests or uses sick and safe time pursuant to this policy. Any employee who believes that they have been wrongfully denied sick and safe time, retaliated, or discriminated against for requesting or using sick and safe time must immediately notify the Chief Human Resource Officer, and such employee has the right to file a complaint or bring a civil action if sick and safe time is denied by Archdiocese or the employee is retaliated against for requesting or using sick and safe time.

c) Personal Days

At the beginning of each fiscal year, regular full-time employees are also provided with 3 personal days. After five consecutive years of service, employees receive 5 personal days.

Regular part-time employees who work 20 to 39 hours per week on a regular basis accrue personal days in a similar manner, except on a pro-rated basis depending upon the actual hours worked. Employees working less than 20 hours per week do not receive personal days. Unused sick and personal days are not paid out at the time of separation from employment and cannot be carried over from one fiscal year to the next.

d) Archdiocesan Paid Leave Plan

As part of our commitment to supporting the health and well-being of our employees, the Archdiocese has adopted a paid family and medical leave (PFML) program called the Archdiocesan Paid Leave Plan that exceeds the Minnesota Paid Leave program. The program begins January 1, 2026, and replaces all previous paid leave programs. This Archdiocesan benefit provides paid time off for qualifying family and medical reasons, including bonding with a new child, recovering from a serious health condition, or caring for a family member with a serious health issue.

The Archdiocese has chosen to self-administer and self-fund this benefit and will pay the full cost, meaning there will be no payroll deductions or employee contributions required.

Types of Leave:

- **Medical Leave:** Paid time off to recover from your own serious health condition that makes you unable to work.
Example: Taking time to recover from surgery or a serious illness.

- Family Leave: Paid time off to bond with a new child (by birth, adoption, or foster care) or to care for a family member with a serious health condition.
Example: Caring for a spouse undergoing cancer treatment or bonding with a newborn baby.

Eligible employees may receive:

- Up to 12 weeks of paid medical leave
- Up to 12 weeks of paid family leave
- For a combined total of up to 20 weeks of paid leave in a calendar year

This paid benefit follows this wage replacement schedule:

- Weeks 1–4: Paid at 100% of regular wages
- Weeks 5–20 (as applicable): Paid at 90% of regular wages

Employees may choose—but are not required—to use accrued paid time off (such as vacation, sick, or personal leave) to supplement Paid Leave pay, provided total compensation does not exceed 100% of pre-leave earnings during any week of leave.

Vacation time continues to accrue during Archdiocesan Paid Leave only to the extent that vacation, sick time, or personal days are used to supplement the leave.

This benefit is separate from other paid leave benefits and is designed to provide financial support during critical life events, without requiring employees to use their accrued time off. For more information on eligibility, qualifying events, and the process for requesting leave, please read the PFML Plan which is posted on ArchToday or contact Human Resources. Please also see section 4-2 of this Handbook.

3-5 Paid Holidays

The number and dates of paid holidays are determined on an annual basis by the Archdiocese and are available to all full-time employees and on a pro-rated basis to part-time employees who work 20 to 39 hours per week on a regular basis, so long as the holiday falls on a normally scheduled workday. Employees who work less than 20 hours per week are not eligible for holiday pay, however, if they work on an Archdiocesan holiday, they will be paid time and a half for hours worked.

If a non-exempt employee works on an Archdiocesan scheduled holiday, they are paid holiday pay plus time and a half for any hours worked.

Generally, holidays occurring on a Saturday will be observed on the preceding Friday. Holidays occurring on a Sunday will be observed on the following Monday. Holy Days occurring on a non-weekday will not be observed.

The annual paid holiday schedule may include the following national holidays and Holy days:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Holy Thursday, Good Friday, and Easter Monday

- Memorial Day
- Juneteenth (if it occurs on a weekday)
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas
- Solemnity of the Assumption of the Blessed Virgin Mary (if it occurs on a weekday)
- Solemnity of All Saints (if it occurs on a weekday)
- Solemnity of the Immaculate Conception of the Blessed Virgin Mary (if it occurs on a weekday)

3-6 Bereavement

To provide employees with suitable time to meet familial obligations and commitments, the Archdiocese grants bereavement leave in the event of the loss of a family member. Up to 5 workdays (pro-rated for part-time employees who work 20 to 39 hours per week on a regular basis) will be provided for the loss of a parent, spouse, child, or grandchild, and 3 workdays (pro-rated for part-time employees work 20 to 39 hours on a regular basis) will be allowed in the event of the loss of a sibling, grandparent, daughter/son-in-law, or mother/father-in-law.

Employees must inform their supervisor prior to commencing bereavement leave.

3-7 Jury Duty

In recognition of the obligation of all U.S. citizens to serve on a jury when summoned to do so, employees will be allowed time off to perform this civic service. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees are also expected to keep their supervisors informed of the anticipated length of jury duty service and to report to work if excused by the court for the major portion of the day. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Employees on jury duty leave will be paid their regular compensation during their jury duty service. Part-time employees will be paid their average weekly salary during their jury duty service.

If an employee is on call for jury duty but not required to be at the courthouse the employee is expected to be at work.

3-8 Time Off to Vote

Every employee eligible to vote may be absent from work during a regularly scheduled election for the time necessary to appear at the employee's polling place, cast a ballot, and return to work on the day of that election or, as applicable, to vote in person prior to the day of the election. It is requested that the employee's supervisor be notified of the intent to vote at least two days prior to the voting day (see Minn. Stat. §204C.04).

3-9 Crime Victims Time Off

Employees who are victims of a violent crime and are subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony may be granted reasonable time off from work with pay to attend criminal proceedings related to the employee's case. Employees who are a victim's spouse or immediate family member may be granted reasonable time off from work with pay to attend criminal proceedings related to the victim's case.

Employees must give at least two days advance notice of the request for time off pursuant to this policy, unless impracticable or an emergency prevents the employee from doing so.

Upon request, the employee must provide verification that supports the employee's reason for being absent from the workplace. All information related to the employee's leave pursuant to this section will be kept confidential by the Archdiocese.

3-10 Additional Benefit Programs and Policies

a) Archbishop's Scholarship

The Archdiocese funds a portion of the tuition cost for full-time employees whose children or grandchildren attend Archdiocese-recognized Catholic schools (K-12) through the "Archbishop's Scholarship." In the spring of each year, full-time employees, who have been employed at the Archdiocese for one year, may complete and submit an application, along with evidence of tuition to Human Resources. The amounts of the scholarships will be determined once all applications are received and reviewed.

Grandparents are asked to return the completed Staff Grandparent application, along with enrollment verification, at the same time. These awards will contribute up to \$600 per grandchild toward the cost of tuition for grandchildren in Archdiocese-recognized Catholic schools per school year.

b) Employee Assistance Program (EAP)

The Archdiocese provides a Work-Life Balance Employee Assistance Program through M Health Fairview. This program offers master's level counselors to help the employee find solutions for the everyday challenges of work and home, as well as for more serious issues involving emotional and physical well-being. Help is easy to access in several ways: through confidential telephone consultations, face-to-face meetings, or the EAP online library of downloadable materials and interactive tools. Normally, at least three consultations are available at no cost to the employee. To learn more, visit <https://www.fairview.org/eap>

The Archdiocese of Saint Paul and Minneapolis has partnered with Twin Cities-based Canvas Health to provide victim assistance services for those harmed by clergy sexual abuse or other misconduct in Church ministry. Canvas Health has trained representatives who are always available at (651) 291-4497. To learn more, visit www.canvashealth.org/crisis-support.

c) Learn-to-Live

Learn to Live offers a variety of highly effective online programs based on the proven principles of Cognitive Behavioral Therapy (CBT). The programs are confidential, accessible anywhere, and based on years of research showing online CBT programs to be as effective as face-to-face therapy, making this a smart option for those who prefer online to in-office meetings.

The following programs are available 24/7 with no waiting or appointments. Employees can easily engage with live coaching, self-guided programs, and assessments:

- Resilience
- Social Anxiety
- Depression
- Insomnia
- Substance Use
- Panic or
- Stress, Anxiety and Worry Program

d) Doctor on Demand

Employees can access convenient care with Doctor On Demand® by Included Health. Video visits with Board-certified doctors are available 24/7, 365 days a year to treat many common medical conditions.

You can also schedule next-day appointments with licensed psychologists and psychiatrists between 7 a.m. and 10 p.m., local time. Doctor On Demand is a phone call away to get the care you need for your physical and mental health issues that include stress and anxiety, insomnia, depression. <https://doctorondemand.com/>

Employees enrolled in the Archdiocese Group Insurance Plans have coverage for Doctor On Demand® subject to applicable deductibles. If you waive Archdiocese Group Insurance, verify coverage with your medical insurance plan. Deductibles may apply per your plan.

e) Lactation Breaks

The Archdiocese will provide a reasonable amount of break times each day to accommodate an employee who needs to express breast milk for her infant child during the twelve months following the birth of the child. The break times may run concurrently with any break times already provided to the employee. An employee's compensation will not be reduced for time used for the purpose of expressing milk.

To provide privacy, the Archdiocese has made reasonable efforts to provide employees with the use of a room or location near the work area, other than a bathroom or a toilet stall, which is shielded

from view, free from intrusion by coworkers and the public, and includes access to an electrical outlet. The Archdiocese may not be able to provide additional break time if doing so would seriously disrupt the Archdiocese's operations, subject to applicable law. Employees with questions regarding this policy should consult with their supervisor or the Chief Human Resources Officer (see Minn. Stat. §181.939).

f) Retreats

Employees are encouraged to attend retreats or days of prayer that contribute toward their spiritual development. With the approval of their supervisor and the Chief Operating Officer (COO), up to 5 days per year may be available on a paid-time basis for this purpose.

3-11 Benefits Continuation (COBRA)

The Archdiocese allows employees and their qualified beneficiaries the opportunity to continue health insurance under the Archdiocese of Saint Paul and Minneapolis Medical Benefit Plan (AMBP). Employee/spouse or qualified beneficiaries are eligible when a "qualifying event" would normally result in loss of eligibility. Qualifying events may include resignation, termination of employment, death of an employee, a reduction in employee's hours or a leave of absence, an employee's divorce or legal separation or a dependent child turning 26 years of age. Under COBRA, the covered employee or dependent may be required to pay the full cost for coverage at the employer's group rates plus an administration fee. Eligible employee/spouse or qualified beneficiaries are notified in writing of their rights under the Consolidated Omnibus Budget Reconciliation Act (COBRA) when the employee becomes eligible for continuation of coverage. (Refer to COBRA General Notice).

Employees that are on an approved and legally protected leave of absence, such as FMLA or Paid Leave, will maintain whatever health coverage they had prior to the leave of absence. Employees will be expected to pay their portion of any health premiums, either through payroll deductions if available paid time off is used for Paid Leave, or by writing a check to the Archdiocese by the first of the month for the month that coverage is maintained. When a legally protected leave of absence ends, employees will either return to work, or if they still need to remain off work then the employee will be offered COBRA continuation of coverage.

COBRA payments are due on the first day of the month. If COBRA coverage is elected, the Archdiocese's obligation to maintain COBRA coverage ceases if an employee's premium payment exceeds the 30-day grace period.

Section 4 Leaves of Absence

4-1 Family and Medical Leave (FMLA)

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA) or the Minnesota Pregnancy and Parental Leave Act (MPPLA). This policy provides employees with information concerning FMLA or MPPLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA and/or MPPLA leave, they should contact their supervisor.

Eligibility

FMLA leave is available to “FMLA eligible employees.” To be an “FMLA eligible employee,” an employee must:

- Be employed by the Archdiocese for at least 12 months (which need not be consecutive); and
- Be employed by the Archdiocese for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

Any employee that works one day or more at the Archdiocese is eligible for MPPLA.

Entitlements

The FMLA and MPPLA provide eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

A. Basic FMLA and MPPLA Leave Entitlement

The FMLA provides eligible employees with up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date an employee uses any FMLA leave. The MPPLA provides eligible employees up to 12 workweeks of unpaid leave for: (i) the birth or placement for adoption of a child; or (ii), if a female employee, for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions.

MPPLA leave for the birth or adoption of a child may begin not more than 12 months after the birth or placement for adoption, except when the child must remain in the hospital longer than the mother, then the leave may not begin more than 12 months after the child leaves the hospital. It is the Archdiocese’s policy to provide the greater leave benefit provided under the FMLA or MPPLA and to run leave concurrently under the FMLA and MPPLA whenever possible. Leave may be taken for one or more of the following reasons:

- To care for the employee’s child after birth, or placement for adoption (or foster care - FMLA only);
- To care for the employee’s spouse, son, daughter, or parent (but not in-law) who has a serious health condition (FMLA only);

- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, childbirth, or related health condition) that makes the employee unable to perform one or more of the essential functions of the employee's job (FMLA only, except MPPLA, if a female employee, for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions); or
- Because of any qualifying exigency arising out of the fact that an employee's spouse, son, daughter, or parent is a military member on covered active duty, or called to covered active duty status (or has been notified of an impending call or order to covered active duty), in the Reserve component of the Armed Forces for deployment to a foreign country in support of contingency operations, or Regular Armed Forces for deployment to a foreign country (FMLA only).

A **serious health condition** is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days, combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment; incapacity due to pregnancy; or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty, and attending post-deployment reintegration briefings.

B. Additional Military Family Leave Entitlement (Injured Service Member Leave - FMLA only)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a **covered service member** is entitled to take up to 26 weeks of **unpaid** leave during a single 12-month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

A "**covered service member**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is on the temporary retired list for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." **Covered service members** also include a veteran who is discharged or released from military service under conditions other than dishonorable at any time during the five-year period preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a “serious injury or illness” for current Armed Forces members and covered veterans are distinct from the FMLA definition of “serious health condition” applicable to FMLA leave to care for a covered family member.

C. Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks, or months. However, employees are also entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member, or the serious injury or illness of a covered service member. Leave due to qualifying exigencies may also be taken on an intermittent or reduced schedule basis. Requests for intermittent leave must be worked out between the employee and their manager prior to the start of the leave. (See page 57 of the Supervisory Manual).

D. No Work While on Leave

The taking or working of another job while on FMLA/MPPLA leave or any other authorized leave of absence is grounds for immediate separation, to the extent permitted by applicable law.

E. Protection of Group Health Insurance Benefits

During FMLA/MPPLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work. However, if leave is solely pursuant to MPPLA, the employee may be required to pay the full health insurance premium during leave.

F. Restoration of Employment and Benefits

At the end of FMLA/MPPLA leave – subject to some exceptions, including situations where job restoration of “key employees” will cause the Archdiocese substantial and grievous economic injury or the position has been eliminated due to a reduction in force – employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits, and other employment terms. The Archdiocese will notify employees if they qualify as “key employees,” if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA/MPPLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee’s FMLA/MPPLA leave.

G. Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the Archdiocese telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) the Archdiocese’s designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee’s leave entitlement.

The Archdiocese may retroactively designate leave as FMLA leave with appropriate written notice to the employee, provided the Archdiocese’s failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leave qualifies for FMLA

protection, the Archdiocese and employee can mutually agree that leave be retroactively designated as FMLA leave.

Employee FMLA/MPPLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who wish to take FMLA/MPPLA leave must timely notify the Archdiocese of their need for FMLA/MPPLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

To trigger FMLA leave protections, employees must inform their supervisor of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically or explaining the reasons for leave, allowing the Archdiocese to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- A medical condition renders them unable to perform the functions of their job;
- They are pregnant or have been hospitalized overnight;
- They or a covered family member are under the continuing care of a health care provider;
- The leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active-duty status to a foreign country; or
- If the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered service member with a serious injury or illness.

Calling in “sick,” without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Archdiocese’s questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Archdiocese has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. Timing of Employee Notice

Employees must provide 30 days’ advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days’ notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Archdiocese notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days’ notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

Employees must provide at least two weeks' advance notice of the need to take MPPLA leave. Employees who fail to give at least two weeks' notice without a reasonable excuse for the delay, or otherwise fail to satisfy MPPLA notice obligations, may have MPPLA leave delayed or denied, to the extent permitted by applicable law.

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with the Archdiocese and make a reasonable effort to schedule treatment so as not to unduly disrupt the Archdiocese's operations, subject to the approval of an employee's health care provider. Employees must consult with the Archdiocese prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Archdiocese and the employees, subject to the approval of an employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the Archdiocese may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered service member, the Archdiocese may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Archdiocese of the reasons why such leave is medically necessary. In such instances, the Archdiocese and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Archdiocese's operations, subject to the approval of the employee's health care provider.

C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of the FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification**, and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the Archdiocese with timely, complete, and sufficient medical certifications. Whenever the Archdiocese requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the Archdiocese's request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. The Archdiocese will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Archdiocese will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Archdiocese (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the Archdiocese with authorization allowing it to clarify or authenticate certifications with health care providers, the Archdiocese may deny FMLA leave if certifications are unclear.

Whenever the Archdiocese deems it appropriate to do so, it may waive its right to receive timely, complete, or sufficient FMLA medical certifications.

1. Initial Medical Certifications

Employees requesting leave because of their own or a covered member's serious health condition, or to care for a covered service member, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Archdiocese has reason to doubt initial medical certifications, employees may be required to obtain a second opinion at the Archdiocese's expense by a health care provider selected by the Archdiocese. If the opinions of the initial and second health care providers differ, the Archdiocese may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Archdiocese and the employee.

2. Medical Recertifications

Depending on the circumstances and duration of FMLA leave, the Archdiocese may require employees to provide recertification of medical conditions giving rise to the need for leave. The Archdiocese will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Archdiocese medical certification confirming they are able to return to work and the employee's ability to perform the essential functions of the employee's position, with or without reasonable accommodation. The Archdiocese may delay or deny job restoration until employees provide return to work/fitness for duty certifications.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the employee may be required to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on active duty or call to covered active duty status, as well as the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying

exigency for which leave is requested. Employees shall provide a copy of new active-duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies which are arising out of a different covered active duty or call to covered active-duty status of the same or a different military member.

When leave is taken to care for a covered service member with a serious injury or illness, the Archdiocese may require employees to obtain certifications completed by an authorized health care provider of the covered service member. In addition, and in accordance with the FMLA regulations, the Archdiocese may request that the certification submitted by employees provide additional information provided by the employee or the covered service member confirming entitlement to such leave.

E. Substitute Paid Leave for Unpaid FMLA and MPPLA Leave

Employees must use any accrued paid time while taking unpaid FMLA or MPPLA leave.

The substitution of paid time for unpaid FMLA or MPPLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with an employee's FMLA/MPPLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, the Archdiocese will allow employees to use accrued paid time to supplement any paid disability benefits up to 100 percent of the employee's base pay.

F. Employee's Share of Health Insurance Premiums

Unless the Archdiocese notifies employees of other arrangements, whenever employees are receiving pay from the Archdiocese during FMLA/MPPLA leave, the Archdiocese will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA/MPPLA leave is unpaid, employees must pay their portion of the group health premium through a "pay-as-you-go" method.

The Archdiocese's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Archdiocese for the cost of the premiums the Archdiocese paid for maintaining health care coverage during their unpaid FMLA leave.

Coordination of FMLA/MPPLA Leave with Other Leave Policies

The FMLA and MPPLA do not affect any federal, state, or local laws prohibiting discrimination, or supersede any state or local law or collective bargaining agreement, which provides greater family or medical leave rights. However, whenever permissible by law, FMLA leave will run concurrently with MPPLA and any other leave provided under state or local law, including Paid Leave. For additional information concerning leave entitlements and obligations that might arise when FMLA/MPPLA leave

is either not available or exhausted, please consult the Archdiocese's other leave policies in this handbook or contact their supervisor.

Questions or Complaints about FMLA/MPPLA Leave

If employees have questions regarding this FMLA/MPPLA policy, they should contact their supervisor. The Archdiocese is committed to complying with the FMLA/MPPLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA/MPPLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact their supervisor. The Archdiocese will investigate any FMLA complaints and take prompt and appropriate remedial action to address or remedy any FMLA violation. Employees also may file FMLA complaints with the U.S. Department of Labor or may bring private lawsuits alleging FMLA violations.

4-2 Archdiocesan Paid Leave Policy

Beginning January 1, 2026, Archdiocesan employees are covered by the Archdiocesan Paid Leave Plan, as established under Minn. Stat. §268B. This Plan provides paid time off for certain family and medical leave events, such as serious health conditions, bonding with a new child, caring for a family member with a serious health condition, safety leave, and more.

This section describes how MN Paid Leave applies to Archdiocese employees, and related coordination with other leave policies.

Program Administration Options

Each employer in Minnesota has the option to participate in the MN Paid Leave program through one of the following methods:

- State-Run Program: Administered directly by the Minnesota Department of Employment and Economic Development (DEED).
- Self-Administered Private Plan: A parish may apply to administer its own private plan, provided it offers benefits equal to or greater than the state program and is approved by the state.
- Insurance-Administered Private Plan: A parish may purchase a private insurance plan that complies with state requirements.

The Archdiocese has chosen a self-administered private plan option, which provides a higher income replacement benefit compared to MN Paid Leave provisions including no caps on wages used to determine the benefit or on the amount of wage replacement benefits received.

Paid Leave Program Costs

The Archdiocese currently pays the full cost of the Archdiocesan Paid Leave program and employees are not required to pay any amount.

Designation of Paid Leave Administrator

The Senior HR Generalist will serve as the Paid Leave Administrator for the Archdiocese and is responsible for:

- Assisting employees in understanding their Archdiocesan Paid Leave Plan rights and application process.
- Coordinating with the State, as applicable.
- Ensuring compliance with the reporting and administrative requirements under Minn. Stat. §268B.

Archdiocesan Paid Leave and Other Leave Policies

PFML is separate and distinct from Earned Safe and Sick Time (ESST) under Minnesota law. Employees may qualify for both types of leave, but they are not interchangeable.

The Archdiocese will require that all leave under the Family and Medical Leave Act (FMLA) and Minnesota Pregnancy and Parental Leave Act must be taken concurrently with the Archdiocesan Paid Leave Plan when applicable. Leaves will not run consecutively.

Employee Eligibility and Benefits

Employee eligibility, covered events, length of leave, benefit amounts, and claims processes are governed by the Archdiocesan Paid Leave Plan and Minn. Stat. §268B.

Additional Information

Questions about the Archdiocesan Paid Leave should be directed to the Paid Leave Administrator or to the Minnesota Department of Employment and Economic Development (DEED).

To reach the DEED Contact Center by phone, call 651-556-7777. MN Paid Leave staff are available 8:00 a.m. to 4:00 p.m., Monday through Friday, except state holidays.

For more information about the Archdiocesan Paid Leave Plan please go to ArchToday/HR Tab, which includes details on eligibility, benefits, timelines, and more. The state's official website may also be a resource: <https://paidleave.mn.gov>.

4-3 Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide their supervisor with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should contact their supervisor for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give their supervisor as much advance notice of their need for military leave as possible so that the Archdiocese can maintain proper coverage while employees are away. See Minn. Stat. §192.34 and Uniformed Services Employment and Re-employment Rights Act (USERRA).

4-4 Family Military Leave

Any employee who is the grandparent, parent, legal guardian, sibling, child, grandchild, spouse, fiancé, or fiancée of a member of the United States armed forces that has been ordered into active service in support of a war or other national emergency (“mobilized service member”) is eligible for an unpaid leave of absence of up to one day per calendar year in order to attend a send-off or homecoming ceremony for the mobilized service member. The employee is asked to give the Archdiocese as much notice of their intent to take this leave as is practicable under the circumstances.

Additionally, any employee who is the parent, child, grandparent, sibling, or spouse of a member of the United States armed forces who has been injured or killed while engaged in active service is eligible for a leave of absence for up to 10 days to run concurrent with bereavement leave provided by the Archdiocese – Section 3-7. The employee must give the Archdiocese as much notice of intent to take this leave as is practicable. Any accrued paid leave which is used during this period will run concurrently with leave under this policy and will not extend the length of leave. See Minn. Stat. §181.947.

4-5 School Conference and Activities Leave

Employees are provided with up to 16 hours of leave during any 12-month period to attend school conferences or school-related activities related to the employee’s child (including conferences related to a pre-kindergarten program or childcare services), provided the conferences or school-related activities cannot be scheduled during non-work hours. When leave cannot be scheduled during non-work hours and the need for leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt Archdiocese operations. Leave under this policy is unpaid. However, an employee may substitute accrued paid leave for leave under this policy. See Minn. Stat. §181.9412.

4-6 Domestic Abuse or Harassment Leave

Employees are entitled to reasonable unpaid time off to obtain or attempt to obtain an order for protection, or other relief from a court, related to domestic abuse or harassment.

An employee who is absent from the workplace shall give 48 hours advance notice to the Archdiocese except in cases of imminent danger to the health or safety of the employee or the employee’s child, or unless impracticable.

Upon request, the employee must provide verification that supports the employee’s reason for being absent from the workplace. All information related to the employee’s leave pursuant to this section shall be kept confidential by the Archdiocese.

4-7 Bone Marrow Donation Leave

Employees who work 20 or more hours per week are entitled to up to 40 hours of paid leave for the purpose of donating bone marrow. The Archdiocese may require verification of donation and the length of necessary leave. The employee must provide reasonable notice of leave. See Minn. Stat. §181.945.

Section 5 General Standards of Conduct

5-1 Recording Devices

The use of tape recorders or other types of voice recording devices anywhere on Archdiocese property, including to record conversations or activities of other employees or management, or while performing work for the Archdiocese is prohibited unless the device was provided to you by the Archdiocese and is used solely for legitimate business purposes. In certain circumstances, exceptions may be made in writing by the employee's supervisor and the Chief Operating Officer (COO). Employees should be aware that they may be recorded by video or audio equipment while on Archdiocesan property.

5-2 Drug and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Archdiocese property, and to ensure efficient operations, the use, abuse, solicitation, theft, possession, transfer, purchase, sale, or distribution of controlled substances, drug paraphernalia, marijuana, intoxicating cannabinoids or cannabinoids products, lower potency hemp edibles or hemp derived consumer products or any other substances which have an intoxicative effect or impair the ability of employees to work safely and effectively or alcohol by an individual anywhere on Archdiocesan premises, while on Archdiocesan business (whether or not on Archdiocesan premises), or while representing the Archdiocese, is strictly prohibited. Moderate use of alcohol at Archdiocesan-related events and conferences is authorized and acceptable. Violation of this policy will result in disciplinary action, up to and including separation.

The Archdiocese maintains a policy of non-discrimination, and reasonable accommodations will be made to assist individuals recovering from substance and alcohol dependencies and those who have a medical history that reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. Employees should seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of themselves and co-workers.

5-3 Harassment

The Archdiocesan *Code of Conduct for Church Personnel* prohibits physical, psychological, or sexual harassment of any person or the toleration of such harassment by others. "Sexual Harassment" means any attempt to coerce an unwilling person into a sexual relationship, or to subject a person to persistent unwanted sexual attention, or to punish a refusal to comply, or to reward compliance. Sexual Harassment may include an exploitation of a power relationship. Sexual Harassment may involve a wide range of behavior from verbal innuendo and subtle suggestions to overt demands and unwanted, inappropriate physical contacts of a sexual nature. It may be an incident or a series of incidents. It consists of behavior of a sexual nature that is known or ought to reasonably be known as behavior that is unwanted or unwelcome.

If an employee feels he or she has been subjected to conduct which violates this policy, the employee should immediately report the matter to their supervisor, the Chief Human Resources Officer (CHRO), or the Chief Operating Officer (COO). If the employee is unable to contact their supervisor or the Chief Operating Officer (COO) or does not receive a satisfactory response within

five business days after reporting an incident that the employee perceives to be harassment or the perceived harassment involves a member of the clergy, the employee should contact the Archdiocesan Director of Ministerial Standards and Safe Environment. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in their reporting hierarchy.

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. Additionally, all parties involved in a harassment complaint are to maintain strict confidentiality while the complaint is being investigated and evaluated.

The Archdiocese will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels he or she has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy – including any improper retaliatory conduct – will result in disciplinary action, up to and including separation.

Anyone who knowingly makes false charges against an employee in an attempt to demean, harass, abuse, or embarrass that individual will be subject to disciplinary action up to and including separation.

5-4 Workplace Violence

The Archdiocese is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Archdiocesan personal and real property.

Employees are not expected to physically subdue a threatening or violent individual and are specifically discouraged from engaging in any physical confrontation with a violent or potentially violent individual. However, they are expected to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit a pattern of behavior consisting of one or more of the following actions: over-resentment, anger, and hostility; extreme agitation; making ominous threats (e.g., saying that bad things will happen to a particular person or a catastrophic event will occur); sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive, or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, or brandishing weapons in the workplace; overreacting or reacting harshly to changes in company policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

All potentially dangerous situations, including threats by co-workers, should be reported immediately, without fear of retaliation, to any member of management. Reports of threats will remain confidential to the extent that maintaining confidentiality does not impede the Archdiocese's ability to investigate and respond to the complaints. If the Archdiocese determines, after a thorough investigation, that a

reasonable person would consider an employee's behavior to be inappropriate and potentially violent, immediate corrective action will be taken.

If an employee is the recipient of a threat made by an outside party, that employee should report this to their supervisor. It is important to be aware of any potential danger in our place of work so that effective measures can be taken to protect everyone from the threat of a violent act by an employee or by anyone else.

5-5 Confidentiality

Employees are not to disclose without proper authorization, or outside the normal execution of their job responsibilities, any confidential matters that come to their attention as a result of their employment with the Archdiocese. Disclosure to anyone of such information without proper authorization, or outside the normal context of one's job, may be cause for disciplinary action, including separation. Confidential information includes, but is not limited to, the following:

- Correspondence and contributions.
- Personnel and payroll matters.
- Relationships between businesses and benefactors.
- Bids or contractual agreements with current or potential vendors/service providers.
- School records.
- Donor records.

5-6 Conflict of Interest

Employees must avoid situations that present actual, perceived, or potential conflict between their interest and the interests of the Archdiocese. All employees must make prompt disclosure to their supervisor or other appropriate member of management of any fact or circumstance that may involve a conflict of interest. Disclosure can assist in resolving honest doubts as to the propriety of a particular relationship or course of conduct. Any activities that create the appearance of a conflict of interest should be avoided.

5-7 Gifts and Entertainment

Accepting gifts and entertainment may present potential or perceived conflicts of interest. While business courtesies are to be encouraged, employees shall not accept from anyone with whom the Archdiocese does or is seeking to do business any personal gifts, services, travel, or entertainment that may reasonably be perceived by others to affect their judgment or actions in the performance of their duties. When in doubt as to whether or not a gift is appropriate, employees are to consult their supervisor for approval.

5-8 Hiring Relatives/Employee Relationships

A familial relationship among employees can create a potential or perceived conflict of interest in the employment setting, especially where one relative supervises another relative. For the purposes of this policy, a relative is any person who is directly related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. To avoid this problem, the Archdiocese may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The Archdiocese may attempt to identify other available positions, but if no alternate position is available, the Archdiocese also retains the right to decide which employee will remain with the Archdiocese after consultation with the two employees involved.

Exceptions to the provisions of this section must be approved by the Chief Operating Officer (COO).

5-9 Personal Appearance

The clothes and shoes an employee wears should be appropriate for the duties the employee performs and the environment in which he or she works. While there is not an official dress code, employees should consider scheduled in-office visitors and activities when determining dress. Jeans or shorts are not considered appropriate dress in an office environment.

Since there are employees with allergies to certain fragrances, perfumes, colognes, and scented oils are discouraged in the workplace.

5-10 Health and Safety

The health and safety of employees and others is important to the Archdiocese, and employees are expected to comply with all health and safety laws applicable to our work. To this end, employees must ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Periodically, the Archdiocese may issue rules and guidelines governing workplace safety and health. It is the responsibility of each supervisor to ensure that their employees are aware of all Archdiocesan rules and guidelines related to workplace safety and health. All employees should familiarize themselves with these rules and guidelines, as compliance will be expected.

5-11 Operation of Vehicles

All employees authorized to drive Archdiocesan owned or personal vehicles while conducting Archdiocese business must possess a current valid driver's license, proof of acceptable insurance and an acceptable driving record. All employee drivers must comply with the Archdiocesan Transportation Policies that include: 1) Must be 21 years of age or older, 2) Have had a current Department of Motor Vehicle Record Check and review of same, 3) Have a valid driver's license, 4)

Successfully completed the insurance program for the Archdiocese on-line training, within the past two years. Driving a personal vehicle on behalf of the Archdiocese would also require personal automobile liability insurance of no less than \$100,000 per person for bodily injury, \$300,000 for bodily injury per accident and \$100,000 for property damage, and a completed Driver Information Sheet. Any change in license status or driving record must be immediately reported to the employee's supervisor. Employees must have a valid driver's license in their possession while operating a vehicle off or on Archdiocesan property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations.

When renting a car while conducting Archdiocese business, employees must comply with the Archdiocesan insurance program insurance requirements and make disclosures to the car rental agency as required by the insurance program. Please contact the CFO for this information prior to renting any vehicle.

Portable Communication Device Use While Driving

Employees who drive on Archdiocesan business are not allowed, per the Archdiocesan insurance program transportation policies, to use cell phones and other electronic devices while operating a vehicle. This provision does not apply to global positioning or navigation systems or devices that are permanently affixed to the vehicle.

Regardless of the circumstances, including slow or stopped traffic, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances are employees to place themselves at risk by fulfilling business needs while driving.

Since this policy does not allow any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions. Texting and e-mailing while driving are prohibited in all circumstances.

5-12 Personal and Archdiocesan-Provided Portable Communication Devices

Archdiocese-provided portable communication devices (PCDs), including cell phones and laptop computers, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications, as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may be subject to monitoring if sent through the Archdiocese's network, and the PCD must be provided for inspection and review upon request.

When sending a text message or using a PCD for business purposes, whether it is an Archdiocese-provided or personal device, employees must comply with applicable Archdiocesan guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use, and operation of vehicles. All conversations, text messages, and e-mails must be professional.

Please note that whether employees use their personal PCD or an Archdiocese-provided device, the Archdiocese's *Acceptable Use* policy #201 remains in effect.

5-13 Punctuality and Attendance

Employees are hired to perform important functions within the Archdiocese. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive and disruptive, and they place an unfair burden on fellow employees and supervisors. Excellent attendance is expected from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including separation.

There are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify supervisors as early as possible, but no later than the start of the workday. Asking another employee, friend, or relative to give this notice is improper and may constitute grounds for disciplinary action. Unreported absences of three consecutive workdays may be considered a voluntary resignation of employment with the Archdiocese.

5-14 References

No employee of the Archdiocese except the Chief Human Resources Officer may respond to reference requests. The Archdiocese will only provide general information concerning the employee such as date of hire, date of separation, and position held. Employees are not prohibited from writing personal letters of reference, but they must be clear that they are not doing this on behalf of the Archdiocese, and they should not use Archdiocese stationery or reference their position at the Archdiocese. If a personal reference is being provided by email, a personal email account must be used.

5-15 Solicitation and Fundraising

Active solicitation of funds by employees during work hours is generally not allowed. Supervisors are not to solicit subordinate employees for funds under any circumstances. Employees may actively solicit funds before and after work or during lunch and breaktime. Active solicitation is subject to the approval of the COO. Those fundraising efforts which are sanctioned by the Archdiocese may occur at appropriate times including during working hours, subject to the COO's approval and discretion.

5-16 Use of Communications and Computer Systems

The Archdiocese's communication and computer systems are intended primarily for business purposes; however, limited personal usage is permitted if it does not hinder performance of job duties or violate any other Archdiocese policy. This includes voicemail, e-mail, and internet systems. Users have no legitimate expectation of privacy in regard to their use of the Archdiocese's systems. Reference the *Acceptable Use Policy* #201 for additional information.

Archdiocese employee's voicemail and e-mail systems may be accessed, and communications obtained within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Archdiocese deems it appropriate to do so. The reasons for which such access may be obtained include but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Archdiocese operations continue appropriately during an employee's absence.

Internet usage may be reviewed to ensure that such use with Archdiocese property, or communications sent via the internet with Archdiocese property, are appropriate. The reasons for which an employee's use of the internet may be reviewed include but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Archdiocese operations continue appropriately during an employee's absence.

The Archdiocese may store electronic communications for a period after the communication is created. From time to time, copies of communications may be deleted in accordance with the Archdiocese's *Records Retention Policy*.

The Archdiocese's policies prohibiting harassment, in their entirety, apply to the use of the Archdiocese's communication and computer systems. No one may use any communication or computer system in a manner that constitutes harassment or offensive based on race, national origin, sex, sexual orientation, age, disability, religious belief, or any other characteristic protected by federal, state, or local laws (see also Section 5-3 Harassment).

Since the Archdiocese's communication and computer systems are intended for business use, all employees, upon request, must inform management of any employment-related private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including separation.

5-17 Use of Social Media

Employees have the right to maintain a blog or website, or to participate in social networking platforms or similar sites. However, to protect Archdiocese interests and ensure employees focus on their job duties, employees must adhere to the following rules:

All rules regarding confidential and proprietary business information apply in full to blogs, websites, and social networking platforms. Any information that cannot be disclosed through a conversation, a note, or an e-mail also cannot be disclosed on a blog, website, or social networking site.

Whether an employee is posting something on their own or on someone else's blog, website, or social networking platform, if the employee mentions the Archdiocese and also expresses either a political opinion or an opinion regarding the Archdiocese's actions that could pose an actual or

potential conflict of interest with the Archdiocese, the employee must remove any reference to the Archdiocese as their place of employment in any social media sites, posts, comments, blogs, substacks, or other venues in which they would like to post opinions on matters beyond the scope of employment here at the Archdiocese.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, website, or social networking platform. For example, posted material that is discriminatory, obscene, defamatory, libelous, or violent is forbidden.

The Archdiocese encourages all employees to keep in mind the speed and manner in which information posted on a blog, website, or social networking platform is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above or consult with their supervisor. Failure to follow these guidelines may result in discipline, up to and including separation. Reference the Acceptable Use Policy #201 for additional information on the use of social media.

5-18 Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost to the employee. Employees who are injured on the job, no matter how slightly, should report the incident immediately to their supervisor, who will then notify the Safety, Security, and Facilities Manager and the Workers' Compensation Insurance carrier for the Archdiocese. Failure to follow Archdiocese procedures may affect the timely receipt of Workers' Compensation benefits. Serious work injuries, including those requiring hospitalization, must also be *immediately* reported to the Minnesota Occupational Safety and Health Administration at 651-284-5050. Failure to comply could lead to fines and penalties.

5-19 Ethical Standards and Personal Integrity

In any organization, there are rules and responsibilities that contribute to a harmonious work environment for its employees and guests. As outlined in the Archdiocesan *Code of Conduct for Church Personnel*, it is the responsibility of every member of the staff to act in an honest and forthright manner in all workplace concerns; to treat co-workers, supervisors, volunteers, and visitors with respect; and to conduct oneself in a moral and ethical manner consistent with Catholic principles. Ministerial personnel must teach and act in accordance with the doctrine and moral teachings of the Catholic Church. Employees are to exhibit the highest ethical standards and personal integrity. Violations of these standards of conduct may result in disciplinary action, up to and including separation after an investigation. Actions that violate this policy on standards of conduct include, but are not limited to:

- Falsification of employee or institutional records;
- Unauthorized possession of a co-worker's property;
- Immoral or unethical conduct when such conduct has an adverse impact on the Archdiocese;
- Insubordination;
- Possession of unauthorized weapons on premises;

- Misappropriation of funds or other assets of the Archdiocese;
- Sale, possession, or use of illegal substances;
- Reporting for work or engaging in work under the influence of alcohol or illegal substances; and
- Abuse or harassment in any form, directed at supervisors, subordinates, co-workers, visitors, or those served by the Archdiocese.

5-20 Office Workstation Etiquette

Maintaining a respectful and productive work environment is everyone's responsibility. The following guidelines apply to employees:

- Keep conversations, phone calls and other noises at a volume that will not disrupt those close by;
- Respect your colleagues by making your presence known before entering their workstation;
- Avoid interrupting an employee if they are busy working – come back later or send an email;
- Keep your workspace tidy and free of strong odors;
- Keep your phone on silent or vibrate mode and make use of designated rooms that are available to employees for personal phone calls; and
- Maintain a professional demeanor even in casual conversations.

5-21 Conflict Resolution

The ACC is committed to fostering mutual respect and understanding with all employees: between colleagues, between colleagues and their managers and within teams. This is especially important when we experience a conflict in the workplace.

Conflict is inevitable and unavoidable. It will always exist and will affect all of us. The first step in resolving conflict is to identify the problem.

There are two types of conflict: functional (healthy and constructive) and dysfunctional (unhealthy and destructive.) Functional conflict is productive and helps to resolve the issue at hand. The parties are engaged in dialogue, and they are focused on an outcome that is mutually acceptable. The parties seek win/win outcomes and neither party wishes to cause harm to the other. It exists where the parties are willing to engage with one another.

Functional conflict requires open and honest dialogue, empathy, self-awareness, and a willingness to change – to transform ourselves and our relationships with others. Functional conflict may also be called healthy disagreement, creative conflict, or cooperative conflict.

Dysfunctional conflict is a disagreement or conflict in which each side of the argument is using or trying to use the other side to achieve their own personal goal. Dysfunctional conflicts are often destructive and can lead to tension, anger, and resentment. If left unresolved, dysfunctional conflicts

will have a significant impact on the psychological, emotional, and physiological wellbeing of employees and their managers. It can be insidious, subtle, hard to define and hard to manage. Dysfunctional conflict may be called bullying, intimidation or harassment and can mistakenly be written off as “banter” or “letting off steam.”

When conflicts occur, the ACC fosters a culture and a workplace where all parties can engage with each other constructively. We support and encourage employees and managers to seek early resolution and offer a collaborative system of conflict resolution that balances the rights of the parties with their interests and needs.

Resolution means the situation is resolved to everyone’s satisfaction and where the parties involved in the process will be determined to implement the agreement. Resolution that is secured by the parties themselves is more likely to mutually acceptable and endure over the longer term than one that is imposed with one side perceiving that they have won and the other side perceiving they have lost.

Resolution based conflict management approach is based on five core principles:

- **Dialogue** – building dialogue between people to help them resolve disputes, conflicts, and complaints.
- **Fairness** - giving all employee access to a fair and dignified approach to managing disputes, conflicts, and complaints.
- **Mutual respect** – recognizing that disputes conflict and complaints can be challenging and that we always encourage a respectful approach to assist with their resolution.
- **Collaboration** – we actively encourage the parties in a dispute, conflict, or complaint to work together to identify, agree and implement a shared solution.
- **Timeliness** – we will seek to resolve all workplace disputes, conflicts, and complaints in a timely manner and will, wherever possible, avoid any necessary delays.

5-22 Conciliation and Arbitration

If a conflict is not resolved, the disputing parties may request assistance through the Archdiocesan Office of Conciliation. There will be no discipline or penalty because an employee uses this process. It is the sincere belief of the Archdiocese that the prompt and proper handling of employee issues and concerns will help to maintain the desired positive working environment.

If an employee is still not satisfied with the resolution of the complaint or grievance, it is the responsibility of that employee to submit the matter to final and binding arbitration, which will be the exclusive remedy for employees of the Archdiocese (except sexual assault and sexual harassment are not subject to mandatory arbitration). Ordinarily, arbitration will be conducted according to the arbitration provisions of the Archdiocesan Office of Conciliation. The arbitrator will determine the extent and scope of any discovery to be permitted. Arbitration must be commenced within one year of the date on which the challenged action occurred arises. Employees may contact the Office of Conciliation for additional information on the conciliation or arbitration process.

If either party chooses to arbitrate the matter pursuant to the Minnesota Uniform Arbitration Act and not the Archdiocesan arbitration process, that party, through the Archdiocesan Office of Conciliation, can work with the other party to identify a qualified neutral arbitrator. If that effort fails, then either party, through the Archdiocesan Office of Conciliation, may request appointment of an arbitrator from an outside arbitration service made available for that purpose by the Archdiocesan Office of Conciliation and consistent with the Minnesota Uniform Arbitration Act. The selection of a neutral arbitrator, in such instance, will be according to the provisions and rules established by the outside arbitration service. The fees and expenses of the outside neutral arbitrator shall be shared equally by the employee and by the employer. However, the employee will pay any cost for an attorney if one is desired.

Except for Arbitration discussed under the Problem Resolution section in this handbook, which is mandatory and binding on each employee, no language, term, or provision used in this handbook is intended to create, or is to be construed to create, a contract (express or implied) between the Archdiocese and any employee.

5-23 Discipline and Separation

Generally, discipline problems will be handled through one or more appropriate procedures, including verbal warnings, written warnings, disciplinary memos, suspension, and possible separation. Each case will be handled on its own merits, based on the severity of the situation. In most cases, a written warning with steps for remediation will precede a suspension or separation, and sometimes more than one written warning may be appropriate. However, other cases may require more immediate action and if necessary, may result in suspension or separation without prior warning.

Separated employees will be paid for any earned but unused vacation days in addition to their regular earnings through their separation date. Copies of forms and memos documenting disciplinary situations are to be issued to the employee and placed in their personnel file. The employee will have the right to respond, in writing, to any written complaints.

Section 6 Conclusion

6-1 Conclusion

This handbook is intended to give employees a broad summary of information they should know about their work with the Archdiocese. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for clarification. Employees should speak to their supervisor or any member of management if they have questions about the Archdiocese or its personnel policies and practices.

This handbook is intended to clarify the rights and obligations of employees and the Archdiocese so that employment reflects the teachings of the Catholic Church.

Employee Handbook Acknowledgment

This Employee Handbook is an important document intended to assist you in becoming acquainted with the Archdiocese. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because Archdiocese operations may change, with the prior written consent of the Archdiocese the contents of this handbook may be changed at any time, with or without notice. Notice will be provided of any such changes.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

I have received a copy of the Archdiocese's Employee Handbook and understand that it is my responsibility to read the handbook and become familiar with the policies, rules, and benefits described in it. I understand that, with the prior written consent of the Archdiocese, the policies, rules, and benefits described in this handbook are subject to change at any time and that this handbook does not constitute an employment contract except for the arbitration discussed under the Conflict Resolution section of this handbook.

I understand and agree to submit to final and binding arbitration of any dispute, controversy, or claim (except sexual assault claims and sexual harassment claims) arising out of any term or condition relating in any way to my employment or separation of employment, and such arbitration as described in this handbook shall be my exclusive remedy.

I further understand that my employment is terminable either by myself or the Archdiocese, with or without cause or notice, taking into account state and federal laws and applicable policies of the Archdiocese, regardless of the length of my employment or the granting of benefits of any kind.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Archdiocese Employee Handbook.



Employee's Printed Name: _____

Employee's Signature: _____

Date: _____

The signed original copy of this acknowledgment should be given to your supervisor for placement in your personnel file.

Appendix I Promulgation Policy

 <p>ARCHDIOCESE OF SAINT PAUL & MINNEAPOLIS</p> <p><i>United in Faith, Hope, and Love</i></p>	Issued Date:	Last Reviewed Date: May 6, 2020	Number: 203
	Subject: Employee Handbook		
	Scope: Parishes and Parish or Regional Schools		
	Reference: Employee Handbook Template for Parishes and Parish or Regional Schools		Distribution: Emailed to Parishes and Parish or Regional Schools and Posted on Website
Archbishop Signature: 			

I. Purpose

To establish the employment policies for employees of Parishes and Parish or Regional Schools.

II. Ecclesial Foundation

The dignity of work and respect for those who labor is deeply embedded in Catholic tradition, theology, canon law, and the Magisterial teaching of our bishops and popes. Scripture, for example, reflects on the fundamental rights of workers to just conditions, fair wages, and a period of rest (Deut 5:13-15; Deut 24:14-15; Sir 34:20-22; Jer 22:13; Matt 20:1-16), while also calling upon workers to share the fruits of their labor, practice integrity in their work, and not seek riches or an abundance of possessions (Deut 14:28-29; Luke 3:10-14; Luke 12:13-21).

The 1983 Code of Canon Law provides fundamental principles that also inform the rights and duties of those who work for the Church. These include:

1. True equality and dignity among all Christian faithful in which they cooperate in building up the Body of Christ in their own way (canon 208)
2. Right of all the faithful to make known their opinion on matters pertaining to the good of the Church, according to the knowledge, competence, and position they hold (canon 212 §3)
3. Right to protection from illegitimate harm to a person's good reputation (canon 220)
4. Right to protect one's own privacy (canon 220)
5. Right to due process by defending oneself and protecting one's rights in a legitimate forum (canon 221 §1)
6. Obligation to take into account the common good and the rights and duties of others in the exercise of personal rights (canon 223 §1), and the obligation of Church authority to direct the exercise of personal rights in view of the common good (canon 223 §2)
7. Obligation and right of laity to acquire education and formation appropriate to their role in exercising the apostolate (canon 229 §1)
8. Obligation to fulfill service to the Church properly, conscientiously, eagerly, and diligently (canon 231 §1)
9. Right to decent remuneration, social support, and health benefits (for eligible employees) (canon 231 §2)

III. Definitions

“Archbishop” means the sitting Archbishop of St. Paul and Minneapolis (or the appointed Apostolic Administrator).

“Canonical Administrator” means a priest appointed by the Archbishop to fulfill that office in accordance with the bylaws of the corporation.

“Parish” means a parish within the Archdiocese Territory that is Archdiocese-recognized as Catholic.

“Parochial Administrator” means a priest appointed as parochial administrator by the Archbishop.

“Parish or Regional School” means a Catholic school to which the Archbishop has assigned oversight to a Pastor, Parochial Administrator, or Canonical Administrator.

“Pastor” means a Parish pastor or a Parochial Administrator, as the case may be.

IV. Policy

1. Terms and conditions of employment, including offer letters, job descriptions, and staff handbooks (if applicable) must be observed in addition to the requirements of this policy.
2. On or before July 1, 2021, all Parishes and Parish or Regional Schools must implement an Employee Handbook that applies to its employees. Once implemented, the Employee Handbook supercedes all previous employment policies (e.g. *JIE*).
3. All Employee Handbooks must be submitted to the Employment Review Board (ERB) by December 31, 2020.
4. Any modifications made by a Parish or Parish or Regional School to an Employee Handbook must be clearly highlighted on the version provided to the ERB for review.
5. Sections of the Employee Handbook that are required are marked with an “R”. Sections marked with an “O” are optional and may be eliminated or modified. Sections marked “M” are required; however, only the underlined portions may be modified. All “R’s,” “O’s,” and “M’s” must be deleted from the version of the handbook that is provided to Parish employees.
6. Any future revisions of an Employee Handbook must be submitted to the ERB for review and approval.
7. When the Parish or Parish or Regional School implements the Employee Handbook, all previous employment policies are superceded (e.g. *JIE*) and no longer apply to that Parish or Parish or Regional School. No Parish or Parish or Regional School may adopt any policy that contradicts the Employee Handbook.

8. Pastors, Canonical Administrators, and employees with management responsibilities are to act in a manner that bears witness to the teachings and laws of the Catholic Church.
9. When a principle of Catholic teaching or canon law is in question in an employment situation, the Archbishop or his designee will provide a definitive interpretation of the principle at issue.
10. The following requirements ensure that Parishes and Parish or Regional Schools comply with all state and federal laws regarding the dismissal of an employee:
 - a. Parochial Administrators and persons appointed to administer Parishes in accord with canon 517 §2 of the 1983 Code of Canon Law may not dismiss any employee without the *nihil obstat* to do so from the Archbishop or his delegate.
 - b. Pastors and Canonical Administrators who are in the first year of their appointment may not dismiss any employee without the *nihil obstat* to do so from the Archbishop or his delegate.
 - c. Prior to dismissing an employee, a Pastor, Canonical Administrator, Parochial Administrator or a person appointed to administrator a Parish must seek and duly consider the counsel of an attorney who works in the area of employment law and is familiar with the provisions of the Employee Handbook. Insurance coverage for claims of wrongful dismissal is contingent upon first seeking and considering such advice.
 - d. Granting of the *nihil obstat* in sections 9 (a) and (b) will be contingent on the demonstration of an appropriate process of addressing the issues motivating the termination of the employee in accordance with the standards set forth in the Employee Handbook.
11. Failure to abide by this policy may result in disciplinary action, up to and including dismissal from employment or, if applicable, canonical penalties for abuse of ecclesiastical office or harm caused to another through negligent exercise of ecclesiastical power (1983 Code of Canon Law, c. 1389).

Appendix II Code of Conduct for Church Personnel



United in Faith, Hope and Love

CODE OF CONDUCT FOR CHURCH PERSONNEL

This *Code of Conduct (Code)* of the Archdiocese of St. Paul and Minneapolis (Archdiocese) establishes standard policies and provides guidance for the service of Church Personnel. It is the mission of the Archdiocese to make disciples of Jesus Christ and to witness the love of Jesus Christ to all. We recognize, as disciples of Jesus Christ, that we must witness to Jesus both by what we say and what we do, and that our conduct should always seek to be in accord with the Faith which we profess. As Jesus said, "Let your light so shine before all, that they may see your good works and give glory to your Father who is in heaven" (Matt 5: 16).¹

This *Code* aims to further the Church's mission by providing concrete guidelines which achieve several overarching objectives:

- Promote authentic witness to Jesus Christ by those who serve in the Church,²
- Protect, nurture and guide children, vulnerable adults and all others with whom we interact,
- Provide practical guidance to Church Personnel to enable them to serve effectively and safely,
- Promote personal well-being and professional competence, and
- Build positive relationships founded upon trust and integrity.

This *Code* applies to Church Personnel conduct that relates to their role with the Church.

Church Personnel means religious (other than priests and deacons), seminarians, candidates for the diaconate, business administrators, teachers, and employees, as well as volunteers in positions of leadership within a parish, Catholic school or the Archdiocese. Parish trustees, parish council members, parish finance council members, Catholic school advisory council

¹ The provisions of the Code apply to all Church Personnel regardless of individual religious beliefs or affiliation. For non-Catholics, this introductory section reminds them of the mission of the organization they have chosen to serve and are called to support through their service. It does not imply a personal assent to all Catholic Church doctrine, but rather a commitment to conduct themselves in their role with the Catholic Church in a way that is consistent with Church teachings so as not to give a public witness counter to the faith and teaching of the organization they are serving. Therefore, Catholics and non-catholics alike, who are serving the Church in an official capacity, are expected to comply with the provisions of this code which is based on our teaching about the dignity of the human person and the witness we are called to give as a Church.

² *Ibid* [1]

members, and archdiocesan finance council members are examples of volunteers in leadership positions.

An adult volunteer whose ministry involves either regular or unsupervised interaction with minors or vulnerable adults must agree to follow the *Code of Conduct for Adult Volunteers Who Interact with Minors or Vulnerable Adults* before beginning volunteer service. Youth under age 18 who work or volunteer with minors or vulnerable adults must agree to follow the *Code of Conduct for Youth Employees and Volunteers Who Interact with Children, Other Youth, or Vulnerable Adults* before beginning volunteer service or employment.

GENERAL PRINCIPLES

1. Church Personnel must bear witness to the mission of the Church through their conduct.
2. Church Personnel must exhibit high ethical standards and personal integrity. They must be aware of the responsibilities and positions of trust that accompany their work and exhibit this awareness by maintaining appropriate boundaries and exercising caution against all harm.
3. Relationships are at the foundation of our ministries and are central to Catholic life. Healthy and safe relationships are founded upon and demonstrate our sincere love, respect and compassion for all of those we serve.
4. Church Personnel are responsible for their own spiritual, physical, mental and emotional well-being. They are also responsible for maintaining professional competence and for meeting the commonly recognized professional standards of their particular roles. They should seek the necessary help when either personal or professional areas of their life need attention.

KEY TERMS³

“Archdiocese” means that certain corporate entity formed, maintained and existing under Minnesota Section 315.16 with Minnesota Business Name: “The Archdiocese of St. Paul and Minneapolis”.

³ See Settlement Agreement, section 5.7, dated December 12, 2015 between the Archdiocese of St. Paul and Minneapolis and Ramsey County Attorney. Ramsey County District Court File No.: 62-JV-15-1674; County Attorney File No.: 2138749.

“Clergy” means any persons ordained – bishops, priests, and deacons – who administer the rites of the Catholic Church.

“Cleric” means a member of the Clergy.

“Code of Conduct” means the Code of Conduct for Clergy, the Code of Conduct for Church Personnel, the Code of Conduct for Adult Volunteers, and the Code of Conduct for Youth Volunteers, as applicable.

“Minor” means anyone who has not reached the age of 18. For the purpose of this policy, “minor” includes a “Vulnerable Adult” as applicable.

“Parish” means a parish within the Archdiocese Territory that is Archdiocese-recognized as Catholic.

“School” means a primary school or a secondary school within the Archdiocese Territory that is Archdiocese-recognized as Catholic.

“Seminary” or Seminaries” means the St. Paul Seminary, St. John Vianney Seminary, or both.

“Unprofessional” means below or contrary to the standards expected in a particular profession.

“Vulnerable Adult” means persons with physical, mental or emotional conditions that render them unable to defend or protect themselves, or get help when at risk of harm.

ETHICAL STANDARDS

1. Professional and Personal Interaction

- 1.1 Church Personnel will maintain appropriate boundaries in professional relationships, and not use the power inherent in their position to exercise unreasonable or inappropriate authority over others.
- 1.2 Church Personnel will relate to others respectfully and professionally, and will work collaboratively and cooperatively with others serving the Church.

- 1.3 Church Personnel must not engage in physical, psychological, or sexual harassment of any person, and must not tolerate such harassment by others serving the Church. Harassment may be a single incident or a persistent pattern of behavior where the purpose is to create a hostile, offensive, or intimidating work environment
- 1.4 Church Personnel are called to integrity according to their life vocation and to exhibit this through their conduct.
 - a. Church Personnel must not exploit another person for any purpose.
 - b. Church Personnel must not acquire, possess, or distribute any pornographic images. Church personnel are prohibited from viewing pornographic materials on, or taking pornographic materials onto, the property of the Archdiocese, a Parish or a School. ⁴
 - c. Church Personnel will dress professionally, appropriately, and commensurate with their role.
- 1.5 Church Personnel must not possess, use, or distribute alcohol or other drugs illegally. Church Personnel must not be under the influence of illegal drugs, or under the influence of alcohol or medications that impair stable functioning or sound judgment.
- 1.6 Church Personnel are prohibited from showing pornographic material to minors.⁵
- 1.7 While reasonable debate on matters of social import is valued, Church Personnel must conduct themselves in a manner consistent with Catholic teaching as set forth in the *Catechism of the Catholic Church* in all public communications. Public communications are communications offered in a public forum or disseminated to a general audience, and also include communications whose potential for broad dissemination is reasonably foreseeable (e.g., public speech, bulletin article, op-ed submission to media, social media post, or blog).
- 1.8 Church Personnel must exercise discretion and confidentiality in handling sensitive information and may not disclose confidential information to others not entitled to such information.

2. Conduct with Minors

⁴ See Settlement Agreement, section 5.8, dated December 12, 2015 between the Archdiocese of St. Paul and Minneapolis and Ramsey County Attorney. Ramsey County District Court File No.: 62-JV-15-1674; County Attorney File No.: 2138749.

⁵ See Settlement Agreement, section 5.9, dated December 12, 2015 between the Archdiocese of St. Paul and Minneapolis and Ramsey County Attorney. Ramsey County District Court File No.: 62-JV-15-1674; County Attorney File No.: 2138749.

- 2.1 Church Personnel must use prudent judgment and common sense when working with minors.
- 2.2 Church Personnel should be aware of their own vulnerability and the vulnerability of others when working with minors. Church Personnel should avoid any conduct that a reasonable person could misconstrue as improper. A team approach should be used when working with minors or vulnerable adults, and appropriate supervision should be in place to promote safe environments for all.
- 2.3 Church Personnel should avoid being alone with any unrelated minor, except for reasonable, common sense exceptions, such as emergency situations and circumstances where the interaction is incidental and not extended. One-on-one meetings with an unrelated minor are best held in a public area; or if that is not appropriate or possible, in an area visible to others through a window or open door.⁶
- 2.4 Physical contact with a minor must be nonsexual and appropriate.
- 2.5 Church Personnel who minister to the home-bound and to minors are encouraged to serve in the company of another safe-environment trained adult whenever possible.
- 2.6 Church Personnel are prohibited from using alcohol or tobacco when working with minors and providing alcohol or tobacco to a minor, except as permissible during sacramental, liturgical, or prayers services.⁷
- 2.7 Church Personnel must not travel alone in a vehicle with one unrelated minor without another safe-environment trained adult present, except in documented emergencies. In documented situations where groups of minors are being transported with only one adult in a vehicle, a sufficient number of drivers should be available to manage unanticipated situations.
- 2.8 Church Personnel must not share private overnight accommodations (bedroom, hotel room, tent, camper, bed, etc.) with any unrelated minor. In situations in which overnight accommodations are in open spaces (gymnasiums, classrooms, gathering spaces, etc.), actions should be taken to provide suitable supervision and create reasonable separation between sexes and between adults and minors.
- 2.9 Communications by Church Personnel with unrelated minors must be for professional reasons only. Church Personnel must maintain appropriate boundaries in all

⁶ See Settlement Agreement, section 3.3, dated December 12, 2015 between the Archdiocese of St. Paul and Minneapolis and Ramsey County Attorney. Ramsey County District Court File No.: 62-JV-15-1674; County Attorney File No.: 2138749.

⁷ *Ibid*[5]

communications with an unrelated minor, including communications through the use of electronic devices or web-based media.

- a. Church Personnel should make certain that the parents or guardians of an unrelated minor are aware of the content of private electronic or print communications sent to or received from that unrelated minor or vulnerable adult. In exceptional situations when a parent or guardian is not made aware of the content of a private communication, Church Personnel must share the communication with another Church Personnel.
 - b. Informing parents or guardians is not required for non-private communications, such as those sent to youth groups regarding meeting locations or times, or other administrative matters.
 - c. Some Church Personnel have been issued school, parish, or Archdiocesan computers or other communication devices that are monitored for proper usage. Electronic communications sent to, or received from, unrelated minors using such devices are not private for the purposes of this *Code*.
- 2.10 Church Personnel will not use physical force or use profane, demeaning, or abusive language in interactions with a minor; except that proportional physical force may be used as necessary in situations of self-defense or when the minor or vulnerable adult is a danger to self or others.
- 2.11 Church Personnel should not accept expensive or excessive gifts from an unrelated minor, or give expensive, individual or personal gifts to an unrelated minor without the permission of the parent or guardian. Exchanges of modest, appropriate gifts between groups of minors and Church Personnel in the ordinary course of parish programs and school settings are permissible.

3. Conduct Related to Counseling⁸

- 3.1 When engaged in counseling or spiritual direction, Church Personnel must take great care to respect the rights and advance the welfare of all involved.
- 3.2 When counseling services are provided to two or more people who have a relationship with each other, Church Personnel must:
 - a. Clarify the nature of the relationship(s);

⁸ See Settlement Agreement, section 5.10, dated December 12, 2015 between the Archdiocese of St. Paul and Minneapolis and Ramsey County Attorney. Ramsey County District Court File No.: 62-JV-15-1674; County Attorney File No.: 2138749.

- b. Identify potential conflicts of interest; and
 - c. Discuss how to eliminate or manage the conflicts.
- 3.3 Counseling services provided by Church Personnel must be within the scope of their expertise, training or certification.
- 3.4 Church Personnel are responsible for establishing and maintaining clear, appropriate boundaries in counseling relationships. ⁹
- 3.5 Counseling sessions must be held in appropriate settings and at appropriate times. Sessions must not be held at places or times that might confuse the person being counseled as to the nature of the relationship with the counselor.
- 3.6 Physical contact during counseling or spiritual direction may be misconstrued. Any physical contact must be appropriate in nature and duration.
- 3.7 Upon ending a counseling relationship, Church Personnel should recommend appropriate arrangements for the continued care of person(s) they have been counseling.

4. Confidentiality in Pastoral Counseling Relationships

- 4.1 Church Personnel must discuss the nature of confidentiality and its limitations with each person in counseling.
- 4.2 Information obtained by Church Personnel in the course of religious or spiritual advice, aid, or comfort is confidential and may be disclosed only:
- a. With the written, informed consent of the person being counseled;
 - b. When there is clear and imminent danger to the person being counseled or to others (in this situation, Church Personnel must act in good faith to disclose only the information necessary to protect the parties affected and to prevent harm; if prudent, Church Personnel should inform the person being counseled about a possible disclosure before the disclosure is made);
 - c. When there is a serious threat to the health, safety, or welfare of a minor or vulnerable adult and disclosure of confidential information to a parent, legal guardian, or civil authorities is essential to the minor's or vulnerable adult's health, safety, or welfare (in this situation, Church Personnel should attempt to obtain informed consent from the minor before disclosure, and must act in good

⁹ See Settlement Agreement, section 5.10.a., dated December 12, 2015 between the Archdiocese of St. Paul and Minneapolis and Ramsey County Attorney. Ramsey County District Court File No.: 62-JV-15-1674; County Attorney File No.: 2138749.

faith to disclose only the information necessary to address the health, safety or welfare threat);

- d. When consultation with another professional would be beneficial to the person being counseled (in this situation, Church Personnel should attempt to obtain written informed consent from the person being counseled before disclosure, must act in good faith to disclose only the information necessary to receive assistance, and must obtain assurance from the other professional that he/she agrees to be bound by our standards of confidentiality);
 - e. When a member of Church Personnel is a defendant in a legal proceeding and the disclosure of confidential information is necessary to his/her defense (in this situation, Church Personnel may disclose only the information necessary for their defense and only as permitted by civil and canon law); or
 - f. When legally required to do so consistent with civil or canon law.
- 4.3 Church Personnel must safeguard the confidentiality of any notes, files, or electronic records pertaining to counseling services. Counseling or spiritual direction sessions must not be video or audio recorded without the prior informed, written consent of all parties involved.
- 4.4 Knowledge that arises from professional pastoral counseling interactions may be used with discretion in teaching, writing, or public presentations only when effective measures have been taken to safeguard individual identity and confidentiality.

5. Records and Information

- 5.1 All Chancery Corporation, parish, or Catholic school records are solely the property of the respective entity.
- 5.2 Records include all recorded information, documents, letters, maps, books, photographs, film, sound recordings, tapes, records generated in an electronic format, emails and any other documentary material regardless of media format.
- 5.3 No records will be accessed, shared, removed, destroyed, stored, or transferred into another media format, or otherwise disposed of, except in compliance with archdiocesan, parish, or Catholic school policies.
- 5.4 Confidential records will be kept separate from public records for privacy purposes. Confidential records include sacramental records, clergy files, personnel files, and records of individual financial contributions to, as well as financial records of, the Archdiocese, parish, or Catholic school.

- 5.5 When compiling and publishing statistical information from records, great care must be taken to preserve the anonymity of individuals.
- 5.6 Archdiocesan, parish, and Catholic school employees who have been issued an archdiocesan, parish, or Catholic school email account are expected to use their issued account whenever possible.

6. Stewardship

- 6.1 Church Personnel must exercise responsible stewardship of all financial and material resources.
- 6.2 Church Personnel must provide a clear and accurate accounting of all funds and material resources for which they are responsible and must ensure that adequate systems and safeguards are in place and followed. Church personnel will not misappropriate Church funds or materials for personal uses or purposes.

7. Conflicts of Interest

- 7.1 Church Personnel must avoid actions that may reasonably be perceived as exploiting their position with the Church to further their personal, religious, political, or business interests. Church Personnel should avoid situations that present conflicts of interest. Even the appearance of a conflict of interest can call integrity and professional conduct into question and should be avoided.
- 7.2 A conflict of interest may exist when Church Personnel have an ownership interest in, an investment interest in, or a compensation arrangement with, an entity or individual who engages in regular or substantial business with the Archdiocese, relevant parish, or relevant Catholic school.
- 7.3 Conflicts of interest situations that are to be avoided include:
 - a. Acting with unfair bias or partiality toward anyone with whom Church Personnel have an existing professional or personal relationship;
 - b. Violating the confidence of another person for personal gain; and
 - c. Accepting any gift of excessive material value.
- 7.4 Church Personnel must exercise discretion when considering assumption of fiduciary obligations or financial responsibility for a person associated with a parish or Catholic school, with the exception of family members, and should consult with the pastor or canonical administrator before assuming such obligation or responsibility.

- 7.5 Church Personnel may not receive dual compensation for work within the scope of their assignment or employment.
- 7.6 Church Personnel must disclose conflicts of interest to all affected parties. In resolving the issues, primary attention must always be given to the protection of the person receiving ministry or services.

8. Reporting Misconduct¹⁰

- 8.1 Church Personnel must adhere to high ethical standards and report illegal, unethical or unprofessional behavior to their supervisor or other appropriate church authority.
- 8.2 Church Personnel must self-report to their supervisor or to the Director of Ministerial Standards and Safe Environment as promptly as possible if they are arrested or charged with a crime.
- 8.3 Church Personnel who have reason to believe that a minor or vulnerable adult is being abused or neglected or has been abused or neglected must immediately report the basis for their belief to:
 - a. Proper civil authorities, in accordance with state statutes,
 - b. The Director of Ministerial Standards and Safe Environment (or other appropriate Archdiocesan official), and
 - c. Parents or guardians, unless to do so would expose the minor or vulnerable adult to additional risk, or unless instructed otherwise by civil authorities.
- 8.4 Suspected child pornography must be referred to law enforcement immediately.

¹⁰ See Settlement Agreement, section 5.11, dated December 12, 2015 between the Archdiocese of St. Paul and Minneapolis and Ramsey County Attorney. Ramsey County District Court File No.: 62-JV-15-1674; County Attorney File No.: 2138749.



United in Faith, Hope and Love

ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS

CODE OF CONDUCT FOR CHURCH PERSONNEL

ACKNOWLEDGEMENT

I am a member of Church Personnel within the Archdiocese of Saint Paul and Minneapolis. I have read this *Code of Conduct for Church Personnel* and promise to abide by it.

I understand and agree that I am subject to periodic background checks, and am required to participate in Archdiocesan safe environment training commensurate with my role. I also understand that I may face consequences or discipline, up to and including termination of my employment or other relationship with the Church, for violations of this *Code*.

Printed Name

Signature

Date

Position and Location of Employment or Service

Appendix III Earned Sick and Safe Time Employee Notice

Earned sick and safe time employee notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. At the beginning of each fiscal year, regular full-time employees are provided with seven sick days. Employees working between 20 and 39 hours will receive a pro-rated number of sick days based upon actual hours worked. Employees working less than 20 hours per week will accrue one hour of earned sick and safe time for every 30 hours they work, up to 48 hours in a year. They may roll over any accrued, but unused, sick time to the next year up to a maximum of 80 hours, at which time accrual will stop until leave is taken. A year for purposes of the employee's earned sick and safe time accrual is: July 1 through June 30.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

If an employee plans to use earned sick and safe time for an appointment, preventive care, or another permissible reason they know of in advance, inform their supervisor by phone, email or other communication as far in advance as possible, but at least one day in advance. In situations where an employee cannot provide advance notice, the employee should contact their supervisor as soon as they know they will be unable to work.

Appendix IV Safety and Security Guidelines

Archdiocesan Catholic Center

Safety, Security and Facilities Orientation

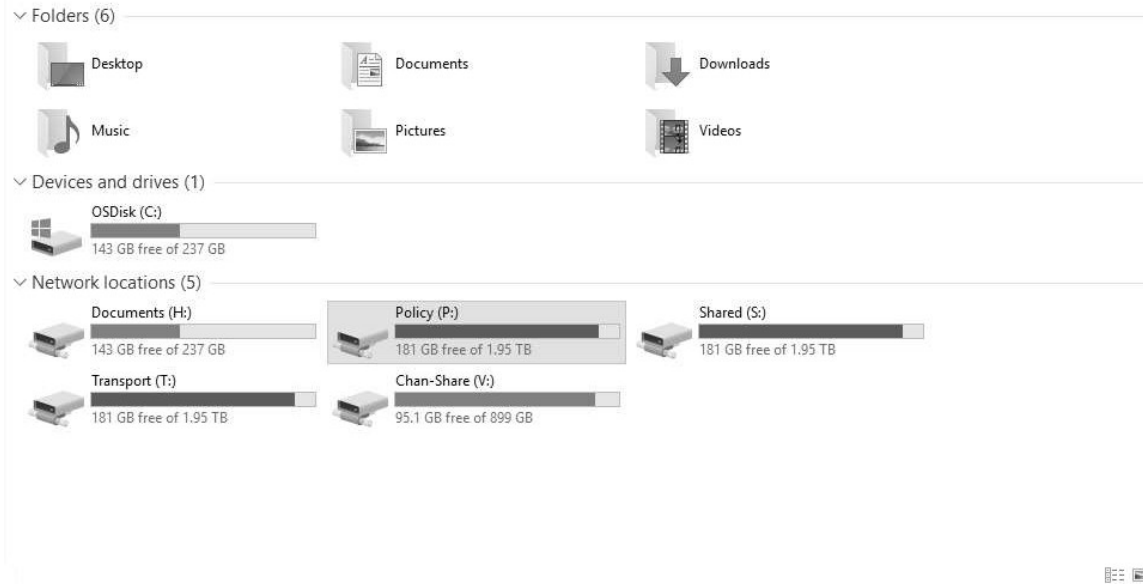
Welcome to the Archdiocese of Saint Paul and Minneapolis! This packet contains information regarding building safety, first aid, security and building access, as well as other general building related topics. While this packet can be useful, it should also remain secure and shared only within the Archdiocesan Catholic Center.

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Emergency Procedures

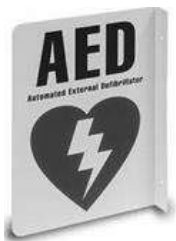
The Office of Safety, Security, and Facilities has developed the Emergency Procedures manual that is located on your computer as mapped network drive *Policy (P:)* (Figure 1). That document gives basic direction in what to do in certain emergency situations.



(Figure 1.)

Health and Safety

The Archdiocesan Catholic Center is equipped with a medical bag, an Automated External Defibrillator (AED), as well as three first aid cabinets maintained through a vendor. Within this packet is a building map indicating their locations as well as listed below:



AED: 1st Floor near South Entrance

Medical Bag: Lower Level at Randy Gray's desk.

First Aid Cabinets: 1st Floor breakroom, 2nd Floor kitchenette, Basement breakroom

When the building was renovated in 2016 it was brought up to current code with fire suppression, several strategically placed extinguishers, and fire dampers between floors. In this packet is a diagram of each floor and its extinguisher locations. There are evacuation routes placed in conference rooms and common areas of the building as well. Please find the one that is nearest your location.

Flocknote

The Archdiocese of Saint Paul has also adapted an emergency notification system. This form of communication utilizes text and email to notify employees of building closures, emergency drills, or emergency situations. To register your mobile number or personal email, follow the instructions below:

The image shows a registration form for the Archdiocese of Saint Paul and Minneapolis. At the top is the archdiocese's logo. Below it, the text reads "Archdiocese of Saint Paul and Minneapolis" and "Emergency Notifications". The form contains four input fields: "First Name", "Last Name", "Email", and "Mobile Phone". At the bottom left is a "Cancel/Withdraw" button, and at the bottom right is a "Sign Me Up" button. The form is centered on a dark grey background.

(Figure 2.)

Text Messages:

- Text the word **archspmalerts** to **84576**.
- Click on the link you receive from Flocknote via text message, requesting that you would complete signup.
- Enter your First and Last Name. Do not enter your Email unless you wish to receive text messages and notices to your personal email account. *
- Select **Catholic Center Staff** in the groups that appear. It will be the second group listed from the top. Then scroll to the bottom and click Next to complete signup!

Personal Email Account:

- Visit this link (<https://app.flocknote.com/archspm/CatholicCtrStf>) (Figure 2) and provide your First and Last Name, as well as your Email. Do not enter your Mobile Phone unless you wish to receive text messages and notices to your personal email account. *
- Select **Catholic Center Staff** in the groups that appear. It will be the second group listed from the top. Then scroll to the bottom and click Next.
- You will receive a verification message sent to the email address you provide. (Note: You do not need to create a password.) Click Verify my email, and you're signed up!
- *If you wish to receive both text messages and notices to your personal email account, please provide your mobile phone and your personal email when signing up.
- Please contact Nicole Mamura (mamuran@archspm.org) with questions.

Alarm, and Access Control

The Archdiocesan Catholic Center is equipped with several motion detectors, door contacts, video surveillance and automated access control. Below is a list of access levels, card reader locations, and general access information.

Card Reader Locations:

All employees may enter the building by any of the following doors equipped with a card reader:

East Entrance: The reader is located on the door.

West Entrance: The reader is located on the door.

South Entrance: The reader is located on the door frame to the left of the door.

Southeast Entrance: The reader is located on the door.

Lobby Entrance: The reader is located to the right of the double doors when entering from the lobby.

Gate Entrance: The reader is located on the black pedestal next to the intercom.



Access Levels

The Chancery building has adapted five primary access levels. Each of these levels control the same entrances but work on different schedules. These access levels are described below:

- **Employee Access:** This level is automatically given to all employees. It allows an employee to access the building **Monday through Friday from 6:00am to 10:00pm**. This does *NOT* allow an employee to enter during a holiday or any other day the building closed, such as weather related.
- **Director Access:** This level is given strictly to Directors and Managers of a department. This allows that employee to enter the building at any time and on any holiday.
- **Weekend Access:** This level is given only to employees that are required to enter the building on weekends. It allows that employee to enter on a **Saturday or Sunday between 6:00am and 6:00pm**. This does *NOT* include access on a holiday.
- **Contractor Access:** This level is assigned to select personnel contracted through an outside organization who work on premises on a regular basis. Be advised that this level *only* allows the individual access **Monday thru Friday from 8:00am to 5:00pm**. There is no access on holidays or weekends.
- **Visitor Access:** This level is assigned to the visitor badges available at the front desk. They are tracked through the security software and are strictly limited to access the building from **Monday through Friday from 8:00am to 5:00pm**. It does not allow access on holidays and is to be returned at the end of each day that it is signed out.
- **Access on Holidays:** Some of the access levels previously listed limit employee access on holidays. These are specifically the holidays the Archdiocese observes throughout the year. A list of these dates can be obtained through our Human Resources department or the ArchToday website.

Alarm Automation

Each day **Monday through Friday**, the building automatically **disarms upon first employee entry** and **rearms at 12:00am**, except on holidays when the alarm does not disarm unless done manually by an employee.

Saturday and Sunday the alarm will disarm upon first employee entry if that employee has access and **rearm at 6:00pm**.

Employees are required to **vacate the building prior to the building arming itself at 12:00am during the week and 6:00pm on Saturdays and Sundays**. If an employee happens to be in the building after these times, an alarm may occur which will dispatch the Saint Paul Police Department.

Should an employee need temporary access to the building outside of normal business hours, a Temporary Request form is available that will allow the building to be disarmed and available for that employee during a specified time frame.

Our Role as Employees

Employees play a major role in the security system. The most common security vulnerability is our visitors. Each visitor must be met in the lobby and brought to the visiting office or meeting space. Allowing a visitor to roam the building without our assistance makes it difficult for fellow employees to determine or notice an individual that does not belong in our building.

If an employee notices something or someone strange, do not hesitate to let someone know! Contact Safety, Security and Facilities at extension 432, at facilities@archspm.org, or if near the lobby, notify our receptionists.

Event of Emergency

In an emergency, please dial 911 or ask someone to dial for you immediately. 911 calls are monitored by our phone system. When a 911 call is made, a notification is sent to a group of key employees. One or all of these employees may respond to your office or location the 911 call was made.

Access Badges

Access badges must be always worn visibly. Badge colors indicate type of access by three colors, blue for employee, yellow for visitors, and red for contractors.

Access badges are only given to onsite employees that work in the office 3+ days a week. Badges also deactivate after 30-days of no use; this includes window stickers for vehicles.

Facilities and Requests

Our facilities department uses a separate email box for tracking requests and needs within the Archdiocesan Catholic Center. In the event you need assistance or notice something that needs repair, please email facilities@archspm.org. A few examples of when to send a request are listed below.

- Office or Desk Repairs and Needs
- Building Maintenance Concerns
- ID Badge Revisions

Also included in this packet is a recycling fact sheet. Room Setup Requests are available to fill out digitally on ArchToday as well as a copy of the recycling fact sheet.

If any immediate need should arise, don't hesitate to call extension 432 for help.

Employee Parking

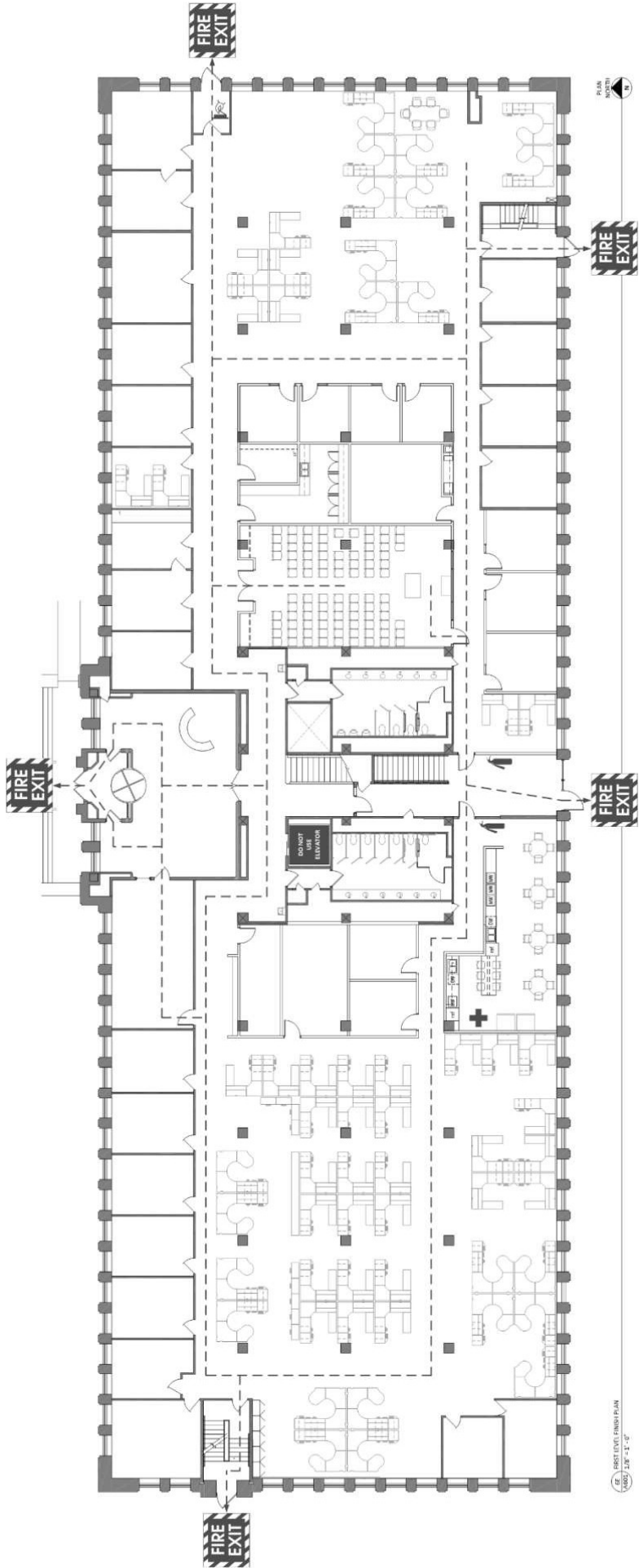
Employees are required to utilize the larger lot on the north side of the building. Employees under special circumstances are allowed temporary parking privileges in the diagonal and horizontal parking area. This area closest to the building is designated for visitors and short-term parking.

During larger events, parking can be hard to come by, we try and alleviate this issue with parking available on the field adjacent to the paved lot. This is only available between May and November.

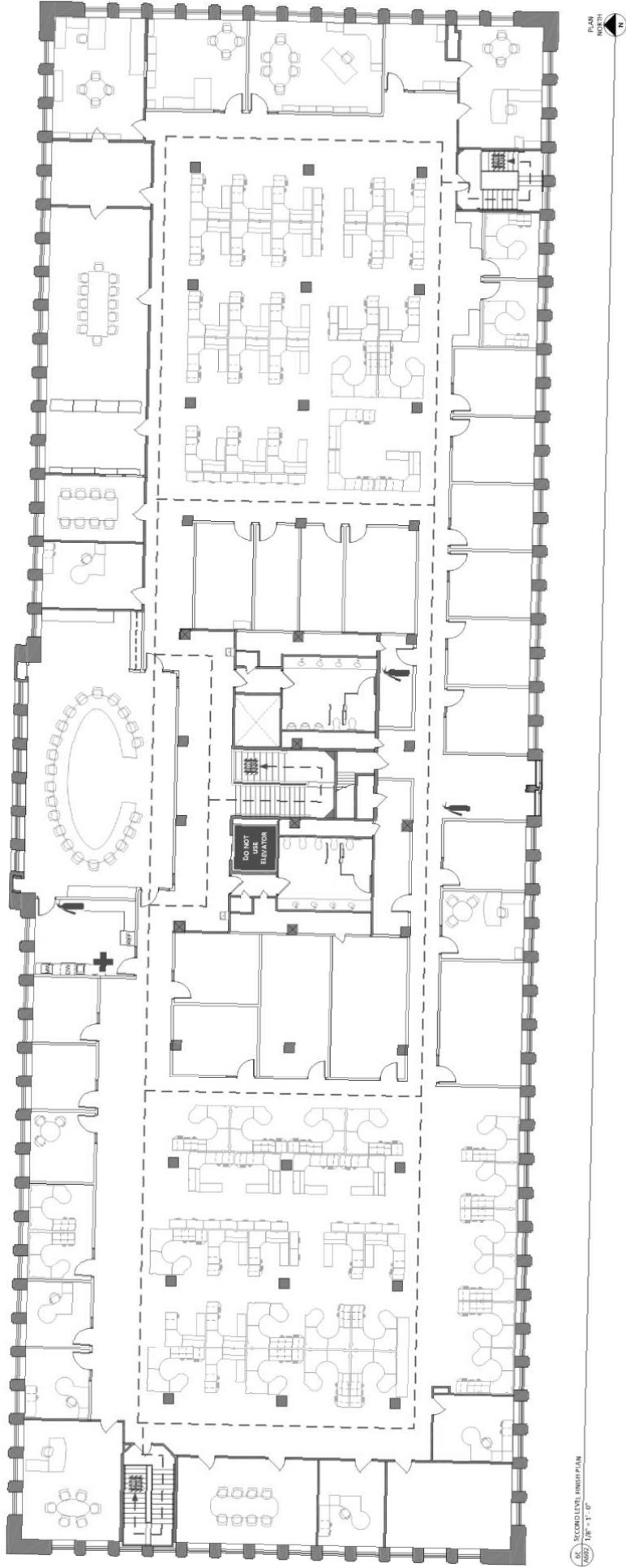
Gates

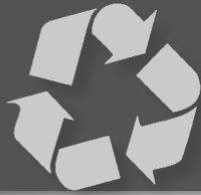
Employees are given one window sticker for gate access but also can open the gate with their access card. Gates always remain down except for severe weather, scheduled large meetings, or other special circumstances. This may change as time goes on and more use.

Emergency Evacuation 1st Floor



Emergency Evacuation 2nd Floor





Single-Stream Recycling Guide

Save and Post!

You can now place all recyclables in one bin!



Opened mail & greeting cards



Paper egg cartons



Paperboard boxes



File folders



Blueprints



Magazines, brochures & catalogs



White or pastel office paper



Newspapers & inserts (no bags)



Phone Books



flatten

Corrugated cardboard & paper bags



#1-7 Plastic tubs & screw-top jars (no lids, no #7 PLA compostables, do not flatten)



#1-7 Plastic bottles & jugs (no lids, no #7 PLA compostables, do not flatten)



Cans (do not crush or flatten)



Clean, balled aluminum foil (2" or larger) and pie pans



Glass bottles and jars



Loose metal jar lids & steel bottle caps



Paper milk/juice cartons (no foil pouches, do not flatten)



Paper-back books



Empty aerosol cans (no caps)

NO

- plastic bags
 - plastic lids or caps
- shredded paper
- hard-back books
 - scrap metal
- Tyvek® envelopes
- plastic 6-pack holders
 - needles or syringes
 - paper ream wrappers
 - plastic microwave trays
 - frozen food, ice cream or frozen juice containers
 - mirrors, ceramics or Pyrex®
 - light bulbs, plates or vases
- drinking glasses or window glass
- hazardous or bio-hazardous waste
 - plastics other than those listed
 - tissues, paper towels, napkins
 - waxed paper or waxed cardboard
 - stickers or sheets of address labels (affixed address labels and stamps ok)
 - Kraft® (orange/brown) envelopes
 - Styrofoam® or paper to-go containers

No need to remove: paper clips, stamps, address labels, staples, tape, wire, metal fasteners, rubber bands, spiral bindings, plastic tabs.

Please flatten all cardboard boxes.

Empty and rinse all containers. Do not flatten containers.



plastic bags



shredded paper



Styrofoam® or paper to-go boxes or cups



plastic caps or lids



Single-Stream Recycling

Appendix V Location C Guidelines

Archdiocese of Saint Paul and Minneapolis Building Closure and Location C Guidelines

The payroll earnings code, Location C, is used by non-exempt employees when the Archdiocesan Catholic Center (ACC) is closed during normal business hours for any reason as determined by the Chief Operating Officer. The Intent of the Location C code is to provide payment to non-exempt employees who are unable to work (for whatever reason) due to the building closure and make them financially whole for the day. Supervisors should be consulted and communicated with in regards to an employee's schedule due to building closure or inclement weather.

If any employee has scheduled paid time off, the Location C code does not apply. Location C does not count as hours worked, does not count towards overtime for the workweek, and should not cause an employee to have more total hours for the week than they are normally scheduled.

Any employee, who has the ability to work remote should make every effort to work their normal hours when able. Location C applies to any hours non-exempt employees are unable to work for the day.

There may be unique circumstances or instances where non-exempt employees are required to work by their supervisor during a building closure and will be paid regular hours for any hours worked. If all normal hours are not worked for the day, Location C may be used to supplement any unworked hours.

In the case of inclement weather and no building closure, employees may use paid time off to supplement their normal hours for the day if they choose to stay home, arrive later, or leave work early for the day.

Appendix VI Archdiocesan Paid Leave Notice

Minnesota Paid Leave

Minnesota Paid Leave provides payments and job protection when you need time off to care for yourself or your family.

The Archdiocese provides Paid Leave through an approved equivalent plan instead of through the State of Minnesota. This plan provides time off, payments, and job protections that are equal to or greater than those offered under Minnesota Paid Leave.

Equivalent plan information:

Plan Name:	The Archdiocese of St. Paul and Minneapolis Paid Family and Medical Leave Equivalent Self-Insurance Plan
Equivalent Plan Covers:	<input type="checkbox"/> Family Leave <input type="checkbox"/> Medical Leave <input checked="" type="checkbox"/> Both
Effective Date:	January 1, 2026
Website:	ArchToday (HR Tab)
Phone:	651-291-4487

What leave is covered?

You can take leave for the following qualifying events:

Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- Bonding Leave – to care for and bond with a child welcomed through birth, adoption, or foster placement
- Caring Leave – to care for a family member with a serious health condition
- Military Family Leave – to support a family member called to active duty
- Safety Leave – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. The Archdiocese equivalent plan offers coverage that is greater than what is offered under the state plan. Under the state plan and the Archdiocesan plan, you may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year (5.3% of the state's average annual wage or about \$3,700 for the start of Paid Leave in 2026).

Your Equivalent Plan Coverage

The Archdiocese (ACC) offers a self-funded equivalent plan to meet the requirements of MN Paid Leave, which is paid for 100% by the ACC. Coverage is equivalent or greater than the State plan.

How long can I take leave?

The Archdiocesan equivalent plan offers leave time that is equal to or greater than what is offered under the state plan. Under the Archdiocesan plan, you may qualify to take up to 12 weeks of family or medical leave per benefit year. If you need both family and medical leave in the same benefit year, you may qualify for up to 20 weeks in total under the Archdiocesan plan.

Your Equivalent Plan Leave Time

Benefits are available to eligible employees for up to 12 weeks of paid-medical leave, or up to 12 weeks of paid-family leave, or up to a total of 20 weeks combined.

How much will I get paid?

The Archdiocesan equivalent plan offers paid leave benefit payments that are greater than what is offered under the state plan. Under the state plan, eligible employees are paid up to 90% of their wages, based on income level, with a maximum weekly amount set at the state's average weekly wage. This amount changes each year and is \$1,423 for the start of Paid Leave in 2026.

Your Equivalent Plan Payments

The ACC plan will pay eligible employees 100% of their pre-disability earnings for the first four (4) weeks of leave with no income or benefit amount caps. The ACC plan will pay 90% of pre-disability earnings for weeks five (5) to twelve (12) and 90% for weeks 13-20 if an employee qualifies for the additional leave.

Who pays for the equivalent plan?

The Archdiocesan equivalent plan is fully funded by the Archdiocese. Employees are not required to pay any amount to participate in the Archdiocesan Paid Leave plan

Your contributions are as follows: \$0 (zero)

Medical Leave	Total Medical Leave Premium: ___% (not applicable – self-funded by Archdiocese)			
	The Archdiocese	will contribute and no amount	100%	of the medical leave contribution will be deducted from your wages

Family Leave	Total Family Leave Premium: ___% (not applicable – self-funded by Archdiocese)			
	The Archdiocese	will contribute and no amount	100%	of the family leave contribution will be deducted from your wages

Total deducted from your wages	0%
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What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, the Archdiocese will continue to fund its portion of employees' healthcare insurance and other group insurance premiums while employees are on leave (if the employee participated in the Archdiocesan healthcare insurance program or other group insurance programs immediately prior to their leave). Employees will be responsible for any portion of health insurance and other group insurance premiums that they paid immediately prior to their leave.
- **No retaliation or interference:** The Archdiocese will not interfere with or retaliate against employees if they apply for or use Paid Leave.
- **Equivalent plans:** The Archdiocesan Equivalent plan does not impose any additional costs, conditions, or restrictions on Paid Leave beyond those in the state plan.

If you are concerned that the Archdiocese may be violating these protections, contact Minnesota Paid Leave.

How do I take Paid Leave?

Employees who are covered by the Archdiocesan equivalent plan do not apply with the state. Instead:

1. Notify the Human Resources Office, and
2. Apply with the Archdiocesan equivalent plan administrator.

The Archdiocese will give you clear instructions on how to apply. In most cases You will need to provide documentation, such as a medical certification from a medical provider.

Can I appeal if I am denied?

Workers covered by the Archdiocesan equivalent plan have the same right to appeal as those covered by the state plan. If your application for leave is denied by the Archdiocese or you disagree with the amount of your payment, you have 30 calendar days to ask that the Archdiocesan equivalent plan review its decision. If the decision does not change, you can appeal with the Minnesota Paid Leave Division within the legal deadline, which is 30 calendar days from when you received the review decision from the Archdiocesan equivalent plan. Contact Paid Leave or visit the Minnesota Paid Leave website for more information on appeals.

Learn more

Visit paidleave.mn.gov for more information about Paid Leave. Please also review the Archdiocesan Paid Leave Plan which is posted on ArchToday under HR documents.

Other ways to reach the Minnesota Paid Leave Program

Phone: 651-556-7777 or 844-556-0444 (toll free).

E-mail: paidleave@state.mn.us

Mail: Department of Employment and Economic Development, Paid Leave Division
180 E 5th Street, 12th Floor, Saint Paul, MN

Information is available in alternative formats for people with disabilities by using the contact information listed above.

Employer Information:

Employer Name:	The Archdiocese of St Paul and Minneapolis
Mailing Address:	777 Forest Street N, St. Paul, MN 55106
Employer Identification Number (FEIN):	41-6738127

Employee Acknowledgement:

<input type="checkbox"/>	I acknowledge receipt of this notification
Name	
Signature	
Date	