

Catholic Diocese of Buffalo Catholic Center



Employee Handbook



All those who work for and within the Diocese of Buffalo are called to further the mission of the Church by using their particular gifts and talents to respond to the needs of our community. It is important that we consistently strive to meet and exceed the expectations of those we serve. We do this, in particular, by treating everyone with dignity, respect and understanding as caring and knowledgeable professionals.

All employees are required to support the mission of the Church and lead a life consistent with Catholic social and moral teaching. We must all continue to work together in the spirit of cooperation and dedication to continue to promote the Gospel of our Lord to all who encounter us on a daily basis.

I am grateful to all our employees who, on a daily basis, complete their tasks with diligence and great care.

This Employee Handbook has been prepared so you have a convenient source of information for important Catholic Center policies and procedures.

Be assured of my continuing prayers.

Yours sincerely in Christ,

A handwritten signature in black ink that reads "Michael W. Fisher". The signature is written in a cursive style and is preceded by a small cross symbol.

Bishop Michael Fisher
Bishop of Buffalo

INTRODUCTION

The Diocese of Buffalo exists to further the mission of the Roman Catholic Church by serving others and building and strengthening the faith of its believers. Those employed have the opportunity to use their unique talents and abilities to help achieve that mission. Consistent with its system of beliefs the Catholic Center of the Diocese of Buffalo has prepared this handbook to enable employees to realize their potential and be as effective as possible in fulfilling the responsibilities their jobs entail.

PURPOSE OF HANDBOOK

We look forward to collaborating in a professional atmosphere wherein integrity, competence and accountability are readily evident. We encourage you to read this manual and thoroughly acquaint yourself with its contents. It is designed to outline the policies and practices that support our belief that our staff are the key to our success.

The information provided herein is only applicable for those persons employed by the Catholic Center, St. Joseph's Cathedral, Retirement Homes, The Foundation of the Roman Catholic Diocese of Buffalo, and the Diocese of Buffalo Newman Centers referred to herein as "Catholic Center." This handbook is designed as a guideline to acquaint you with the Catholic Center and provide you with general information about working conditions, employee benefits, and various policies and procedures affecting your employment. It has been prepared to ensure that we build a solid foundation of mutual understanding with our staff. It describes many of your responsibilities as an employee and outlines the programs developed by the Catholic Center to benefit our employees. Please read, understand, and comply with all provisions of the Employee Handbook.

Of course, no Employee Handbook can anticipate every circumstance or question about policy. The need may arise, and the Diocese reserves the right, to revise, supplement, or rescind any policies or portion of the Handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the Handbook as they occur.

The Employee Handbook summarizes the current benefit plans maintained by the Catholic Center of the Diocese of Buffalo. If any questions arise regarding the interpretation of these plans, the answers will be determined by reference to the actual plan documents and policies rather than the summaries contained in the Employee Handbook.

Nothing contained or implied within this Handbook should be construed as a contract, either expressed or implied, or a guarantee of employment for any specified period of time. Employment is at will. You have the right to terminate your employment relationship with the Catholic Center for any reason at any time. Similarly, the Catholic Center reserves the right to do the same. This document is not intended to place limitations on the rights and discretion of the Catholic Center in its determinations of whom to employ, wages, hours or other terms and conditions of employment. These guidelines, policies and procedures are subject to being modified, amended, supplemented or withdrawn at the discretion of the Catholic Center. Any changes,

additions, or deletions will be communicated and updated via email and considered incorporated into the manual as if set forth therein. Any questions concerning the applicability of a policy, interpretation or application of specific terms should be addressed to the Human Resources Department.

References in this manual to the male gender shall apply equally to the female gender and vice versa.

TREATING EMPLOYEES JUSTLY

As participants in extension of the ministry of the Catholic Center, each employee shares in the obligation to ensure the responsible stewardship of Diocesan resources. Attentive to the intention of the donor and the spirit of Christian charity, each Catholic Center employee must seek to make efficient use of Diocesan funds and other resources. This includes financial resources, Catholic Center property, and the effective use of time for which employees are paid to work.

Employees of the Catholic Center agree to act according to the laws and precepts of the Catholic Church. Personal and professional conduct must be keeping with the mission and teachings of the Catholic Church.

OUR EMPLOYEE RELATIONS PHILOSOPHY

We strive to treat each employee as an individual while developing a spirit of teamwork and working together to attain a common goal. In order to maintain an atmosphere where these goals can be accomplished, we seek to maintain a work environment which is welcoming and progressive. Most importantly, we have a workplace where communications are open and concerns can be discussed and resolved in a mutually respectful atmosphere.

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The Catholic Center is committed to providing a work environment that is free from all forms of harassment, discrimination and inequality. The Catholic Center recruits employees, trains, promotes, and compensates employees without regard to race, religion, age, sex, sexual orientation, national origin, citizenship, marital status, veteran's status, disability, genetic information or status protected by law. This policy extends to all aspects of employment practices and all policies of the Catholic Center, including recruitment, orientation, promotion, demotion, compensation, benefits, work schedule and job assignments, counseling, discipline, performance evaluation, educational and training opportunities, transfer, and/or discharge.

The Catholic Center may have positions where ordination, religious profession, and/or active membership in the Catholic Church are a requirement for the position. Religion is a bona fide occupational qualification in those circumstances that involve religious activities of the institution and/or faith and worship participation are required and essential to fulfilling the position.

The Catholic Center also maintains its commitment to complying with the Americans with Disabilities Act (ADA), the New York Human Rights Law (NYHRL) and all applicable laws providing for non-discrimination in employment against qualified individuals with disabilities. The Catholic Center will continue to work with employees who have disabilities to develop reasonable accommodations that allow individuals opportunities to perform the essential functions of their jobs in a safe and efficient manner where such accommodations do not result in undue hardship on business operations. However, employees and applicants are not placed in positions where, with or without reasonable accommodation, they would create a direct threat to the safety or health of themselves or others. Nothing in this policy should be construed, nor shall it be applied, in a manner so as to infringe upon the rights accorded to employees by such laws.

Any employee who believes a violation of policy, or any applicable law relating to accommodating a person with a disability, has occurred should immediately contact the Human Resources Department. All complaints will be promptly investigated.

SECTION 1: EMPLOYMENT

The hiring process and initial employment period provide an opportunity to explore the God-given gifts and talents of candidates to mutually discern whether an individual is suited to the requirements of a particular position in the Catholic Center. The hiring process strives to ensure equitable treatment of all candidates, and values the unique qualities of each applicant.

The Catholic Center will recruit and select the best available person to serve in organization, without discrimination. All successful candidates are required to support the mission of the Church and lead a life consistent with Catholic social and moral teaching.

Particular requirements for positions are determined by the Canonically appointed leader and are consistent with Canon Law and Diocese of Buffalo policy.

STATE AND FEDERAL CLEARANCES & SCREENINGS

- **Employment Application:** The Catholic Center relies on the accuracy of information contained in the employment application as well as the accuracy of other information provided during the hiring process. Any misrepresentations, falsifications or material omissions will result in the exclusion from further consideration for hire, or if hired, may result in termination from employment.
- **Criminal Background Checks:** All interns, employees, and volunteers must complete a Criminal Background Check. Criminal convictions do not necessarily prohibit employment or a relationship with the Catholic Center. Any indicated conviction will be reviewed and considered in light of the nature and scope of the position in question. Criminal background checks are conducted post offer, pre-employment and may be completed for cause or randomly throughout an individual's employment. The Catholic Center reserves the right to deny employment or terminate employment, or disqualify the applicant if the information is inconsistent with information previously provided to the Catholic Center.
- **Sex Offender Check:** All prospective employees must submit to a sex offender check. Employment will be denied or terminated in the event the applicant/employee has sex offender status.
- **References:** Professional references will be checked prior to hire or the start of an internship. Unsatisfactory references or inconsistent information obtained during the reference verification process may result in disqualification from employment or ineligibility for an internship.
- **I-9 Verification:** Under the Federal Immigration Reform and Control Act of 1986, the Catholic Center is required to verify that all job applicants hired after November 6, 1986, are either United States Citizens or Aliens authorized to be working in the United States. All employees are required to present certain documents for verification pursuant to the Federal Immigration Reform and Control Act within the first three days of employment. Refusal or failure to provide these requested

documents within three days of the start of employment will result in termination of employment.

- **Driver's License and Department of Motor Vehicle Check:** All staff required to drive Diocesan vehicles or drive their personal vehicles as an essential function of their position are required to provide a copy of their driver's license post-offer, and submit to a Department of Motor Vehicle ("DMV") check. Checks of driver records are conducted at the onset of employment and may be completed for cause or randomly throughout an individual's employment. The Catholic Center reserves the right to deny employment or terminate employment based on an employee's motor vehicle infractions.
- **Credit History:** All applicants for positions in the Finance, Internal Audit and Foundation Departments are required to submit to a post-offer credit history check.
- **Professional Licensure and Certification:** Certain staff must meet and maintain proper New York State license and certification requirements for their position. A copy of an individual's current license, certificate, registration, diploma and transcript must be provided post-offer on or before the first day of employment and will be included in the individual's personnel file. An employee, whose position requires a professional license or certification, must maintain such in good standing, including satisfying all continuing education requirements. An employee whose license has expired, been suspended or been revoked will be immediately terminated.

SAFE ENVIRONMENT

The Catholic Center is required by our Bishop and the United States Conference of Catholic Bishops (USCCB) to fulfill specific mandates regarding the protection of children, youth and vulnerable adults. The core requirements include proper screening for individuals seeking to work and include the following:

- Completion of a standardized application to work; checking of personal or work references.
- Signing and agreeing to the Catholic Center's Code of Conduct.
- Successful completion of criminal background check conducted by the Diocese Safe Environment Office.
- Attending a Safe Environment workshop as well as completion of monthly and periodic ongoing training bulletins.

All employees of the Catholic Center are required to complete Safe Environment training. In order to fulfill the Safe Environment training requirements, you must attend a Safe Environment training session called Protecting God's Children™ which is offered periodically at various locations throughout the Diocese.

The schedule of training dates and locations, as well as registration instructions, can be obtained by going to <http://www.virtus.org> and clicking on "Registration."

ELIGIBILITY FOR CONTINUED EMPLOYMENT

Continued employment is contingent upon successful completion of annual training required by the Safe Environment Program; other required trainings applicable to your position; satisfaction of your position duties and responsibilities and conformance with applicable Catholic Center policies and procedures.

EMPLOYMENT OF RELATIVES

Relatives of employees will not be eligible for employment with the Catholic Center in any situation where potential problems of direct supervision, safety, security or morale exists or where personal relationships may create an actual or potential negative or unprofessional work environment to ensure fair treatment and avoid conflicts of interest. This ensures that no employee can be in a position to affect the work, salary, benefits or promotion of a relative. Relatives are defined as: parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, in-law or step relative (e.g. daughter-in-law, parent-in-law, brother-in-law, sister-in-law, stepparent, and stepchild). An applicant will not be hired into a position that reports directly to a close family relative. An applicant will not be hired to work within the management scope of a close family relative and may not be hired to work in the same department with a close family relative.

Contact the Human Resources Department if your legal relationship to another employee is changing. To the extent operationally feasible, one or more of the affected individuals will be reassigned or transferred, at management's discretion, to eliminate the actual or potential conflict of interest as specified in this policy.

OUTSIDE EMPLOYMENT

Outside employment with another organization is permitted as long as it does not violate the Catholic Center's Conflict of Interest Policy or negatively impact an employee's performance in his/her position. Employees should consider the impact outside employment may have on their availability and performance. All employees will be judged by the same performance standards and will be subject to the Catholic Center's scheduling demands, regardless of any existing outside work requirements.

ORIENTATION

New hires participate in an orientation program, designed to familiarize new employees with the Catholic Center, its policies and procedures, programs, and expectations. Attendance is mandatory and successful completion of the orientation and ongoing training throughout your employment is a condition of employment.

INTRODUCTORY PERIOD

The introductory period for all newly hired employees is the first 90 days of employment after hire or rehire. During this period, an employee will be evaluated by their supervisor on their ability, performance, interpersonal skills and attendance. Any employee may be terminated at any time during the introductory period, or thereafter.

Designation of the introductory period does not constitute an obligation on the part of the Catholic Center to continue an employee's employment until the end of the period specified. Further, the Catholic Center reserves the right to limit or extend this introductory period. During this time, or at any time while employed, either the Catholic Center or an employee may terminate the employment relationship without cause or advance notice. At the end of the introductory period performance will be evaluated by your immediate supervisor or department head. If performance is satisfactory, you may be transferred to regular employee status at the end of the introductory period and eligible for additional benefits.

INTER-DEPARTMENT TRANSFERS

Employees desiring to apply for internal postings must have completed at least six months in their current position, and be performing at a satisfactory level in their current position. Exceptions may be made at the discretion of the Human Resources Department or designee for operational needs. Pursuing another position will in no way negatively reflect on your performance appraisal, nor will it have any effect on job status.

After you have transferred to a new department, the three-month introductory period for performance will be reinstated upon transfer to a new position.

CLASSIFICATION OF EMPLOYEES

The determination as to an employee's status is at the sole discretion of the Catholic Center. Benefit eligibility is governed by the employee's part-time or full-time status and whether they are regular, temporary, per diem or substitute.

Full-time status is defined as regularly working a minimum of 35 hours per week, excluding a thirty minute unpaid lunch period.

Part-time benefit eligible status is defined as regularly working less than 35 hours per week but not less than 20 hours per week, excluding any lunch period. Part-time benefit eligible employees are only eligible for benefits if specifically denoted in the Employee Handbook, subject to the terms, condition and limitations of each benefit program. When an employee changes from part-time to full-time, full-time benefits eligibility begins on the date of the change in status. Similarly, when an employee changes from full-time to part-time, full-time benefits cease as of the date of the change in status.

Part-time employees who work less than 20 hours per week are eligible for health insurance benefits at the full premium rate. Statutory benefits are limited to social security, unemployment, disability and workers' compensation.

Temporary employees work for a defined or limited period of time or work on a defined project. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain temporary status unless and until notified of a change by the Human Resources Department. Temporary employees are not eligible for benefits other than statutory benefits.

Employees Providing Professional Services in Liturgy such as music and choir directors, musicians, cantors, organists and wedding coordinators working for Newman Centers and St. Joseph Cathedral who are compensated for their services will be on payroll as full-time, part-time, or per diem employees.

Rehired Employees: Supervisors must consult with the Human Resources Department prior to extending an offer of temporary or regular employment to an individual who was formerly employed by the Catholic Center. An individual who is rehired will not have their prior service credited for purposes of seniority date or benefit eligibility unless otherwise provided herein.

DUTIES AND RESPONSIBILITIES

Each employee is provided a job description, outlining the essential functions of their position at the time of hire and throughout employment when the description is revised or when their position changes. Duties and responsibilities will change or be added to reflect the current needs and requirements of the position. To the extent that your ability to perform the essential functions of your position changes, with or without reasonable accommodations, you must immediately inform your immediate supervisor.

LIGHT DUTY POLICY

It is the policy of the Catholic Center to return employees who have suffered from work-related injuries to work as soon as possible. In this regard, the Catholic Center recognizes the value of permitting employees returning from occupational injury to work temporarily on a light duty basis. Whenever an employee suffers a work-related injury for which Workers' Compensation benefits are claimed, the Catholic Center shall investigate whether work is available to accommodate the light duty.

Limited Duty will be considered a transitional period for the employee ready to return to his/her regular job, but with temporary limitations. The limitations must be such that accommodations can be made to perform one's regular job.

In this regard, nothing herein should be construed as a guarantee of light duty work. Temporary light duty work assignments may not be available at all in certain circumstances, and in others, they may not be available for the entire period of an employee's temporary disability.

Further, as noted above, assignments to light duty work are intended to be temporary and generally, such assignments shall not exceed thirty (30) days. In this regard, the Catholic Center retains its complete discretion to determine the length of temporary light duty assignments on a case-by-case basis.

An employee working in a temporary light duty assignment shall receive his or her regular hourly rate of pay for all hours worked.

Employees are expected to cooperate with the assignment of temporary light duty work. Unwillingness to accept a temporary light duty assignment will result in a challenge to Worker's Compensation payments and, in cases wherein FMLA is not applicable, may result in termination from employment for insubordination.

PERSONNEL FILES

The Human Resources Department is the exclusive location for employee personnel files. Personnel files include: employment applications, resume, job descriptions, compensation adjustments, evaluations, accommodations, training and continuing education certificates, copies of credentials, licenses and disciplinary actions (if any). Pre-employment reference checks are considered confidential documents and are not subject to disclosure or considered part of the personnel file. Personnel files are the sole property of the Catholic Center and for its own use. Employees may review the contents of their personnel file during their employment upon submitting a written request to the Human Resources Department. Thereafter, a mutually agreeable time will be set to review the personnel file. Employees do not have the right to review or receive copies of their personnel file upon termination of employment (albeit voluntary or involuntary) or thereafter.

It is your responsibility to keep your employment records up to date. Please provide copies of training or continuing education certificates, and degrees. Additionally, please notify the Payroll Department and Human Resources of any changes to your personal mailing address, telephone number, marital status, number and names of dependents if seeking benefits, and emergency contacts.

PRIVACY OF EMPLOYEE RECORDS AND INFORMATION

Every employee has the right to expect accuracy, appropriate use and controlled confidentiality of personnel information maintained, reviewed or disseminated by the Catholic Center. Access to personnel records is closely monitored and managed by Human Resources and will be provided on a strict need-to-know basis.

EMPLOYMENT REFERENCES

It is the policy of the Catholic Center to release dates of employment and position held for employees upon receipt of an executed written release from the current/former employee. All requests for employment references/verifications should be sent to Human Resources for review and completion.

WORK CONDITIONS & HOURS

WORK WEEK

The normal work schedule for employees will vary by location, and may include a non-traditional schedule involving weekends, holidays, and evenings. Staffing needs and operational demands may necessitate temporary variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. The standard work schedule for most full-time employees is 8:30a.m. To 4:00p.m., Monday through Friday. This encompasses a thirty minute unpaid lunch which equates to 35 work hours.

TIMEKEEPING

Accurate recording of the hours worked is required to assure the correct calculation of an employee's pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. No supervisor may require, request, instruct or otherwise expect an employee to work unpaid hours. "Hours worked" includes all the hours that an employee is permitted to work.

Non-exempt (hourly) employees should report to work no more than ten minutes prior to their scheduled starting time and should depart within ten minutes after their scheduled stop time unless they have prior authorization from their supervisor to work additional hours. Overtime work must always be approved before it is performed. Time off from work, whether paid or unpaid is not included in the calculations of hours worked during the week for the purposes of determining eligibility for overtime pay. Unproductive time such as PTO, bereavement, jury duty pay, etc. is excluded from the calculation of overtime pay.

Exempt (salaried) employees are also required to submit their hours per pay period and record accordingly as regular time, PTO, bereavement, jury duty pay, etc. Exempt employees are paid a standard of thirty-five hours per week regardless of hours worked.

PAYDAYS

Employees are paid on a bi-weekly basis. You will be paid by check or direct deposit every other Thursday for time worked in the preceding two-week period (Sunday through Saturday). There are twenty-six (26) pay periods per year. No paychecks are issued in advance of this schedule, nor does the Catholic Center grant salary advances. No pay checks or pay statements (document reflecting the amount of monies and requisite deductions directly deposited into an employee's designated financial institution) will be provided to an employee prior to the date of issue. All employees are strongly encouraged to have their pay checks direct deposited into a banking institution of their choice. In the instance where an employee has not established direct deposit of their pay, a pay check will be generated.

In the event your check is lost in the mail, your check will not be stopped and reissued until two weeks after the check was mailed.

An employee off work due to illness or injury and does not have direct deposit, they must request the check be mailed to their home or pick up the check when they return to work.

In the event a recognized banking holiday falls on a pay date, the pay date will be the business day preceding the holiday.

DEDUCTIONS

Your gross wages are subject to payroll tax withholding which must be withheld from each paycheck: Federal and State income taxes, Social Security taxes, and Medicare taxes on employee's taxable wages to the specified Social Security "wage base."

In addition, upon voluntary written authorization by the employee, the Catholic Center will deduct for voluntary benefits. Request for additional payroll deductions must be made in writing and submitted to Payroll utilizing the applicable deduction authorization form. If an employee has questions concerning any deductions made, please contact the Payroll Department for assistance.

TAX LIENS AND WAGE GARNISHMENTS

Wage assignments, income executions, child support and court orders must be honored in accordance with New York State Labor Law, New York State Department of Taxation & Finance and New York State Child Support. Federal and state laws prohibit the discharge of any employee because his earnings have been subjected to garnishment for any indebtedness.

DIRECT DEPOSIT

Direct deposit allows for either all or a portion of your pay check to be directly deposited into up to three banks accounts and allocated as you indicate. By participating in the Direct Deposit Program, an employee can enjoy the convenience of not having to deposit their check each pay period. A deposit confirmation with an earnings statement (that looks very much like a pay stub) is given to you each pay period.

OVERTIME

Overtime is time worked by a non-exempt, hourly paid employee beyond 40 hours in a workweek.

Eligibility

The work week at the Catholic Center is Sunday through Saturday. In order to be

eligible for overtime, you must actually work over 40 hours in a work week without the use of benefit time. Benefit time (e.g., holiday pay, PTO, PSL, ESB, emergency closing) is not included in the calculation of hours worked for overtime eligibility. Whether you are paid for overtime depends on your employment classification, exempt versus non-exempt status, and New York State and Federal Labor Law.

Exempt (salaried) employees are not entitled to overtime. Exempt employees are expected to work hours in excess of thirty-five (35) as required to complete their job responsibilities. Exempt employees are managed by duties and responsibilities, not time. Exempt employees are expected to be present and engaged in their responsibilities for as long as required and at the direction of their supervisor. The potential and actuality of working longer than customary is an expectation of exempt work. At the discretion of the COO, exempt employees' schedules may be altered or modified to offset exceptionally long or difficult assignments. This may typically be in the form of a late arrival or early departure. This is never extended in an hour for hour or day for day manner but only in order to afford some relief for extraordinary situations.

Non-exempt (hourly) employees are entitled to overtime. Non-exempt employees who work over 35 but less than forty will be paid at an employee's straight time hourly rate and must be preapproved by their department manager. Overtime is paid at one and one-half times the straight time hourly rate for all eligible hours worked in the designated work week over 40. The decision to work overtime shall be at the sole discretion of your Supervisor/Department Head. Failure to obtain authorization from your Supervisor/Department Head prior to working overtime is grounds for corrective action. If you are asked to work overtime, you are expected to work the requested time. Refusal to work such overtime may result in disciplinary action. Working beyond one's regularly scheduled work hours, including "overtime" without your supervisor's approval may result in discipline, up to and including employment termination.

All time worked must be recorded and compensated. Exempt employees are not eligible for compensatory time.

SALARY BASIS POLICY

It is our policy to comply with the salary basis requirements of the Fair Labor Standards Act ("FLSA"). The Catholic Center prohibits all Supervisors or Department Heads from making any improper deductions from the salaries of exempt employees. The Catholic Center does not allow deductions that violate the FLSA. An employee who believes that an improper deduction has been made to his/her salary should immediately report this information to the Payroll or Human Resources Departments. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, an employee will be promptly reimbursed for any improper deduction made.

CRITERIA FOR WAGE OR SALARY INCREASE

Nothing herein shall be construed as a guarantee of a wage or salary increase.

- New hires must have successfully completed their introductory period in order to be eligible for any wage increase.
- An employee is not eligible for a wage increase if on a Performance Improvement Plan.
- In order to be eligible for a wage increase, an employee must not have any disciplinary action in the twelve months preceding the effective date of the increase.

EMERGENCY CLOSING

In the event the Catholic Center is officially closed (or closes early) due to weather conditions, employees affected by such closing will be paid for their regularly scheduled hours. This time will not be charged against any accumulated PTO or Extended Sick Bank. Upon hire and annually thereafter, employees are expected to opt in to School Messenger so they can receive text alerts notifying them of closings. Official closings will be also be announced on WBEN-AM Radio (930 AM). A recorded announcement will be available by calling the Catholic Center main switchboard at 847-8700. Any decision regarding closure will be based upon relevant and reliable local and national weather reporting agencies and will take into consideration employee safety factors.

If an employee does not report to work because of inclement weather and the Catholic Center is open, a PTO day must be used. If an employee does not report to work because of a driving ban and the Center is open, the employee will be paid for their regular scheduled hours for that day. If an employee comes to work and during the day a decision is made to close the Center, the employee will be paid for their regular scheduled hours.

TRAVEL

Employees will be compensated for time traveled in the course of work as follows:

- Home to your customary work site is **not** compensated.
- Travel between additional work sites during work is compensated. Travel from last work site to home is **not** compensated.
- Non-exempt employees will be compensated for additional travel out of town that falls within their usual and customary work periods when it falls on a day not normally scheduled such as a weekend day.
- Exempt employees are not compensated beyond their salary for travel time.

REMOTE WORK AND TELECOMMUTING

The Diocese of Buffalo is committed to creating a work environment where the needs of all our constituents are met.

Employees with certain positions may have the ability to successfully work remote. These individuals can discuss an alternative hybrid work schedule with their immediate supervisor.

SECTION II: STANDARDS OF CONDUCT

PROFESSIONAL APPEARANCE

The image of the Catholic Center is directly dependent upon our staff both individually and collectively. People are inclined to judge our organization by the people who represent them. Dress, grooming and personal cleanliness standards are very important in maintaining a favorable public image.

During business hours or when representing the Catholic Center, you are expected to present a clean, neat, conservative, and tasteful appearance. Always remember to dress for the position you fill and the people you serve. The expectation is that our employees will adhere to acceptable personal hygiene, health, and safety standards with regard to their grooming and dress. Staff shall be dressed and groomed in a manner that is clean and neat and not disruptive or a safety hazard to themselves or others. Employees are expected to comply with the general dress code and grooming guidelines set forth below:

- Catholic Center staff, with the exception of maintenance and kitchen staff are expected to wear business attire. For purposes of this policy, “business dress” is defined as slacks, pants, suits, or skirts with a shirt, top or blouse or a dress, provided they comport with the guidelines contained herein. Jeans and sweat shirts are not permitted, unless it is a designated dress down day. Buildings and Property and Communication staff are not required to wear business attire when off site on field work if such would cause inhibit job performance.
- Tops and shirts cannot have spaghetti straps or be considered tank tops; they must come to at least the top of the shoulder to be appropriate.
- Flip flops and sneakers are not permitted.
- Pictures, emblems, logos, cartoons, or writing on clothing is not permitted. Without limiting the foregoing clothing which depicts violence; lewd, offensive, vulgar or obscene in nature; or advertise or depict tobacco products, alcoholic beverages or drugs are prohibited and shall not be worn.
- The length of any skirt or dress may not be shorter than two inches as measured from the top of the knee. Any slits in garments are subject to the same limitations.
- Clothing that is too short or too tight shall not be worn.
- Body piercings, art tattoos, or other body adornments must not distract, interfere or present an image or message counter to Catholic teachings. Employees may be asked to remove or cover.
- Employees may not wear buttons or display materials in the workplace endorsing a political candidate or advocating for any issue contrary to the Catholic teachings.

- Revealing clothing which exposes part of the body typically covered in the workplace are not permitted including low cut necklines and clothing that exposes the midriff.
- Baggy clothing or clothes that sag, exercise or athletic wear, leggings, spandex, and sweat suits are not permitted.
- Torn, dirty, or frayed clothing is not permitted.
- Staff should maintain a clean and groomed appearance. Hairstyles, hair color, beards, mustaches, sideburns, and other appearance related items should present a neat and professional appearance.

No dress code can cover all contingencies. Employees are expected to use common sense and professional judgment in their choice of clothing for work. If you are uncertain about what constitutes acceptable, professional business attire, please ask your supervisor or Human Resources.

If your personal appearance is inappropriate, you may be asked to leave the workplace and return to work dressed appropriately or well groomed. Under such circumstances, you will not be compensated for the time away from work.

DRESS DOWN DAYS

From time to time, the Catholic Center may have a dress down day. Employees will be allowed to wear jeans, denim, sneakers, and sweatshirts on these days.

Clothing that is not permitted on dress down days includes:

- Ripped, torn, or frayed denim or other clothing
- Flip-flops or beach shoes
- Hats of any kind
- Athletic wear and sweat suits
- Casual tank tops, shirts that expose the midriff, or anything low-cut

GOOD HOUSEKEEPING

Since the Catholic Center receives many visitors during any given day, it is likely that they see many of our work areas. Therefore, it is important to try and maintain a neat and orderly work place. By making an effort to keep your own work area neat and orderly, you not only reinforce the Catholic Center's professional image, but you can also contribute to the creation of a pleasant and efficient office environment.

EQUIPMENT AND SAFETY

The Catholic Center makes every effort to provide a safe, clean, and healthy working environment. Department Heads will advise employees of particular safety precautions

in their immediate work areas. Employees are the key to their own safety, and often to the safety of other employees. Employees must observe all safety rules and wear appropriate, sensible and safe clothing. Personal space heaters, fans, and coffee makers should be unplugged when not in use. Failure to follow the procedures increases your chances of injury. If you have a question or observe a potentially hazardous condition or unsafe act, it should be discussed with your supervisor, Human Resources or the Director of Central Services as appropriate.

COVID-19 GUIDELINES

The Catholic Center cleans and sanitizes all public areas, including break rooms and the cafeteria, several times a day. There are hand sanitizing stations throughout the entire building and anti-bacterial spray for surfaces and air.

All unvaccinated employees and visitors are required to wear masks at all times while in any public areas.

If any employee has been exposed to someone with COVID-19 or is having symptoms, they must immediately leave and self-isolate according to the NYSDOH rules. Employees can talk to their supervisor or Human Resources regarding compensation while out of the office.

New York State Hero Act – Airborne Infectious Disease Exposure Prevention Plan
The Diocese has adopted an Airborne Infectious Disease Exposure Prevention Plan in the event that an airborne infectious disease is designated by the New York State Commissioner of Health as a highly communicable disease that presents a serious risk of harm to the public health. The plan is available at all work locations and can be reviewed at the end of the handbook (Appendix A).

It is the policy of the Diocese to not discriminate, threaten, retaliate against, or take any adverse action against employees for: (1) exercising their rights under the law or implemented prevention plan; (2) reporting violations of the law or applicable prevention plan; (3) reporting or seeking assistance for an airborne exposure concern; or (4) refusing to work when the employee, acting in good faith, believes that dangerous exposure caused by working conditions inconsistent with laws or the required safety plan exists, with certain exceptions.

POLICY AGAINST HARASSMENT AND DISCRIMINATION

The Catholic Center recognizes the rights of all people to equal employment opportunities in the workplace. Catholic Center is committed to maintaining an employment environment free from discrimination and harassment based on race, color, creed, sexual orientation, national origin, disability, political affiliation, age, genetic information, arrest record, association, veteran or marital status.

This policy applies to all Diocesan employees and all individuals in a contractual or other business relationship with the Diocese including, for example, applicants, temporary or leased employees, independent contractors, vendors, consultants, and volunteers. Depending on the extent of the Diocese's exercise of control, this policy may be applied to the conduct of non-employees with respect to unlawful harassment and/or discrimination of Diocesan employees in the workplace. This policy applies equally on both Diocesan properties as well as at Diocesan sponsored events, programs, and activities which take place off our premises.

Definitions

“Prohibited Discrimination” Prohibited discrimination of employees can take the form of any negative treatment of an employee, by either a Diocesan employee or official, or a third party engaged in Diocesan sponsored activities which: (a) negatively impacts an employee's employment opportunities and/or employment benefits; *and* (b) is based upon the employee's race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, genetic information, arrest record, veteran or marital status.

“Prohibited Harassment” Harassment can constitute a form of prohibited discrimination under this policy if it is unwelcome and has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment. Individuals subject to this policy should be mindful that conduct or behavior that is acceptable, amusing or inoffensive to some individuals may be viewed as unwelcome, abusive or offensive to others.

The Catholic Center will not tolerate any form of unlawful discrimination or harassment. The Catholic Center will take all steps necessary to prevent and stop the occurrence of unlawful discrimination and/or harassment in the workplace. All employees, including, but not limited to, Diocesan administration and supervisory personnel, are responsible for ensuring a work environment free from prohibited discrimination and harassment. All employees will be held responsible and accountable for avoiding or eliminating inappropriate conduct that may rise to a claim of harassment or discrimination.

Each employee is assured that retaliation against an individual who makes a complaint or report under this policy is absolutely prohibited and constitutes, in and of itself, a violation of this Policy.

Any questions regarding the scope or application of this policy should be directed to the Human Resources Department.

Making a Complaint

Prompt reporting of complaints or concerns is encouraged so that timely and constructive action can be taken before relationships become strained. Reporting of all perceived incidents of prohibited discrimination and/or harassment is encouraged, regardless of the offender's identity or position.

The Diocese has implemented a reporting system which provides a confidential method of reporting fraud, abuse, and other misconduct in the workplace, including harassment and discrimination. The EthicsPoint system is designed for employees to report any violation of our stated Code of Conduct, or other concern you may have in a confidential manner. All reports will be taken seriously, promptly investigated, and when requested, anonymity is provided.

There are two ways to file a report with EthicsPoint:

- via their website's confidential hotline; [EthicsPoint - Diocese of Buffalo](#)
- by calling one of their trained specialists on their toll-free hotline 1-844-573-4177

POLICY AGAINST SEX DISCRIMINATION AND SEXUAL HARASSMENT

The Catholic Center is committed to providing an employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications which have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

This policy applies to all Catholic Center employees and all individuals in a contractual or other business relationship with the Catholic Center or the Diocese including, for example, applicants, temporary or leased employees, independent contractors, vendors, consultants, and volunteers. Depending on the extent of the Catholic Center's exercise of control, this policy may be applied to the conduct of non-employees with respect to sexual harassment and/or sex discrimination of Catholic Center employees in the workplace. This policy applies equally to both Catholic Center properties as well as at Catholic Center sponsored events, programs, and activities which take place off premises.

Definitions

“Prohibited Discrimination of Employees” Prohibited discrimination of employees can take the form of any negative treatment of an employee, by either a Catholic Center employee or official, or a third party engaged in Catholic Center sponsored activities which: (a) negatively impacts an employee's employment opportunities and/or employment benefits; *and* (b) is based upon the employee's gender.

“Sexual Harassment” inappropriate forms of behavior include the following:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual (e.g., promotion, transfer, demotion, termination); or
- Such gender-based conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or of creating an intimidating, hostile or offensive working environment.

Specific forms of behavior that are considered sexual harassment are set forth below. Every conceivable example cannot be delineated herein, and thus the descriptions below should not be interpreted in any way as being all-inclusive.

Verbal: Abusive verbal language including jokes, comments, teasing or threats related to an employee's sex, sexual activity and/or body parts whether or not said in that person's presence including, but not limited to: sexual innuendos; slurs; suggestive, derogatory, or insulting comments or sounds; whistling; jokes of a sexual nature, sexual propositions, threats, comments on a person's appearance that make the person feel uncomfortable because of his or her sex; continuing to ask someone for dates or to meet after work after the person has made it clear that he or she does not want to go; sexually-oriented comments about an employee's anatomy that are unwelcome, unreasonably interfere with an employee's work performance, or create an intimidating, hostile or offensive work environment; and unwelcome sexual advances or demands for sexual favors.

Nonverbal: Abusive written language showing or displaying pornographic or sexually explicit objects or pictures; graphic commentaries; luring or obscene gestures in the workplace; staring at a person's body in a sexually suggestive manner; sexually-related gestures or motions; sending sexually graphic material through the Diocese's e-mail system or other electronic communication devices (e.g. voice mail) or using Diocesan mail or computers to view such material.

Physical: Unwelcome physical conduct, including, but not limited to: petting, pinching, grabbing, holding, hugging, kissing, tickling, massaging, displaying private body parts, coerced sexual intercourse, assault, persistent brushing up against a person's body, unnecessary touching and flashing or other unwelcome physical conduct.

The Catholic Center will not tolerate any form of sexual harassment. The Catholic Center will take all steps necessary to prevent and stop the occurrence of sexual harassment and/or sex discrimination in the workplace.

The law equally protects men from sexual harassment by women, and same-sex sexual harassment.

All employees, including, but not limited to, Catholic Center supervisory personnel, are responsible for ensuring a work environment free from sexual harassment and sex discrimination. All employees will be held responsible and accountable for avoiding or eliminating inappropriate conduct that may give rise to a claim of sexual harassment or

sex discrimination.

Each employee is assured that retaliation against an individual who makes a complaint or report under this policy is absolutely prohibited and constitutes, in and of itself, a violation of this Policy.

Any questions regarding the scope or application of this policy should be directed to the Human Resources Department.

Complaint Procedure for Employees

Prompt reporting of complaints or concerns is encouraged so that timely and constructive action can be taken before relationships become strained. Reporting of all perceived incidents of sexual harassment and/or sex discrimination is encouraged, regardless of the offender's identity or position.

The Diocese has implemented a reporting system which provides a confidential method of reporting fraud, abuse, and other misconduct in the workplace, including harassment and discrimination. The EthicsPoint system is designed for employees to report any violation of our stated Code of Conduct, or other concern you may have in a confidential manner. All reports will be taken seriously, promptly investigated, and when requested, anonymity is provided. There are two ways to file a report with EthicsPoint:

- via their website's confidential hotline; [EthicsPoint - Diocese of Buffalo](#)
- by calling one of their trained specialists on their toll-free hotline 1-844-573-4177

All reports will be taken seriously, promptly investigated, and when requested, anonymity is provided.

BULLYING

The Catholic Center is committed to a professional work environment. Bullying is unwelcome or unreasonable behavior that demeans, intimidates or humiliates people either as individuals or as a group. Bullying breaches principles of equality and fairness, and it frequently represents an abuse of power and authority. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. Examples include:

- Abusive and offensive language
- Insults, teasing and/or belittling
- Spreading rumor and innuendo
- Manipulating the work environment
- Unfairly blaming for mistakes
- Setting people up for failure

Any employee who feels he or she has been subjected to such behavior is encouraged to report the matter to his or her supervisor and the Human Resources Department.

Where appropriate, an investigation will be undertaken and appropriate corrective action including disciplinary action will be taken.

CONFLICT OF INTEREST AND RELATED PARTY TRANSACTION POLICY

The Conflict of Interest and Related Party Transaction Policy provides guidelines for handling perceived, potential, or actual Conflicts of Interest and addresses procedures and disclosures of Related Party Transactions. This policy is intended to supplement but not replace any applicable provisions of Canon Law of the Roman Catholic Church and any applicable state and federal laws governing Conflicts of Interest and Related Party Transactions applicable to this Corporation.

Definitions

Key Employee - A “Key Employee” is any person who is in a position to exercise substantial influence over the affairs of the Corporation including but not limited to Finance, Human Resources, Audit and Foundation staff.

Related Party - A “Related Party” includes any Key Employee or Committee Member of the Corporation or any Affiliate of the Corporation, or any relative.

Interested Person - An “Interested Person” is any Key Employee or Committee Member who has a direct or indirect Financial Interest in any entity with which the Corporation has a transaction or arrangement.

Related Party Transaction - A “Related Party Transaction” means any transaction, agreement, or any other arrangement in which a Related Party has a Financial Interest and in which the Corporation or any Affiliate of the Corporation is a participant.

Substantial Financial Interest - A Financial Interest in a Related Party Transaction is a “Substantial Financial Interest” if the Audit and Compliance Committee of the Board of Trustees (“Audit and Compliance Committee”) of the corporation or any affiliates of the corporation determines that such Financial Interest is substantial.

Conflict of Interest - A “Conflict of Interest” exists if an outside interest or activity influences or appears to influence the ability of an individual to exercise objectivity or impairs the individual's ability to perform his or her responsibility in the best interests of the Corporation.

Duty to Disclose:

Initial Disclosure –Prior to the hiring of any Key Employee or initial appointment of any Committee Member, the prospective Key Employee or Committee Member shall complete, sign, and submit to the COO a written Disclosure Statement.

Annual Disclosure –Each Key Employee and Committee Member shall annually submit to the COO the written Disclosure Statement.

Continuing Duty to Disclose – In connection with any actual or possible Conflict of Interest or Related Party Transaction of an Interested Person must continue to disclose the existence of the Financial Interest.

The COO shall provide a copy of all statements completed to the chairperson of the Audit and Compliance Committee. In connection with any actual or possible Conflict of Interest or Related Party Transaction, an Interested Person must disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to the Audit and Compliance Committee. After the Interested Person's disclosure of the existence of all material facts relating to his or her Financial Interest, the Interested Person shall leave the Audit and Compliance Committee while the Disinterested Committee Members discuss the information disclosed. An Interested Person is precluded from being present at or participating in any Board of Trustees or Committee deliberation or vote related to the transaction or arrangement giving rise to a Conflict of Interest or Related Party Transaction. An Interested Person shall not directly or indirectly attempt to improperly influence the deliberation or voting on the transaction or arrangement giving rise to the conflict. Upon discussion, the Audit and Compliance Committee shall decide and document in the meeting Minutes if the transaction or arrangement constitutes a Related Party Transaction. If so, then the Audit and Compliance Committee shall determine and document in the meeting Minutes whether the Related Party has a Substantial Financial Interest in the proposed Related Party Transaction. If the transaction or arrangement does not constitute a Related Party Transaction, then the Audit and Compliance Committee, in their discretion, shall decide if a Conflict of Interest exists nonetheless, after giving due consideration to the material facts and circumstances presented.

None of the following shall be considered either a Related Party Transaction or a conflict of interest under this policy:

- (i) Transaction(s) between this Corporation and any corporation or entity affiliated with this Corporation; and/or
- (ii) Transaction(s) between this Corporation and any corporation or entity under common control with this Corporation.

Further, any participation in, discussion about, or vote on any such excepted transaction(s) by any Key Employee or Committee Member of this Corporation who is or will be also a Director/Trustee, Officer, Key Employee, or Committee Member of any corporation or entity affiliated with this Corporation shall not be considered a Conflict of Interest under this policy. However, for purposes of disclosure and best practice, the above transactions and conflicts should be reported on the Disclosure Statement.

CODE OF CONDUCT POLICY

The Code of Conduct applies to Priests, Deacons, Pastoral Ministers, Administrators, staff, and volunteers.

Adults who work with children, young adults, and vulnerable adults through the Catholic Center, Diocese of Buffalo or any of its parishes or schools have the legal, moral, and religious responsibility to perform their duties in a way that educates and assists – and does not harm -- the children and young adults with whom they work. In keeping with that obligation, the Diocese of Buffalo establishes the following Code of Conduct for all who minister to children and young adults in the parishes of the Diocese, teach children and young adults in the schools of the Diocese, coach children and young adults on sports teams connected with the Diocese or any of its parishes or schools, or in any other way work with children and young adults through the Diocese of Buffalo.

Employees pledge:

- to the best of their ability, perform their work in a manner consistent with the mission of the Catholic Church and the Diocese of Buffalo;
- always remember that they are not a peer of the children or young adults with whom they work and they will perform their duties accordingly;
- to maintain appropriate physical and emotional boundaries from the children and young adults with whom they work;
- to avoid situations where they are alone with a child and/or young adult at Church activities;
- to refrain from any and all physical conduct, conversations and other communications with children or young adults that have a sexual purpose or result;
- not to touch a child and/or young adult in a sexual or other inappropriate manner;
- to report suspected abuse to the pastor, administrator, or appropriate supervisor and report to the appropriate office of the District Attorney any allegation of sexual abuse of a person who is a minor;
- to cooperate fully in any investigation of abuse of children and/or young adults;
- to treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration;
- to use positive reinforcement rather than criticism, competition, or comparison when working with children and/or young adults;
- to neither accept expensive gifts from children and/or young adults nor give expensive gifts to them without prior written approval from the parents or guardians and from the pastor or administrator;
- to not smoke or use tobacco products in the presence of children and/or young adults;
- to not use, possess, or be under the influence of alcohol while working with children and/or young adults;
- to not use, possess, or be under the influence of illegal drugs at any time;
- to not pose any health risk to children and/or young adults (i.e., no fevers or other contagious situations);

- to not strike, spank, shake, or slap children and/or young adults;
- to not humiliate, ridicule, threaten, or degrade children and/or young adults;
- to not use any discipline that frightens or humiliates children and/or young adults;
- to not use profanity in the presence of children and/or young adults.

Volunteers and employees working with children and/or youth are subject to a thorough background check including criminal history. The criminal background check will be conducted prior to beginning their employment/assignment and thereafter at such times and frequencies as determined by the agency, department, and/or organization. Criminal background and character reference information may be requested from public and private sources. As a term and condition of employment with the Diocese, employees, without reservation, authorize any law enforcement agency, institution, information service bureau, school, employer, reference, or insurance company contacted by the Diocese of Buffalo or its agent to furnish the information described herein. Employees as a term and condition of employment release the Diocese and agents and all persons, agencies, and entities providing information or reports about the employee from any liability arising out of the requests for or release of any of the information or reports herein.

Any action inconsistent with this Code of Conduct, or actions inconsistent with Diocesan policies for the protection of children and young adults, or failure to take action mandated by this Code of Conduct may result in removal from your position.

This Code of Conduct does not abrogate or replace any other obligations that an employee may have under any applicable law, guideline, policy or regulation

WHISTLEBLOWER POLICY

The Whistleblower Policy is intended to encourage Trustees, officers (including administrative officers), committee members, employees, and volunteers to report, without the fear of intimidation, harassment, discrimination, retaliation, or adverse employment consequences, any action or suspected action that is potentially illegal, fraudulent, or is in violation of any adopted policy of the Corporation, including, but not limited to, the Corporation's Code of Conduct and the policy for Protecting God's Children, as the same may be amended from time to time.

The Diocese has implemented a fraud reporting system which includes a toll-free hotline and a web-site through the independent, third-party company EthicsPoint. This confidential reporting system, available in both English and Spanish, allows employees, volunteers, parishioners, vendors and other interested parties to report concerns regarding a range of suspected unethical behavior by trustees, officers, directors, employees, volunteers, staff, agents or contractors of the Diocese. Reports may be filed confidentially through EthicsPoint by choosing the "Report Fraud" link on the left hand column of www.buffalodiocese.org, or via one of EthicsPoint's trained specialists at 1-844-573-4177. All reports will be taken seriously, promptly investigated, and when requested, anonymity is provided.

Alternatively, an employee or volunteer should promptly report the suspected or actual violation to his/her supervisor who, in turn, must notify the Vicar General/COO. If the

employee or volunteer is uncomfortable or otherwise reluctant to report to his/her supervisor, then the suspected or actual violation can be reported to the next highest level of management who, in turn, must notify the Vicar General/COO. The individual can always notify the Vicar General/COO directly. Trustees and officers should promptly report the suspected or actual violation directly to the Vicar General/COO. The individual must report the suspected or actual violation in writing on the Whistleblower Reporting Form and should include his/her identity to facilitate proper and prompt investigation allowing the Diocese to obtain any additional information or clarification needed. Alternatively, an individual can elect to submit an anonymous complaint delineating the facts of a suspected violation including the name of the alleged offender(s), date of the incident(s), description of the incident(s), and names of witnesses to the incident(s). Anonymous complaints may not permit as thorough an investigation as would otherwise be permitted by additional follow up.

Appropriate resolution of the complaints and effective remedial action oftentimes is possible only when suspected violations are promptly filed.

In consultation with the chairperson of the Audit and Compliance Committee of the Board of Trustees ("Audit and Compliance Committee"), the Vicar General/COO shall promptly conduct an appropriate investigation of any report. If the investigation establishes that a violation of law, external regulation, or any adopted policy of the Corporation has occurred, then the Audit and Compliance Committee shall determine the appropriate action based upon law and corporate policy, up to and including civil or criminal prosecution.

Reports will be kept confidential to the extent possible consistent with the need to conduct an adequate investigation and prevent or correct suspected violation(s). The Vicar General/COO shall disclose information relating to a report with those who have a need to know so that he can conduct an effective investigation and determine what action to take based on the results of any such investigation. Complaints will be kept as confidential as possible as is consistent with a thorough investigation and applicable laws. To the extent complaints made under this policy implicate criminal conduct the Diocese may be required to contact and cooperate with appropriate law enforcement authorities.

No Trustee, officer (including administrative officers), committee member, employee, or volunteer of the Corporation who in good faith reports any action or suspected action that is illegal, fraudulent, or in violation of any adopted policy of the Corporation shall suffer intimidation, harassment, discrimination, retaliation, or, in the case of employees, adverse employment consequence.

Any individual who files a report concerning a suspected or actual violation must do so in good faith. The Corporation will impose appropriate discipline against any person found to have knowingly made a report in bad faith, up to and including termination of employment, or other legal means, in order to protect the reputation of the Corporation and members of its staff.

Anyone who retaliates against any individual who has made a report in good faith will be subject to disciplinary action up to and including termination of employment or in the case of a non-employee up to and including termination of the existing relationship.

CONFIDENTIALITY

An employee, volunteer, vendor, or board member of the Diocese may learn of or receive confidential information. During and after employment with the Diocese, confidential or propriety information may not be shared with non-employees of the Diocese except as provided by law or court order and may only be shared with Diocesan employees while employed on a need to know basis. Confidentiality or propriety information includes, but is not limited to, health information, constituent information, employee phone numbers and addresses, sacramental status, and the identity of individuals who have confidential appointments with staff and priests.

Employees who come into contact with protected health information in the course of performing their duties and responsibilities are required to treat this information confidentially and in accordance with applicable regulations. This includes confidential or personal information about employees, priests, parishioners, and others served by the Diocese of Buffalo.

CATHOLIC CENTER INFORMATION SECURITY POLICY

The purpose of the Catholic Center Information Security Policy is to reduce the risk of theft or unauthorized access of personal information entrusted to the Diocese. Compromised data may adversely affect donors, constituents, students, insurance claimants, consumers, vendors or employees.

The intent of this policy is to address the myriad complex and evolving laws and regulations at the federal, state and local levels regarding an organization's responsibilities to protect personal information. These include, but are not limited, to:

- The Identity Theft and Assumption Act of 1998 (Identity Theft Act)
- New Fair and Accurate Credit Transactions Act of 2003 (FACTA)
- Health Insurance Portability and Accountability Act of 1996 (HIPPA)
- Financial Services Modernization Act of 1999 (GLBA)
- Payment Card Industry (PCI) compliance

The responsibility of protecting personal information is shared by all departments and employees. Catholic Center employees are responsible for keeping their computer and work areas secure. Employees are required to take reasonable measures to protect and when necessary destroy sensitive information by:

- Ensuring that non-public personal information is safeguarded, kept, transferred and disposed of in a confidential manner

- Burning, pulverizing or shredding documents so that they become impossible to read or put back together when no longer needed
- Erasing electronic files or media files when no longer needed

To address these serious privacy concerns the Diocese will continue to perform security checks on a regular basis of all computers in the Catholic Center and continue to educate its employees.

INFORMATION ACCEPTABLE USE POLICY

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts and electronic mail are the property of the Diocese. The Diocese is committed to: (a) preventing user access or transmission of inappropriate material over its computer network via the Internet, electronic mail, or other forms of direct electronic communications; (b) preventing unauthorized access and other unlawful online activity; (c) and preventing unauthorized online disclosure, use, or dissemination of Protected Health Information (“PHI”).

Effective security is a team effort involving the participation and support of every Diocesan employee. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly. Inappropriate use exposes the Diocese to risks including virus attacks, compromise of network systems and services, and legal issues.

General Use and Ownership

- These systems are to be used **for business purposes only** in carrying out your duties and responsibilities.
- Diocesan provided Internet and email resources may not be used to conduct private business. Political campaigning activities related to candidate endorsements are prohibited. This prohibition does not apply to political issues communicated by authorized Catholic organizations such as the United States Conference of Catholic Bishops or the Bishop of the Diocese of Buffalo.
- Users should be aware that the data they create on the corporate systems remains the property of the Diocese. There is no guarantee of confidentiality of information stored on any network device belonging to the Diocese.
- Although employees have individual access codes to voicemail, e-mail and computer network systems, these systems are accessible at all times by the Diocese and may be subject to periodic, unannounced inspections by the Diocese. For security and network maintenance purposes, authorized individuals within the Diocese will monitor equipment, systems and network traffic.
- All communications including text and images can be disclosed to law enforcement or third parties without the prior consent of the sender or receiver.

Security and Proprietary Information

- Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. User level passwords should be changed in accordance with established network control policy.
- Because information contained on portable computers is especially vulnerable, special care should be exercised. Laptop users are responsible for backing up sensitive data prior to removing the system from Diocesan property.
- Employees are not permitted to post from a Diocesan email address to newsgroups, blogs, or web pages without prior authorization.
- Unless authorized by your manager, Internet activity not specifically and exclusively work related is prohibited.

Unacceptable Use:

The following activities are, in general, **prohibited**. Under no circumstances is an employee of the Diocese authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Diocesan resources. The list below is by no means exhaustive, but attempts to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities:

- Violations of copyright, trade secret, patent or other intellectual property laws including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Diocese. Copying, transferring, renaming, adding or deleting information or programs belonging to others is not permitted.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the Diocese or the end user does not have an active license is strictly prohibited. Computer software is intellectual property protected by U.S. copyright laws. Software that has been purchased by the Diocese for a standalone unit or as part of a system can only be used for the assigned unit or system.
- Under no circumstances may Diocesan computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-productive Internet sites.
- Deliberate introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, etc.).
- Revealing your account password to others or allowing use of your account by others, including staff family members.
- Using the Internet for harassing, bullying, or demeaning others (commonly known as "cyber-bulling").

- Security breaches or disruption of network communications including, but not limited to,
 - accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access.
 - circumventing user authentication or security of any host, network or account.
 - providing information about, or lists of, Diocesan employees, to parties outside the Catholic Center, without prior authorization.
 - sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals (email spam).
 - installation or playing of computer games on Diocesan equipment.

Employees in violation of any of the foregoing are subject to disciplinary action.

Security of Personal Portable Data Devices All employees are responsible for protecting all information contained on personal portable data devices from improper use or disclosure. Devices include, but are not limited to, Personal Data Assistants (PDA), dictation equipment, laptop or notebook computers. Secure portable data devices when not in use by turning off and storing in a locked or otherwise secure area. Loss or theft of portable data devices must be reported to the Director of Computer Services.

DOCUMENT ALTERATION AND/OR DESTRUCTION

Any employee who alters, destroys, mutilates, conceals, covers up or falsifies any record, document or tangible object will be subject to disciplinary action and possible dismissal.

SOCIAL MEDIA & WEBSITE GUIDELINES

Introduction:

Social media is a means to effectively communicate about Catholic ministry, formation, education, and outreach. These guidelines apply to all Diocesan personnel (employees, priests, deacons, members of religious order) and volunteers (hereinafter referred to as "social media users") and their use of social media including social networking sites, blogs and the creation, content and use of parish and school websites. The same responsibilities individuals have to create a safe environment in the physical space of Diocesan ministry and written and verbal communications extends to social media sites.

Definitions:

Administrative

Access: Access to Website management tools or a Social Media Account/Profile that allows a person to modify, create, delete, or publish content.

Adult: An individual who is 18 years of age or older (see exception under definition of child).

**Child/
Minor:** An individual who has *not* yet reached the age of 18, or who is age 19, 20 or 21 and enrolled in high school.

Content: Any digital information that communicates a message, including but not limited to text, photos, audio files, and video files.

**Personal
Social
Media:** A social network page, blog or Internet website/tool created by an employee, priest, deacon, member of religious order or volunteer to share personnel communication with friends and associates.

**Site
Administrator:** A person who is authorized to have full control over the Diocesan's social media and website. An administrator must have written permission of pastor or immediate supervisor.

**Social Media
Sites:** Online sites used for communication purposes include but are not limited to Facebook, YouTube, Twitter, Instagram, Pinterest, Google, LinkedIn, and Tumblr. For purposes of this policy, blogs are encompassed in this definition.

**Social Media
Users:** Church and school personnel (employees, priests, deacons, members of religious order) and volunteers.

**Vulnerable
Adult:** A person who is impaired by reason of mental illness, mental deficiency, physical illness, or disability to the extent that he or she lacks sufficient understanding or capacity to make or communicate responsible decisions concerning his or her person or to manage his or her affairs effectively.

REQUIREMENTS FOR ESTABLISHING SOCIAL MEDIA PRESENCE:

- The Catholic Center should have a minimum of two site administrators, who are adults and have successfully completed Safe Environment training to allow for continuous monitoring and updating of social media sites. At least one of the site administrators must be an employee. In the case of a location with a school, one administrator should be a school employee and one administrator should be affiliated with the parish. At least one of the site administrators must have sufficient knowledge of Catholic doctrine so as to effectively monitor site(s) for proper theological content. Contact information should be published to permit notification of concerns or requests.
- All established social media sites must be approved and registered with the site administrator and have the Pastor's prior approval.

- All social media being used by the Catholic Center must be clearly branded (logo).
- All social media must be regularly reviewed, preferably daily, by both site administrators to ensure it is not in conflict with current standards, policies, Catholic teachings, and local, state and federal laws and regulations.
- Site administrators must be familiar with the terms of use, age restrictions, privacy settings and controls of any social media site being used by the Diocese.

SOCIAL MEDIA GUIDELINES:

- Social media accounts and profiles are pastoral outreach and need to clearly identify oneself by using appropriate title.
- Social media passwords and addresses must be registered with the site administrators.
- Users should be aware of use, age restrictions, privacy options and controls for each site.

Content

- When posting on personal accounts, users should clearly identify themselves and display content in the first person and should not contradict the teachings of the Church
- All posts and comments on social media should reflect Christian charity and respect for the truth. Ensure the accuracy and appropriateness of the information before its publication. Once published, Internet and Web content cannot be taken back. Once posted, it has been seen or electronically recorded.
- Ensure that all interactions conducted through social media do not: create scandal, bring disrepute upon the Catholic Center, or create an unsafe environment. Foul or abusive language, sexually suggestive language or images and other inappropriate language or behavior must be removed from the parish/school's social media platforms. The offending user's ability to post content or participate in that social media forum must be removed and depending on the extent of control and relationship appropriate corrective action taken may include discipline, termination or removal of volunteer ministry.
- Users must comply with copyright and intellectual property laws.
- Users are prohibited from disclosing confidential or proprietary information on parish/school social media sites or personal sites including but not limited to personal information about a staff or student such as asking for prayers for a child or staff's health condition.
- Unless a user has been officially authorized to speak or act on behalf of the Catholic Center you are prohibited from using such branding or creating secondary social media sites that give the illusion of being authoritative.
- Users are prohibited from using social media or website for political campaign activity, specifically users should not endorse or oppose candidates, political parties or groups of candidates. Adherence to Faithful Citizenship is required.
- Social media should not be the only way to promote events. All upcoming events promoted through social media should be available in alternate (print) form whenever possible.
- Post an Information Acceptable Use Policy for each social networking site and block anyone who does not abide by the Acceptable Use Policy. These policies should always be brief and immediately apparent to visitors. Visitors should also

be made aware of the consequences of violations of the Acceptable Use Policy. The Acceptable Use Policy on the Diocesan Facebook site is as follows: *“All posts and comments should be marked by Christian charity and respect for the truth. They should be on topic and presume the good will of other posters. Discussion should take place primarily from a faith perspective. No ads please.”*

Posting Pictures and Videos

- Tagging of individuals should be avoided unless the person is clearly a public figure. Visitor options should be limited to commenting only and not posting of pictures or videos.
- On Facebook, care should be taken in deciding whether to permit non-administrators or unauthorized users from writing or posting content. If comments are allowed, administrators must monitor sites daily and remove inappropriate posting as necessary.
- Written permission in the form of a media release must be obtained before any photos or videos are used on the Diocesan social media site or website for all minors, vulnerable adults, volunteers and employees of the Diocese. Specifically, there is a “Media Release” form which is to be used by all parishes and Catholic Schools giving parents the right to allow or disallow images of their children to be used in print media and social media. These forms are to be distributed each year and maintained on file. It is strongly suggested that parents be made aware when a photo of their child is about to be posted. Media release forms are also to be used for employees/volunteers and maintained on file.
- For social media sites that include content from sites such as YouTube, administrators should be aware that it is not possible to control the videos which pop up after the intended video, or suggested videos, or advertisements. Serious consideration should be given before allowing advertisements (monetization) on YouTube channels. Notify users by including language such as the following:
“The inclusion of links to other websites does not imply any endorsements of the material, postings, advertisements or comments on those websites. The Diocese reserves the right to remove objectionable content if and when we become aware of it.”

Reporting Process & Monitoring

- The Catholic Center reserves the right to monitor websites, social networks and blogs created on parish/school computers at any time. There is no expectation of privacy.
- Users should report unauthorized use of the Catholic Center logo to the site administrator.
- Users should report inappropriate content or postings to the site administrator.
- Users should report any unofficial sites that carry the Catholic Center logo to the Office of Communications (716) 847-8717.

Accountability & Enforcement:

- Employees/volunteers may access websites or social media sites of the Catholic Center for legitimate professional job related purposes during the workday with the approval of their direct supervisor.

- Employees/volunteers are not to create, post or otherwise access social media sites or websites for personal use when working or volunteering.
- Employees/volunteers who violate the Catholic Center Social Media policy may be subject to termination of employment/removal as applicable. The creation of a social media presence or a disclaimer does not in any way limit the Catholic Center's ability to discipline or terminate an employee or remove a volunteer based on their actions or social media content.

SOCIAL MEDIA GUIDELINES WITH MINORS AND VULNERABLE ADULTS:

- Parents need to be made aware of how social media is being used, how to access the site(s) and be given the opportunity to be copied on all material sent to their minor children via social networking (including text messages)
- Signed and written media consent from a parent/guardian is required before any photos or videos are used. Although school and faith formation programs have media releases from many parents allowing "blanket" permission of their child's image to be used, it is strongly suggested that parents be made aware when a photo of their child is about to be posted.
- If inappropriate content is posted by a minor/vulnerable adult, his/her parents/guardians must be notified.
- Personal identifiable information of a minor/vulnerable adult cannot be posted without parent/guardian consent. Personal identifiable information includes name, home address, email address, telephone number or any information that would allow someone to identify or contact a minor/vulnerable adult. If written verifiable consent is obtained from a parent, the parent must have full knowledge of its use, purpose and how it is to be provided.
- Minors/Vulnerable Adults should not be tagged on the Diocesan website accounts or social media sites.
- Diocesan personnel and volunteers and the Diocese administrators should not initiate first contact with a potential follower online who is a minor/vulnerable adult. Online "friend," "follower" or other similar requests for inclusion with social media networks should be made by the minor/vulnerable adult and approved by the site administrator with ongoing supervision of the communications.
- Save copies of conversations whenever possible, especially those that concern the personal sharing of a teen or young adult. (This may be especially important with text messaging.)
- Be aware of the **Children's Online Privacy Protection Act** which is federal legislation that oversees how websites interact with children under age 13.
- Users should be mindful that communication via social media or texting should not occur during irregular hours (after 9:00 p.m. and before 8:00 a.m.)

PERSONAL SOCIAL MEDIA:

- Personal social media accounts should never be used to originate an advertisement or communication on behalf of the Diocese. Users should only use accounts and pages/profiles specifically created for the Diocese and specific ministry to generate a communication with the awareness that it may "shared" by personal accounts.
- Personal social media should not have content or positions contrary to Catholic teaching or debate or equivocate official Catholic teaching. Personal social

media sites may not engage in any action which creates an unsafe environment; bring scandal or disrepute to the entity where you are employed or volunteer.

- Ministry personnel, priests, deacons and members of religious orders should separate their personal social media profiles from any profiles they use for ministry. Notwithstanding, personal postings are an extension of the pulpit. Personal social media should not have content or positions contrary to Catholic teaching or debate or equivocate official Catholic teaching. Ministry personnel, priests, deacons and members of religious orders should not engage in political campaign activity, specifically users should not endorse or oppose candidates, political parties or groups of candidates. Adherence to Faithful Citizenship is required.
- Photos or videos from parish/school ministry programs cannot be uploaded to a personal social media profile/page. Such videos or photos can instead be “shared” from an authorized parish/school/ministry page.

GIFTS

Accepting a gift in a business setting can create a sense of obligation or the appearance of obligation. A gift can be anything of value, including such items as a ticket to a sporting event or play, a non-business meal, a bottle of wine, a free service, a special discount, or an all-expenses-paid trip to a conference or trade show. Note: cash and cash equivalents (e.g., gift cards) are not "gifts"; they are compensation and are taxable. You may not accept cash or a cash equivalent as a gift. Employees may not accept personal gifts, services, travel or entertainment from anyone which whom the Catholic Center does, or is seeking to do, business or a prospective or actual donor unless all six of the following conditions are met:

- The value of the item must be less than \$25.00, and the value of all gifts from one business contact during a 12-month period must not exceed \$50.00. A gift that exceeds either value must be approved by your Department Manager. Any such gift to a Department Manager must be approved by the COO.
- The item is customary and does not create any appearance of impropriety.
- The item imposes no sense of obligation on the receiver.
- The item results in no special or favored treatment.
- The item could not be considered extravagant, excessive, or too frequent considering all of the circumstances, including your ability to reciprocate at the Catholic Center’s expense.
- The item is not concealed in any way.

"Customary business meals" or charity event attendance are not considered gifts. These are routine meals or support of charitable events on behalf of the Catholic Center, similar in cost to your own meals when you entertain stakeholders or funders.

In addition to the restrictions on gifts, you and members of your family must never accept a loan, guarantee, service, or payment from a contractor, vendor, consultant, or similar business contact under terms that are not available to the general public.

BUSINESS TELEPHONE USAGE

The office land-line telephone is to be used for calls of a business nature and for periodic and brief local calls of a personal nature.

SOLICITATIONS AND DISTRIBUTIONS

Employees may not solicit for any purpose during working time and may not distribute literature during working time or during non-working time in working areas.

Persons not employed by the Catholic Center may not solicit on property for any purpose at any time and may not distribute literature on property for any purpose at any time.

For the purposes of this policy, “working time” is when employees are performing their work assignments, excluding an employee’s meal time or break time.

This policy applies to both an employee engaged in any solicitation or distribution and the employee to whom it is directed.

NON-SMOKING POLICY AND PROCEDURES

The Catholic Center is a Smoke-Free Facility which means smoking is prohibited throughout the building and within 25 feet of entrances. The smoking receptacle may be found on the wall in the back of our building near the exit of parking lot 1. This is the ONLY area on our property where smoking will be allowed. This receptacle is available for you to discard smoking material, and we ask that you please keep the area clean.

Smoking is not permitted in any Diocesan site, including buildings and property, off-site program areas, or in vehicles. This policy covers the smoking of any tobacco product, the use of oral tobacco products, “spit” tobacco, e-cigarettes, e-cigars, and e-pipes. The policy applies to both employees and non-employees. E-cigarettes include any electronic device that provides a vapor of liquid nicotine and/or other substance and simulates smoking. Violation of this policy will result in disciplinary action.

MEDIA REQUESTS

Catholic Center employees may be asked to comment by the media on behalf of the Diocese. Employees who receive a media inquiry on behalf of the Diocese should refer all such requests to the Director of Communications.

- Record the specifics of the request; including the issue, question, time of call and time a response is needed.
- Record the representative’s name, telephone number and place of business.

- Inform the representative that someone from the Catholic Center will contact them shortly with an appropriate response.
- Immediately inform the Director of Communications of the request by phone and email.

WORKPLACE SAFETY

The Catholic Center is committed to providing a safe environment for staff and visitors. Employees who use obscene, abusive or threatening language or gestures, or display any violence or threaten violence in the workplace are subject to disciplinary action up to and including termination.

Violence in the workplace includes, but is not limited to, physically harming others, shoving, pushing, explicit or implicit threats or talk of committing violence. Weapons, whether licensed or not, are strictly prohibited while on Catholic Center property, business, or events.

Everyone at the Catholic Center is responsible for preventing violence in the workplace. Any perceived violation of this policy must be reported to the Executive Director of Human Resources. All reports will be promptly and thoroughly investigated. This policy does not create any duty or obligation on the part of the Catholic Center to take any actions beyond those required of an employer by law.

WEAPONS POLICY

No employee may possess a firearm or a knife (other than a kitchen knife or cutting instrument for imminent proper use in the course of business) on property owned by the Catholic Center, or while conducting business of the Catholic Center.

CATHOLIC CENTER SAFETY & SECURITY PLAN

Everyone has a role to play in maintaining a safe environment. Awareness among staff and volunteers is the best defense, including education regarding our safety plan. Being prepared and understanding what to do in various types of emergencies can reduce anxiety, fear, and losses that may occur.

- Each department is required to email the receptionist with all visitors (parish staff, volunteers, minors, committee members, community members, training participants) expected in the building, including a list of all attendees for meetings and trainings, by the end of the week for the following week. If there are additions during the week, please email/call the receptionist.
- All visitors and contractors should be informed that they will need identification to sign in and wear an ID badge while on site.

- All visitors must be escorted from the first floor throughout the building and back to the first floor.
- Staff are not permitted to let people into the building during normal operating hours. The receptionist must verify each individual's attendance and ID before they are escorted to their appointment.
- Exterior doors should never be propped open.
- For those of you who park in the garage, please ensure that the garage door is completely closed before you leave.
- If you are expecting a package or delivery please notify Central Services. All packages/deliveries must have the department and recipient clearly marked.
- Emergency evacuation maps, setting forth primary and secondary evacuation routes are posted throughout building. If you observe an error on the evacuation maps or a map is missing please email Mike Sullivan, msullivan@buffalodiocese.org.
- Front and back stairwell doors on the first floor are alarmed. The alarm will activate if you open the door or attempt to prop open. Do not use these doors to exit the building, unless emergency evacuation.
- All individuals (including minors) in the building after hours must be accompanied by a staff member. Minors or adults other than staff can no longer be assigned to let people into the building.
- All visitors (including Parish employees, committee members, Board members, and volunteers) will be required to sign in and present photo id upon arrival. A visitor badge will be issued to wear while at the Catholic Center.
- All priests are required to present ID when entering the Catholic Center. An ID badge with their photos will be available at reception or they can elect to verify their identity with their Driver's License or other photo identification and wear a visitor ID badge.
- Text alert system through School Messenger will be used as a form of additional notification for emergency notifications and for building closings.
- Basement doors will be locked at all times and only accessible by key. Each department will be issued a key to allow access to archived records. Each department should maintain a sign in/out sheet for the key.

- Employees must proceed to Employee Lot 3 in the event of an evacuation. Employees are not permitted to congregate outside the building or in/near Lot 1 in the event of an evacuation, regardless of whether it's a drill.
- Crisis Kits (containing a building floor plan with exits, a flashlight, and first aid kit) are available in the following areas:

(The front and back of each floor, at minimum)

- Floor 1 – Main Reception desk, Purchasing, Buildings & Grounds, Communications
- Floor 2 – Tribunal, Print Room, Cafeteria & Central Services
- Floor 3 – Education, Break Room and Foundation
- Floor 4 – Main Receptionist, Break Room, Internal Audit
- Floor 5 – Breakroom
- Basement – Outside of the Maintenance Office
- Garage

Notification Process in the Event of Emergency

- Reverse Page System – Please ensure that your Mic is on, and volume of your phone is up. To activate the notification, press *10
- School Messenger Text Alert System
- Email to Catholic Center if time permits
- Word of Mouth
- Fire Alarm in event of fire or bomb threat

Medical Emergency Procedures

There is an Automatic External Defibrillator (AED) located in each break room on every floor. Any staff member or volunteer encountering a life-threatening emergency is responsible for taking immediate action until EMT help arrives.

If the decision is made to call 911, give specific directions to the injured person's location.

The 911 operator is capable of giving CPR and first aid instructions over the phone; they may also ask for specifics of the situation while in the process of dispatching assistance.

Cooperate fully with the requests. If responsive, ask injured person their name and if we can contact anyone for them.

Fire Procedures

- Close all doors.
- Receptionist take all visitor logs
- ALL staff and visitors should leave the building using the NEAREST PRIMARY EGRESS ROUTE for that area; if blocked use the NEAREST SECONDARY ROUTE
- Assist individuals with mobility problems using the nearest egress route
- If possible, check bathrooms and common areas while leaving
- If impossible to safely evacuate due to an obstacle or other problem close door, call 911
- Once outside go to Employee Lot 3. Do NOT block driveways. The lockdown will be announced over the all page on your office phone. "Implement Shelter in Place protocol immediately"

Shelter in Place Procedures

- Perimeter doors need to be secured.
- If environmental threat all heating, air conditioning and ventilation systems will be monitored.
- Catholic Center leadership will monitor radio or television stations for further updates and have occupants remain in the shelter-in-place mode until authorities indicate it is safe to leave premises.
- If the shelter in place was warranted by an outside threat attributed to a dangerous individual in the neighborhood, the following should occur: closing all blinds and drapes; and keeping all persons away from windows on the first floor.

Lockdown Procedure

Lockdown Protocol will be initiated under the following circumstances

- A lockdown will be announced over the all page on your office phone. "Implement Lockdown Protocol immediately"
- Stop all activity immediately
- Immediately lock all doors to premises
- Administrative staff leave cubicles and go to surrounding offices and conference rooms. Do not stay in cubicles or break areas.
- Gather any individuals with you and move to designated safe locations within the premises
- If in a hallway, immediately head to the closest office or conference room and lock the door.
- Look into the hallways, let non-threatening personnel into the room, and lock the door
- CAO Leadership will call 911.
- Be ready to provide your location on the premises, the number of people with you, any injuries, and all available details of the situation such as number of suspects, their appearance, behavior and identity (if known), weapons, threats or demands made.
- Once in lockdown, do not open doors for anyone until instructed.
- Turn lights off. The room should be dark and quiet.
- Stay off of cell and office phones
- Put mobile cell phones onto silent mode.
- Be prepared to answer the telephone in your space.
- Keeping all persons away from windows.
- Instruct people to stay quiet and out of sight.
- Relocate people to the wall least visible to the outside
- Turn off radios and any other equipment.

- Remain in the room or secured area until ALL CLEAR or further instructions are provided.

Staff's Role

- Know evacuation routes, location of fire alarms, fire extinguishers, first aid kits, Automatic External Defibrillator (AED).
- Watch for individuals exhibiting suspicious behavior.
- Visually scan and personally greet visitors. Make eye contact. Look at the hands, general appearance, items being carried or worn and the overall actions and demeanor of the person.
- Body language indicators
- Ask at least one other staff to assist you if you need to talk to someone who is acting suspiciously
- Keep eye out for suspicious packages, boxes left in unusual places, tools in areas where they should not be, items or equipment moved about or unusual odors.
- Use your reasonable judgment to determine whether to call the police or what other action you should take. The same reasonable judgment you would use to decide if your safety or the safety of your family is at risk is appropriate
- Be familiar with all avenues of exit at each building.
- Account for all individuals under your supervision during the crisis.
- Ensure that visitors are aware of our safety protocol.

DRUG AND ALCOHOL FREE WORKPLACE POLICY

The Catholic Center requires a drug-and alcohol-free workforce to ensure a safe, healthy, and efficient working environment. The following policy has been adopted not only to protect the health and safety of our employees, but to encourage any employee with a substance abuse problem to help him or herself by voluntarily seeking professional assistance.

Any employee who violates this policy will be subject to disciplinary action up to and including termination of employment, as outlined herein.

The Catholic Center will pay the cost of collection, testing, and medical review under this policy.

Employees shall be paid for all time pertaining to reasonable suspicion, and post-accident.

WHO IS COVERED

All employees employed by the Catholic Center are covered by this policy at all times while on the Catholic Center premises, and while off premises when they are performing duties and responsibilities within the scope of their employment with the Catholic Center. For purposes of this policy, the Employer's premises includes: Catholic Center offices, parking lots, satellite work locations, stakeholder property, desks, lockers, and any vehicle engaged in Diocesan business.

TESTING

Reasonable Suspicion Alcohol and Controlled Substances Testing

Reasonable suspicion that an employee may be under the influence of alcohol or otherwise appears to be impaired as a result of alcohol will result in the employee's referral to a certified laboratory for testing. The Employer's determination shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech and/or odor of the employee.

An employee will be suspended without pay while awaiting the results of any test, and the conclusion of any investigation by the Employer. If the Catholic Center receives negative test results, the employee will be returned to work with pay for work time missed as a result of any suspension issued in conjunction with testing and investigation. All costs associated with off-site testing will be borne by the Catholic Center. A positive test will result in termination of employment.

Post-Accident Alcohol and Controlled Substances Testing

An employee may be required to submit to a post-accident alcohol and controlled substances test when he is involved in an incident involving injury to himself or another (an OSHA reportable event) or a vehicular accident in an occupied or moving vehicle in which employee drug use is likely to have contributed to the incident, and for which the drug test can accurately identify impairment caused by drug use. Vehicular accidents include those involving the use of a Catholic Center vehicle at any time or the use of a personal or rental vehicle while doing business for the Catholic Center and/or during work time. An employee will remain readily available for post-accident alcohol and controlled substances testing, or may be deemed to have refused to submit to a test. All costs associated with off-site testing will be borne by the Catholic Center. A positive test will result in termination of employment.

REFUSAL TO SUBMIT TO A REQUIRED ALCOHOL OR CONTROLLED SUBSTANCES TEST

No employee or applicant shall refuse to submit to an alcohol or controlled substances test required under this policy. Refusal to submit means that an employee (1) fails to provide adequate breath for alcohol testing without a valid medical explanation, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing in accordance with the provisions of this policy, (3) engages in conduct that clearly obstructs the testing process, or (4) otherwise refuses to participate in required testing. Violation will result in the employee/ applicant being immediately prevented from beginning work or continuing work. Additionally, any such violation will be deemed to be insubordination or falsification of records; and further, any test result will be deemed to be positive. Consequently, the refusal to submit to a required alcohol or substance abuse test, as defined above, will result in immediate termination.

A dilute sample or tampered sample provided by the employee will be deemed to be positive and result in immediate termination of employment.

CONFIDENTIALITY

Alcohol and controlled substances tests and related records of employees are confidential and will not be released without proper authorization or as required by law or regulation. Any employee may request a copy of his or her test records.

INSPECTION AND INVESTIGATION PROCEDURE

The Catholic Center reserves the right to search before, during, and after working hours any and all areas on Catholic Center premises, including, but not limited to, offices, desks, parking lots and employee storage areas when it has reason to believe that illicit drugs or controlled substances, alcohol, stolen property, explosives, weapons, or other dangerous materials may be present. The Catholic Center reserves the right to seize and retain all such discovered contraband.

Any employee found to have in his/her possession any of the above stated contraband will be subject to immediate disciplinary action, up to and including, termination. Any contraband recovered will be turned over to local law authorities. Any employee who fails or refuses to cooperate with the Catholic Center in the search for such contraband, including the person being searched or investigated, will be subject to disciplinary action, up to and including, termination.

FAMILY MEMBERS IN THE WORKPLACE

To ensure the safety of everyone on its premises, good working conditions and a professional ministerial environment, family members are not allowed to stay with or be cared for by employees during working hours. No one other than employees, customers and students for approved student projects, should be in work areas during normal business hours. Employees are advised to plan ahead for the care of their children in emergency situations.

REPORTING REQUIREMENTS

- Employees are required to report concerns about violations or suspected violations of Catholic Center policy or civil laws and regulations as soon as possible.
- It is expected that all employees, interns or independent contractors assist in the investigation process. Any employee, intern or independent contractor may be contacted at any time to participate in an investigation by the Director of Human Resources or Safe Environment. The employee must remain available for interviews, provide accurate, timely and complete information, and maintain confidentiality of all related information.
- Employees who are involved in an investigation may be reassigned, closely monitored or placed on unpaid leave suspension while an investigation is being conducted depending on the nature of the investigation. Employees must follow the instructions given to them by their supervisor, Human Resources, or by Safe Environment. Employees are encouraged to discuss any concerns they have with

their supervisor or with the Director of Human Resources. Upon completion of an investigation, a determination of the allegation will be made with corresponding follow up and preventative/corrective measures. Employees must be prepared to return to work immediately.

- Anyone refusing to participate or cooperate in the investigation may be terminated, as participation is a condition of employment.

PROGRESSIVE DISCIPLINE

It is in the best interest of all parties that the Catholic Center formulates a code of conduct to ensure a harmonious working relationship. The principal objective of any disciplinary action shall be to improve performance and efficiency of the employee. These listed work rules will be applied uniformly on a non-discriminatory basis, and are not intended to be all-inclusive. Any past practices concerning such conduct shall be considered void and will not excuse non-compliance with the work rules contained herein.

An employee who fails to abide by the established rules of conduct set forth herein in administrative notices, the Employee Manual, or verbally by a supervisor will be subject to disciplinary action up to and including dismissal. The Diocese of Buffalo may begin discipline at any level of the progressive disciplinary system, depending on the circumstances involving the misconduct.

During an employee's introductory period, any disregard for Catholic Center rules may be cause for immediate discharge.

The Catholic Center upholds and maintains a progressive disciplinary system, the sequence of which may include all or part of the following steps at the discretion of administration, unless otherwise covered by law. Both exempt and non-exempt employees may be subject to suspension without pay, demotion, or termination at any stage of the process depending on the severity of the misconduct:

- 1st Verbal Documented Warning
- 1st Written Warning
- 2nd Written Warning
- 3rd Termination

ANY VIOLATION OF THE FOLLOWING RULES AND PRACTICES SHALL RESULT IN PROGRESSIVE DISCIPLINE UP TO AND INCLUDING DISCHARGE FROM YOUR EMPLOYMENT:

- Consistent non-performance.
- Overstaying authorized meal and/or break periods.
- Discourtesy toward a staff member or member of the public on Catholic Center premises or while engaging in business of premises.

- Excessive absenteeism and/or tardiness.
- Unauthorized soliciting of contributions on Catholic Center premises.
- Use of profanity.
- Failure to immediately report on-the-job injury or accident.
- Disregard for the health, comfort, or safety of others and/or contributing to unsanitary or unhealthy work conditions.
- Unauthorized operation of tools, equipment, or machinery.
- Disregarding personal appearance, dress, or hygiene.

DISREGARD OF THE FOLLOWING RULES OR PRACTICES SHALL RESULT IN DISCHARGE:

- Falsification of records.
- Use, possession or sale of alcoholic beverages on Catholic Center premises or while representing Catholic Center on business. Disciplinary action will be taken in accordance with the Drug & Alcohol-Free Workplace Policy.
- Use, possession, or sale of illegal drugs or controlled substances on Catholic Center premises or while representing the Catholic Center on business. Disciplinary action will be taken in accordance with the Drug & Alcohol-Free Workplace Policy.
- Theft or removal from the premises, without proper authorization, of any Diocesan property and materials, or property or materials of another employee.
- Fighting or attempting to inflict bodily injury to another individual on Catholic Center property.
- Violation of Professionalism Policy (see page 24).
- Possession of firearms, knives, explosives or other potentially fatally dangerous materials on Catholic Center property.
- Immoral or indecent conduct.
- Willfully misusing, destroying or damaging Catholic Center property or the property of another employee.
- Unauthorized possession, use, copying or disclosure of confidential or protected information including, but not limited to, student, parishioners, donors and/or staff records, or disclosure of information contained in such records and projects to unauthorized persons.
- Deliberate refusal to obey instructions of supervisors, management or other authorized administrative personnel.
- Use of abusive or threatening language to supervisors, fellow employees or other individuals.
- Physical or verbal abuse of any employee or stakeholder representative.

- Failure to return to work upon expiration of PTO or leave of absence including, but not limited to, Family and Medical Leave, Medical Leave, Extended Medical Leave or Military Leave.
- Three consecutive days of unauthorized absence without notifying management, unless the employee is physically incapacitated and presents credible evidence supporting same to Human Resources.
- Sleeping on the job.
- Conviction of a crime of a nature that would: endanger the health and safety of our staff, stakeholders and/or their property; violates Catholic Center policies and procedures; or renders the employee ineligible for continued employment.
- Falsifying a leave of absence or reason for absence.
- Harassment or discrimination of any kind or retaliation against any employee, stakeholder or donor.
- Obtaining employment with another organization while on leave of absence, FMLA, medical or extended medical leave of absence.
- Off-duty misconduct which adversely affects the Catholic Center or its reputation; causes an inability to report for work or unsuitability for continued employment; poses a threat to the safety of employees or adversely affects the employment relationship.
- Making false or malicious statements.
- Fraudulent actions in the performance of duties and responsibilities.
- Conduct unsupportive of or conflicting with the teachings and mission of the Roman Catholic Church.

ABSENTEEISM & TARDINESS

Absenteeism or tardiness, even for good reasons, is disruptive of operations and interferes with the ability to serve our stakeholders. Employees must personally notify one's supervisor as far in advance as possible when it is foreseen that they will be late or absent from work. It is understood that situations may arise in which prior notice cannot be given. In those circumstances, employees are expected to notify their immediate supervisor as soon as possible. The same requirements apply when an employee must leave work early. An employee must obtain permission of their supervisor. Absenteeism or tardiness can result in discipline, up to and including termination of employment. When absence is due to illness, appropriate medical documentation should be provided to the Director of Human Resources upon return to work.

All absences three days or greater require medical documentation substantiating the absence and return to work release. If any employee fails to report for work or call in for three (3) consecutive calendar days, they will be considered to have abandoned their job and their employment will be terminated.

STEWARDSHIP

Employees are required to exercise good stewardship in the use of Catholic Center resources, assuring that expenditures are reasonable, appropriate and consistent with the mission of the Church. Use of Catholic Center resources for personal business is prohibited.

DIOCESAN PROPERTY

Equipment, Catholic Center vehicles, and software essential to accomplishing job duties are expensive and may be difficult to replace. When using Catholic Center property, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines. The improper negligent, destructive, or unsafe use or operation of equipment by an employee can result in disciplinary action.

The Catholic Center's property and proprietary or private information, as well as copyrighted materials, may not be removed from the facility without prior authorization from the appropriate manager. You are to notify your Manager, Director of Central Services or Director of Human Resources of any thefts or unsafe conditions.

If any Catholic Center equipment or materials appear to be damaged, defective or in need of repair, please tell your supervisor immediately. Prompt reporting could prevent deterioration of equipment and possible injury to you or others. Your supervisor can answer any questions about your responsibilities for maintenance and care of the equipment, software and materials used on the job.

Private and/or personal use of Catholic Center-owned materials and equipment by employees, family members and community members is not permitted. Catholic Center materials and equipment may be used only in connection with Diocesan related purposes.

PROTECTION OF EMPLOYEE PROPERTY

The Catholic Center is not responsible for the loss of an employee's personal property and asks that each employee exercise care in safeguarding valuable items. An employee who brings personal property into the building including money, do so at their own risk. The Catholic Center is not responsible for, and assumes no liability for fire, theft, damage to and/or loss of personal belongings. This includes employee vehicles in assigned parking lots.

VEHICLE USE FOR DIOCESAN BUSINESS

Prior to driving a vehicle for Diocesan or Catholic Center purposes or driving a personal vehicle as part of Diocesan business, an employee must have a

- Valid New York State Driver's license in good standing;
- A record check with the Department of Motor Vehicles and proof that the employee satisfies the eligibility criteria set forth below; and

- Proof of auto insurance on personally owned vehicle when originally hired or when assigned/promoted to a position which requires driving personal vehicle or Diocesan vehicle for Diocesan business.

It is the responsibility of the employee to notify the Human Resources Department of any changes in their insurance status. Employees who drive as part of their responsibility in performing Catholic Center business are required to purchase and maintain auto liability insurance for their own vehicle at limits not less than \$100,000/\$300,000/\$50,000 and have a valid New York State driver's license. Revocation, suspension or cancellation of the employee's driver's license will result in termination if driving a Diocesan or personal vehicle is an essential function of your position. Additionally, from time to time a New York State Department of Motor Vehicles driving abstract will be obtained to verify current driving record status. Employees must notify the Director of Human Resources or designee by the next business day of any motor vehicle violations (any ticket issued other than a parking ticket), change in driving status, suspension, cancellation, or revocation of their driver's license. When an employee's driver's license or driving record is under investigation, the Catholic Center has the right to suspend the employee's driving privileges or suspend the employee without pay until such time that an investigation can be completed.

Employees are responsible for reporting all accidents, no matter how minor, to the police before leaving the scene of the accident and within 24 hours of the accident to the Diocese Insurance Services Department and Director of Human Resources. If an accident should occur, the police should be notified immediately of the accident and the following information must be obtained from the other driver:

- Vehicle make and year
- Date and time of accident
- Driver's name and license number
- Vehicle plate number
- Insurance carrier

An incident report must be filed with Insurance Services for all accidents involving Diocesan vehicles regardless of seriousness or fault.

No employee shall operate a vehicle after having consumed alcohol and/or drugs.

No employee shall operate a vehicle after having consumed prescription drugs or over the counter drugs, if their ability is impaired.

Earphones or headphones shall not be worn while operating a vehicle.

Cell phone use, unless with hand free devices, and texting are not permitted while operating a vehicle.

The Catholic Center is not responsible for fines incurred by employees while driving a Diocesan vehicle or a personal vehicle while on Diocesan/Catholic Center business.

Driver Qualification Guidelines:

An employee must be age 21 or older and possess a valid New York State Driver's license.

The following will result in immediate disqualification of a candidate for hire or disqualify an employee being considered for promotion/transfer for a position which requires the incumbent to drive a Diocesan vehicle or their own vehicle as an essential function of their position:

- Driving while impaired (“DWI”)
- Driving while under the influence (“DUI”)
- Three or more traffic violations or infractions (excluding parking) in the two year period preceding the date of application for hire, promotion or transfer

An employee operating a Diocese vehicle during working hours or driving a personal vehicle for business purposes will be terminated for the following:

- Driving while impaired (“DWI”)
- Driving while under the influence (“DUI”)
- Suspension, revocation or cancellation of driver’s license
- Homicide by vehicle, including, but not limited to, negligent homicide or involuntary manslaughter
- Hit and run
- Use of a Diocesan vehicle to transport unauthorized individuals
- Three or more at fault motor vehicle accidents while operating a Diocesan vehicle.
- Three or more traffic violations or infractions (excluding parking) in the two year period

DISPUTE RESOLUTION PROCEDURE

When disputes occur, employees must treat all parties with dignity and respect and seek reconciliation and healing for those involved. Employees should attempt to resolve disputes with one another through dialogue. If a dispute is not resolved, employees may seek the assistance of their department manager or the Director of Human Resources who can assist in resolving the dispute, provide counsel and guidance, or mediate to help resolve the concerns. If the dispute involves a supervisor, employees should contact the Director of Human Resources or COO. If the dispute involves the interpretation or implementation of a human resources policy or procedure, please contact the Director of Human Resources.

PERFORMANCE APPRAISAL POLICY & PROCEDURE

The Catholic Center’s evaluation procedure is premised on the concept that effective performance management can enhance the growth of the employee and our organization. Evaluation of an individual’s performance is part of a continuous cycle based on constructive communication, whereby performance and growth are enhanced by achieving personal and organizational goals. The Catholic Center’s evaluation process seeks to identify and communicate individual and organizational goals and

objectives; define accountability; identify strengths, weakness, and training needs of the individual; promote professional growth; and facilitate self-evaluation.

All employees in their introductory period will be evaluated at least once during their introductory period.

All employees who have completed their introductory period should be evaluated annually on or before August 1 of each calendar year.

An employee will be provided with the applicable self-evaluation form and asked to complete within thirty days of receipt.

An evaluation discussion will be conducted with the employee and the Department Head to present the employee with the completed evaluation. The following will be discussed: the employee's progress on last year's goals, strengths, areas in need of improvement, and identify training needs, goals, and objectives for the employee for the coming year. Each employee will be asked to sign the evaluation in acknowledgement of review and receipt of same, and a copy of the executed evaluation will be provided to the employee for their files. The original evaluation form will be forwarded to the Director of Human Resources for inclusion in the employee's personnel file.

Complete and up-to-date performance appraisal forms must be on file before any changes are processed in pay rate or grade.

JOB PERFORMANCE

When it becomes apparent that the requirements of the job are not being met, your supervisor should bring the matter to your attention. Unsatisfactory performance is a broad term and may include such factors as negligence, incompetence, poor work quality, absenteeism or tardiness. An employee will be advised what is expected, and specifically, in what respect performance is lacking. The supervisor will counsel the employee and make a concentrated effort to provide the employee with an understanding of the areas of deficiencies.

If the employee's performance does not show improvement within the stated period, he or she will be put on a Performance Improvement Plan. The Performance Improvement Plan will clearly outline in writing what the performance issues are, what the expectations are for performance improvement, the time period for which they will be monitored, and the consequences of not showing sustainable improvement. The plan will be specific, measurable, within the employee's scope of work, reasonable and with a defined timeframe. The employee is expected to provide a good faith effort toward success. At the completion of the plan or at any point during the progression of the plan, if it is determined that success is unlikely then the plan may be terminated along with employment. If progress is positive but additional time is required, an extension may be granted at the discretion of the supervisor.

The Catholic Center retains the right to take any and all disciplinary measures it believes appropriate at anytime including, but not limited to, suspension, demotion, transfer or termination.

TERMINATION OF EMPLOYMENT

Voluntary Termination

Resignation initiated by an employee is a voluntary termination. This includes retiring, accepting another position within an employer in the Diocese of Buffalo or employer outside the Diocese, relocating, or failure to report to work. Employees who voluntarily resign from the Catholic Center are asked to provide at least two weeks advance notice in writing to the Director of Human Resources and their Department Manager. As soon as the resignation letter is forwarded to the Human Resources Department, an exit interview will be scheduled.

An employee, who voluntarily terminates employment and applies for rehire, if eligible for employment, will be hired as a new hire. Wages and benefits will be commensurate with the entry level position.

Involuntary Termination

Employment at the Catholic Center is for no specified time, regardless of length of service. Just as you are free to leave for any reason, the Catholic Center reserves the same right to end the employment relationship with you at any time, with or without notice, for reasons not prohibited by law. Upon termination from employment, either voluntarily or involuntarily (e.g. layoff, discharge), an employee will be paid for the number of hours actually worked in the pay period. An employee is not entitled to any additional compensation.

The COO or Director of Human Resources reserves the right to either continue such employee's employment through the effective date of resignation, or accept such resignation immediately. Under the latter circumstances, the employee is not entitled to pay or benefits beyond the effective date of the acceptance of resignation (e.g. the fact that the employee gives advance notice and Catholic Center decides to accept the resignation immediately does not entitle the employee to pay beyond the effective date of the acceptance of resignation).

An employee's final paycheck will be either directly deposited or mailed to his or her last address on record.

SECTION III: BENEFITS

The descriptions of benefits contained in this section are highlights in general terms. The terms of the plan documents govern over any inaccuracies or omissions in this section. Benefit eligibility is dependent upon a variety of factors, including employee classification. For more complete information, contact the Director of Human Resources.

Once you have made your benefit elections, changes cannot be made until the next open enrollment period unless a qualifying condition occurs.

PAID TIME OFF (“PTO”)

Definitions

Paid Time Off (PTO) provides a bank of hours in which the employer pools sick days, vacation days, and personal days that allows employees to use as the need or desire arises.

Extended Sick Bank (ESB) is available to cover an employee’s extended absence due to medical reasons or illness in excess of five consecutive business days to supplement New York State Disability and/or Worker’s Compensation benefits. Unused PTO from the previous fiscal year is moved into an employee’s ESB. ESB cannot be used for absences associated with a family member’s medical condition or illness.

NYS Paid Sick and Safe Leave

Employees may use accrued leave following a verbal or written request to their employer for the following reasons impacting the employee or a member of their family for whom they are providing care or assistance with care:

Sick Leave:

- For mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave; or
- For the diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or need for medical diagnosis or preventive care.

Safe Leave:

- For an absence from work when the employee or employee’s family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking:
 - to obtain services from a domestic violence shelter, rape crisis center, or other services program;

- to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;
- to meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
- to file a complaint or domestic incident report with law enforcement;
- to meet with a district attorney's office;
- to enroll children in a new school; or
- to take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.

NYS Paid Sick and Safe Leave is combined in the PTO hours and frontloaded each fiscal year. Employees in their introductory period receive frontloaded Sick and Safe Leave upon hire.

Eligibility

All employees are entitled to PTO based on their scheduled work hours. Employees are given PTO at the beginning of September each benefit year based on their status (full-time or part-time). The PTO benefit year runs from September 1 to August 31.

PTO must be requested a minimum of three days in advance, unless necessitated by illness or exigent circumstances.

Full-time employees are eligible for PTO as per the chart below, based on length of service.

Beginning from day one of employment through September 1st	Days will be prorated based on start date
September 1 st of year one	15 Days
One full year of employment as of September 1 st ; second through fourth years	21 Days
In your fifth year of employment on September 1 st of each year	28 Days
In your tenth year of employment on September 1 st of each year	32 Days

Part-time or per-diem employees will earn PTO based on their hours worked. Employees will earn one (1) hour of PTO for every 30 hours worked.

Criteria

- All PTO time must be taken prior to requesting time off without pay.
- Paid PTO will not be used in the computation of overtime.

- A PTO request cannot be made for less than one quarter of an hour.

Medically Related Business

Employees who are absent from work due to their own medical condition or illness are required to use PTO for the first five days of their absence. In the event that an employee has exhausted their PTO balance, the employee's absence from work for up to the first five days of absence due to medically related reasons will be deducted from their ESB. Medical documentation must be provided to substantiate the absence.

An employee may elect to utilize PTO or ESB after the first five days of absence.

In the event of a Family Medical Leave Act ("FMLA") qualifying event, medical leave or extended medical leave an employee must use five days of PTO and then may use time in their ESB or elect to use PTO. An employee on FMLA may elect in writing to retain no more than 35 hours of PTO time provided they return to work on or before May 31, which must be used by prior approval on or before August 31 of the PTO year or rolled over into the employee's ESB.

If an employee does not return to work on or before May 31, they must exhaust all available PTO and may not retain any PTO to use upon their return.

Utilization of PTO before/after Holiday

Prior approval of your Department Manager is needed to use PTO before or after a holiday. If illness/injury necessitates an absence or tardiness on the scheduled work day prior to/subsequent to a holiday, the absence must be supported by a valid doctor's excuse obtained contemporaneous with the absence; otherwise, the employee will be disqualified from holiday pay.

PTO Carry Over

At the end of each PTO benefit year (August 31st), an employee may roll over unused PTO days into ESB up to a maximum of 840 hours. PTO does not accrue from year to year. All PTO time must be taken each year or rolled over into your ESB or it will be forfeited. Any unused ESB is forfeited at the time of termination from employment, albeit voluntary or involuntary.

PTO While on Leave

An employee on FMLA, medical leave, extended medical leave, or Paid Family Leave as of the start of the new PTO year, is not eligible to receive their PTO bank until they return to work.

Separation from Employment

Employees, who separate from the Catholic Center either voluntarily or involuntarily, shall be paid for unused PTO provided the employee has not been terminated from employment due to gross misconduct, completed their ninety day introductory period; and in the event of resignation, provided a minimum of two weeks' notice for non-managerial staff and four weeks' notice for managerial staff. In the event an employee is terminated for gross misconduct or fails to give the required notice for resignation, any unused PTO is forfeited. An employee is not entitled to take PTO prior to their last date of work once they have given notice of resignation unless prior approval for the PTO was obtained before the date of resignation notice.

Any unused PTO, which has been previously transferred to an employee's ESB is forfeited upon termination of employment, regardless of whether voluntary or involuntary termination.

HOLIDAYS

Each year, the Chancery publishes a holiday schedule. Employees are eligible for holidays upon hire. Certain departments, due to the nature of their services, do not observe the full holiday schedule. It is understood that this deviation is a condition of employment for these departments; therefore, flex-time within the work week is extended or employees are eligible to receive the holiday pay in addition to payment for hours worked on the holiday, at the discretion of the Department Manager.

To qualify for a paid holiday, you must have worked, or be on approved PTO, your entire last regularly scheduled work day immediately preceding the holiday and your entire first regularly scheduled work day immediately following or succeeding said holiday. Failure to work the entire scheduled work day prior to and subsequent to the holiday for any reason (e.g., absence, leave of absence including, but not limited to, Workers' Compensation, disability, FMLA, leaving work early) will disqualify you from entitlement to holiday pay.

Holiday pay will be calculated based on the employee's straight time pay rate (as of the date of the holiday) times the number of hours the employee would have otherwise worked on that day.

Part-time employees who regularly work 20 or more hours a week are eligible for pro-rated holiday pay provided the holiday falls on a day the employee would have been normally scheduled to work.

Paid holidays will not be counted as hours worked for the purposes of determining overtime for non-exempt employees.

Employees on FMLA, non-FMLA medical leave, extended medical leave, disability or workman's compensation shall not be entitled to holiday pay.

BEREAVEMENT LEAVE

Upon completion of their introductory period a full-time or part-time employee who regularly works a minimum of 20 hours a week is eligible for paid bereavement leave in the event of a death of an employee's immediate family (limited to employee's spouse, mother, father, children, step-children, brother, sister, parents in-laws, brother in-law, sister in-law, niece, nephew and grandparents). Such employee will be excused from work, upon request, if the employee notifies the supervisor and/or Department Head.

The employee will be paid for time lost from work up to five consecutive business days, depending on employee or employer needs. Bereavement leave pay will be computed at the employee's regular rate of pay for an employee's normal hours per day.

A full-time or part-time employee who regularly works a minimum of 20 hours per week will be excused from work and will be paid for up to three day's compensation ending with the day of burial, computed as described above, for family members outside of the immediate family (limited to employee's spouse's grandparents, employee's aunt, uncle, cousin).

Employees are not entitled to use bereavement leave for anyone other than those specified above.

403(b) DEFINED CONTRIBUTION PLAN

All regular part-time and full-time employees are eligible to participate in a Diocese sponsored 403(b) Defined Contribution retirement plan. Employees with six months of service who regularly work 20 or more hours per week or 520 hours over the preceding 26 weeks are eligible for employer contributions based on a point system taking into account years of service and age of the employee. Additionally, if an employee contributes a minimum of 1% of their gross earnings, the Diocese will contribute an additional 1% match. The match is capped at 1%. Please contact Human Resources for additional information.

LEGACY PENSION PLAN

The Legacy Pension Plan is a non-contributory defined benefit pension plan for full-time and eligible part-time employees who were participants in the plan prior to December 31, 2015. Effective December 31, 2015, the Legacy Pension Plan was frozen. No additional contribution are made into the Plan. The Plan provides for vesting of benefits upon completion of five or more years of full-time service. Specific information about the Legacy Pension Plan and your benefits is available from the Legacy Pension Plan Administrator, Hart & Keenan, 716-854-3900.

NEW YORK STATE DISABILITY INSURANCE

Beginning with the eighth consecutive day of disability due to non-work related illness, injury or pregnancy, an employee may be eligible to receive disability benefits. Disability benefits provide payments to replace, in part, wages lost because of non-work related injury or illness. To be eligible for these benefits, the following conditions must apply:

- The employee's disability must be caused by an off-the-job injury or illness. (Job-related illness or injury is covered under Worker's Compensation.)
- The employee must have worked at least four (4) consecutive weeks as a full-time employee or twenty-five (25) scheduled days for part-time employees
- The employee must have completed a one (1) week waiting period before benefits begin. PTO must be used for the first five days of the disability.

The first 12 weeks of disability satisfies the Catholic Center's FMLA obligations.

Benefits

If the employee is eligible to receive disability payments, generally he/she can expect to receive approximately 50% of his/her average weekly earnings subject to the statutory maximum benefit. The benefit is based on gross pay for the eight weeks prior to disability. Benefits are payable for a maximum of 26 weeks. A disability form must be completed at the start of any disability period. Employees must use PTO prior to the start of disability payments. In no event will the benefit level exceed his/her regular salary.

How to File

If an employee becomes disabled as a result of injury or illness that does not arise out of and in the course of employment, contact the Insurance Services Department to obtain a Shelter Point Form DB-450 "Notice and Proof of Claim for Disability Benefits". Form DB-450 must be filed within 30 days from the first day of disability.

WORKERS' COMPENSATION INSURANCE

The Catholic Center provides Workers' Compensation insurance coverage at no cost to employees. This plan covers disability incurred through accident or occupational disease arising out of, and in the course and scope of employment that requires medical, surgical, or hospital treatment.

It is the duty of each employee to immediately report any incident, injury or unsafe condition to their supervisor. The supervisor is responsible to correct or sequester unsafe conditions to avoid accidents immediately and to report unsafe conditions to the Director of Central Services. All work related accidents and injuries must also be reported directly to the Director of Human Resources. Employees must complete a C-2 injury report form and submit to the Director of Insurance Services.

If injured, you must immediately call 1-800-811-2667 as soon as possible after the injury. Please be prepared to provide your medical information including health insurance information, primary care provider, allergies and medication. A case management nurse specializing in workers' compensation will immediately begin managing the claim. The employee will be directed where to go for treatment including follow up appointments.

If the injury is life threatening or appears serious, 911 Emergency Services is to be immediately called.

Benefits

No benefits are paid for the first 7 days of a work related disability unless the disability extends beyond 14 days. In that event, the employee may be due benefits from the first day off the job. Causally related medical care is provided for the duration of the disability.

Employees who are disabled and who are eligible for benefits, receive two-thirds (2/3) of their average weekly wage, up to the maximum benefit defined by New York State Workers' Compensation law. The average weekly wage is based on wages for the 52-week period prior to the date of disability or accident.

LONG TERM DISABILITY INSURANCE

Long term disability insurance for all employees regularly working a minimum of 28 hours per week is provided at no cost to employees. The coverage is effective on the first day of the month following the date of hire or change in employment status. Benefits will commence on the 181st day of a covered disability. The coverage provides for a maximum benefit of 40% of an employee's pre-disability earnings, up to the benefit maximum of \$4,000 per month. The maximum benefit period is determined by your age at the time the disability begins. The insurer has sole responsibility for determining insurability, coverage, benefits and any benefit limitations. Changes in coverage due to a change in family status may require evidence of insurability. For changes in insurance coverage, evidence of insurability may be required and will be effective upon notice of insurability from the insurance company.

Part-time employees regularly working less than 28 hours per week are not eligible to participate in the long-term disability insurance plan.

Additional Long-Term Disability Insurance Coverage

Eligible employees may elect to purchase additional long-term disability insurance. The optional coverage provides for an additional 20% of pre-disability earnings, increasing the maximum benefit to 60% of an employee's pre-disability earnings, up to the benefit maximum of \$6,000 per month. This option is available on the first day of the month following the date of hire or change in family status. The maximum benefit period is determined by your age at the time the disability begins. The insurer has sole responsibility for determining insurability, coverage, benefits and any benefit limitations.

For changes in insurance coverage, evidence of insurability may be required and will be effective upon notice of insurability from the insurance company.

Part-time employees regularly working less than 28 hours per week are not eligible to purchase additional long term disability insurance.

Change in Employment Status

In the event of a change in employment status from full to part-time, or if the employee leaves the employment of the Diocese, coverage will be terminated automatically.

TERM LIFE INSURANCE

All employees regularly working a minimum of 28 hours per week are eligible for group term life insurance coverage effective on the first day of the month following their date of hire. This benefit is provided at no cost to the employee (non-contributory) The amount of an eligible employee's group term insurance is equal to one and one half his/her annual salary, rounded to the next higher \$1,000, to a maximum of \$150,000. An employee's life insurance will be adjusted as salary increases or decreases. When an employee reaches age 65, the amount of life insurance will be reduced by 35% and by 60% at age 70. The insurer has sole responsibility for determining insurability, coverage, benefits and any benefit limitations. For changes in insurance coverage, evidence of insurability may be required and will be effective upon notice of insurability from the insurance company.

Part-time employees regularly working less than 28 hours are not eligible to participate in the group term life insurance plan.

Optional Plans – Contributory Term Life Insurance Supplement

An employee may elect to purchase, at his/her expense, additional term life insurance up to \$100,000 as well as dependent coverage in certain amounts. This option is available on the first day of the month following the date of hire or change in family status. Changes in coverage due to a change in family status may require evidence of insurability. In that event the insurance will be effective upon notice of insurability from the insurance company and will be effective upon notice of insurability from the insurance company.

HEALTH INSURANCE

Health insurance coverage is available to all full-time employees and part-time employees who regularly work a minimum of 28 hours per week with an employer contribution. The plans offer comprehensive benefits, coordinated hospital and physician networks, emphasis on health and wellness, and affordable premium rates. Employees may choose single, single and children, single and spouse or family coverage.

First Choice Healthcare Plan is a self-funded program. The plan sponsor is the Diocese of Buffalo. The plan retains a third party administrator to adjudicate claims.

The Diocese of Buffalo shall contribute a portion of the monthly health insurance premium which is determined each plan year renewal. The remainder of the monthly health insurance premium shall be paid by the employee in bi-weekly payroll deductions. Employees are responsible for contributing a portion of the plan premium in addition to any other payments required by the selected plan. The employee portion of the premiums is paid through payroll pre-tax deduction. A part-time employee regularly working less than 28 hours per week may purchase medical coverage at 100 percent of the plan cost.

An employee may become eligible for participation in Diocese of Buffalo sponsored health insurance plans, if in the course of employment; he/she loses their alternate coverage. In such event, the employee will provide verification that medical coverage through their spouse or otherwise no longer exists.

Coverage Termination

Coverage ceases upon retirement or termination of employment for any reason. Also, the insurance for an employee's dependents stops when the dependent ceases to be a qualified dependent. If an employee's health insurance coverage lapses for any reason, no liability (including, but not limited to, payment of claims) will be incurred by the Employer.

Continued Coverage

Health insurance coverage will continue in accordance with the terms set forth above, as follows: Employees on disability or Workers' Compensation are entitled to continued health insurance coverage for a maximum period of three (3) months in a twelve (12) month period, calculated in accordance with the Diocese's Family and Medical Leave Policy.

For employees on extended medical leave or other form of unpaid leave, health insurance coverage ceases as of the last day of the month in which he/she actually worked. Under such circumstances, in the event the Employer's contribution obligation concerning medical coverage ceases, an employee may continue to participate in the health insurance coverage offered by paying the full cost of premiums necessary to maintain such coverage to the Diocese Payroll Department on or before the 1st of the month for which coverage is sought.

Health insurance coverage will terminate at the end of the month for employees who voluntarily terminate their employment (e.g. retirement, resign) or who are involuntarily terminated

CONTINUATION OF HEALTH INSURANCE COVERAGE

As a religious organization, the Diocese is exempt from the Consolidated Omnibus Budget Reconciliation Act ("COBRA"). However, the Diocese allow employees and their enrolled dependents the opportunity to continue medical and/or dental insurance coverage for a limited period of time to ensure employees do not experience a break in coverage before enrolling in a new plan elsewhere. The period of coverage continuation

is for a maximum of 18 months if coverage is lost as the result of one of the following events:

- Termination of employment; this includes retirement, employee resignation, termination for cause, or layoff
- Reduction in hours
- Death of the covered employee
- Divorce or legal separation from the covered employee
- A leave of absence

Employees who elect to continue the coverage at their own expense are responsible for payment of 100% of the premium, in addition to a 2% administration fee. Coverage may be continued at the employee's own expense pursuant to state law. Continuation coverage will be terminated before the expiration of the 18-month maximum coverage period for the following reasons:

- Failure to make time payments of premiums
- The Employee or Dependents coverage is terminated for cause (e.g. submission of fraudulent claims)

FLEXIBLE SPENDING ACCOUNT

All employees can participate in a flexible spending account that allows an employee to pay for medical and dental care premiums, dependent care (up to the Internal Revenue Service maximum) and uncovered medical and dental expenses with pre-tax dollars. Money is deducted from the paycheck on a pre-tax basis and held in an escrow account. As expenses are incurred, the employee may request reimbursement. Unused contributions are forfeited in accordance with current tax laws. All employees are eligible to participate in this plan at the time of hire or open enrollment, each Fall. The Payroll Manager or Human Resources Department will provide further information upon request.

HEALTH REIMBURSEMENT ACCOUNT ("HRA")

Employees who elect the high deductible plan are eligible to participate in a Diocese of Buffalo sponsored HRA effective the first of the month following their date of hire. The HRA will be pro-rated according to their date of hire, through the end of the plan year.

The HRA can be used to reimburse a portion of you and your eligible family member's out-of-pocket medical expenses, such as deductibles and coinsurance. It is not an insurance program, but a financial reimbursement plan funded entirely by the Diocese of Buffalo.

DENTAL INSURANCE

The Diocese of Buffalo offers employees the choice of two dental plans. Full-time employee single coverage is fully paid for by the Diocese. Dependent coverage is available on a contributory basis. Payments can be made through pre-tax payroll deduction.

The first is the CORE plan through ProBenefits and the second option is coverage offered by the Baker Victory (“BVS”) Dental Clinic. The Baker Victory Dental Clinic is a general dentistry center. Services must be provided by the BVS Dental Center to be covered under the plan. The subscriber is responsible for 100% of cost for services rendered outside of the BVS Dental Center.

The two dental plans are available to all full-time employees. Part-time employees who regularly work 28 to 34 hours per week are eligible to participate at a cost of 20% of the single coverage premium. Part-time employees who work less than 28 hours per week are eligible to participate in the dental plan at full cost. If newly hired, or upon a change in family status, the employee’s coverage will become effective on the first day of the month following the date of hire or family status change.

The third party administrator for this benefit has sole responsibility for determining coverage, benefits and any benefit limitations.

Change in Employment Status

In the event of change in status due to termination, resignation, or retirement or change in employment status from full to part-time, coverage will remain in effect to the end of the month of the last day worked.

VISION

Eligible employees may elect to purchase additional vision insurance. Part-time employees working less than 28 hours are not eligible to purchase vision insurance.

JURY DUTY

A full-time/part-time employee who is summoned, and is actually required to attend and serve as a juror, will be paid the employee’s regular pay for time actually lost from work due to jury duty. Jury duty pay is limited to a maximum of ten (10) work days per year for jury services performed during the normal work week. The Diocese will not be responsible for meals, mileage, parking or any other fees related to jury duty.

The employee should:

- Notify his/her supervisor and/or Department Head and Payroll Department 10 days before the day he/she is required to report for jury service.
- Return to his/her supervisor and/or Department Head a completed form certified by the Court Clerk.

- Cooperate in requesting an excuse or delay from jury service when the employee's absence will adversely affect operations.
- Since the Catholic Center is paying your full salary while on jury duty, we ask that you check the box on the jury duty form that states you will be paid by your employer.

Employees are expected to report to work whenever the court schedule permits. Either the Diocese or the employee may request an excuse from jury duty, if, in the Diocese's judgment, the employee's absence would create serious operational difficulties.

WITNESS DUTY

If an employee is subpoenaed as a witness by the Diocese, he/she will receive paid time off the entire period of witness duty.

If an employee is subpoenaed as a witness for a party other than the Diocese, employees will receive unpaid time off for the entire period of witness duty. Employees are free to use PTO to receive compensation for any period of witness duty absence that would otherwise be unpaid.

The subpoena is to be shown to the employees' supervisor immediately after it is received to verify the reason for absence. An employee is expected to report for work when the court schedule permits.

FAMILY AND MEDICAL LEAVE

In accordance with the Family and Medical Leave Act (FMLA), eligible employees will be granted up to 12 weeks of unpaid leave in any 12-month period.

The Catholic Center will measure the 12-month period as a rolling 12-month period measured backward from the date an employee request or has a potentially qualifying event. Each time an employee takes leave; the Catholic Center will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the allotment of available leave.

If a husband and wife both work for the Catholic Center, and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent in-law) with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Catholic Center and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

FMLA leaves will run concurrently with state disability or Workers' Compensation.

In the event the leave is foreseeable, thirty (30) days advance notice, or as much advance notice under the circumstances, must be provided. When leave is not

foreseeable, you must advise us of your need for leave within three (3) days of when you will require leave, except in the case of an emergency.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- The employee must have worked for the Catholic Center for 12 months; and
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Therefore, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

Type of Leave Covered

To qualify as FMLA leave under this policy, an employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for the newly placed child.
- For an employee's serious health condition or to care for an immediate family member (spouse, child, or parent – but not a parent "in-law") with a serious health condition; Parent means a biological, adoptive, step or foster father or mother. This term does not include parents-in-law. Son or daughter (or child) means a biological, adopted, or foster child, stepchild, legal ward who is either under age 18 or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence.
- An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. Reasons related to the call-up or service, including helping the family member prepare for the departure or caring for children of the service member. The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave, except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period. Employees requesting this type of service member FMLA leave must provide proof of the qualifying family member's call-up or active military service, such as a copy of the military orders or other official Armed Forces communication.
- To care for an injured or ill service member. This leave may extend to up to 26 weeks in a 12-month period for an employee whose spouse, son, daughter, parent or next-of-kin is injured or recovering from an injury suffered while on

active military duty and who is unable to perform the duties of the service member's office, grade, rank or rating. Next-of-kin is defined as the closest blood relative of the injured or recovering service member. An employee is also eligible for this type of leave when the family service member is receiving medical treatment, recuperation or therapy, even if the service member is on temporary disability retired list. An employee requesting this type of FMLA leave must provide certification of the family member or next-of-kin's injury, recovery or need for care. Employees requesting this type of service member FMLA leave must provide documentation of the family member's or next-of-kin's injury, recovery or need for care. This documentation may be a copy of the military medical information, orders for treatment, or other official Armed Forces communication pertaining to the service member's injury or illness incurred on active military duty that renders the member medically unfit to perform his or her military duties.

Employee Status and Benefits During Leave

While an employee is on Family and Medical leave, the Catholic Center will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work for up to twelve weeks of leave.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Catholic Center will require the employee to reimburse the Catholic Center the amount it paid for the employee's health insurance premium during the leave period.

Under current Catholic Center policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment. The payment must be received by the Payroll Department by the 1st day of the month for which coverage is sought.

Intermittent Leave

A leave of absence pursuant to this policy may be taken by an employee on an intermittent (rather than an uninterrupted) basis or on a reduced schedule if medically necessary as a result of an employee's serious health condition or that of his or her spouse, child or parent. However, a leave of absence pursuant to this policy may not be taken on an intermittent or reduced schedule basis when the reason for the leave is the birth of a child or the placement of a child for adoption or foster care.

Coordination with PFL:

- PFL and FMLA run concurrently, NOT one after the other to the extent you meet the eligibility requirements for each.
- If your leave is eligible for PFL and you decline to apply for PFL and your leave is also covered by FMLA, your leave will be counted against your PFL entitlement in a 52 week period. Additionally, your PTO and ESB will be charged in accordance with the provisions of the Catholic Center's FMLA policy.

Employee Status after Leave

An employee who takes leave under this policy will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms, subject to benefit changes made across the board by the Catholic Center.

Use of Paid and Unpaid Leave

An employee may elect to use available PTO and ESB concurrent with his/her FMLA leave. PTO must be used for the first five days of FMLA in accordance with the PTO policy. In the event that an employee has exhausted their PTO balance, the employee's absence from work for up to the first five days of absence due to medically related reasons will be deducted from their ESB. In the absence of PTO or ESB, FMLA will be without pay.

Certification of the Serious Health Condition of the Employee or the Spouse, Child or Parent of the Employee

The Catholic Center will ask for certification of the serious health condition of the employee, spouse, child or parent. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification may be provided by using the Certification of Physician or Practitioner Form.

Certification of the serious health condition shall include the date when the condition began, its expected duration and a brief statement of treatment. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's position. For a family member who is seriously ill, the certification must include a statement that the patient, the family member, requires assistance, and that the employee's presence would be beneficial or desirable.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment as well as a statement of medical necessity for taking intermittent leave or working a reduced schedule.

The Catholic Center has the right to ask for a second opinion if it has reason to doubt the certification. The Catholic Center will pay for the employee to get a certification from a second doctor, which the Catholic Center will select. If necessary to resolve a conflict between the original certification and the second opinion, the Catholic Center may require the opinion of a third doctor. The Catholic Center and the employee will mutually select the third doctor, and the Catholic Center will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Application for FMLA - Notice by Employee

Any employee who desires a family and medical leave of absence pursuant to this policy must complete, sign and submit an application for family and medical leave of absence to the Director of Human Resources. An application form can be obtained from Human Resources. When the need for such an absence is foreseeable or anticipated, such as planned medical treatment or the need to care for a newborn child, the employee must make efforts to schedule the leave so as not to disrupt the organization's operations and must submit the *Employee Request Form for Leave Under the Family and Medical Leave Act* not less than thirty (30) days before the date the leave is to begin. If the proposed leave of absence is foreseeable due to planned medical treatment, an employee is required to schedule the treatment so as not to disrupt the operations of the Agency. If the need for leave was not foreseeable, the employee must submit the Application for Family and Medical Leave as soon as is practicable (within one to two business days of learning of the need for the leave, in extraordinary cases).

Failure to provide timely notice may result in a delay in or the denial of the requested leave and/or cause the absence to be considered as unexcused, which will subject the employee to disciplinary action.

Conditions of Family & Medical Leave

An employee on an approved leave of absence under this policy may not engage in other work or employment during the leave of absence. If an employee engages in other work or employment during the leave of absence, the employee will be considered to have violated the terms of the leave of absence, and to have voluntarily terminated his or her employment with the Agency.

Employees on an approved leave of absence under this policy for their own serious health condition or that of a spouse, child or parent, will be responsible for providing written notice, as soon as practicable (within two business days, if possible), if the dates of the leave change or are extended. Any updated medical information that is obtained while on leave should be submitted to the Director of Human Resources

If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis the Catholic Center may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.

Leave approved for an employee's serious health condition shall run concurrently with leave approved for the same medical condition while on disability or Workers' Compensation. Thus, any period during which an employee receives Workers' Compensation or disability benefits shall be counted as part of the total twelve-week allotment of leave permitted under this policy. An employee on such concurrent leave will be required to exhaust their unused sick days and may elect to use unused personal days.

Return to Work Certification

Prior to an employee's return to work from a medical leave occasioned by the employee's own serious health condition that made the employee unable to perform his job, the employee must present certification from the employee's health care provider that (s) he is able to return to work and perform the essential functions of his or her position with or without reasonable accommodation. Failure to provide the return to work certification may result in a delay or denial of job restoration.

Restoration to Employment

An employee returning from leave will be reinstated to the same or an equivalent position upon his or her return to work date in accordance with the FMLA, except that the employee will not be entitled to any employment rights or benefits greater than those (s)he would have had in the absence of taking such a leave. If the employee's position is eliminated during their FMLA medical leave, (s) he will be terminated effective the date of job elimination, provided the employee would have been terminated if he/she were not on leave.

Failure to Return from Leave

An employee who fails to return to work upon the expiration of a leave under this policy will be deemed to have resigned effective the last day of the leave, unless an extension is granted. An employee who requests an extension of leave due to the continuation, recurrence or onset of his/her own serious health condition must submit a request for an extended medical leave in writing to the Catholic Center Director of Human Resources (See Extended Medical Leave Policy) This written request should be made as soon as the employee realizes that he/she will be unable to return at the expiration of the FMLA period.

An employee who does not return to work following an FMLA medical leave is considered to have resigned effective the last day of the leave and is not entitled to receive any severance pay.

NEW YORK PAID FAMILY LEAVE ("PFL")

Employees are eligible for paid family leave ("PFL") to:

- take care of a seriously ill family member (Spouse, Domestic Partner, Child, Parent, Parent in-law, Grandparent, Grandchild) who has an illness, injury, impairment, or physical or mental condition that involves: inpatient care in a hospital, hospice, or residential health care facility; or continuing treatment or continuing supervision by a health care provider. The person receiving care is unable to work, attend school, perform regular daily activities, or is otherwise incapacitated for at least 4 consecutive days. An employee must be in close and continuing proximity to the person they are caring for.
- bond with a newborn, adopted, or foster child during the first twelve months after the child's birth, or during the first twelve months after the placement of the child for adoption or foster care with the employee or before the actual placement or adoption of a child if an absence from work is required for the placement for

adoption or foster care to proceed. Paid Family Leave only begins after birth and is not available for prenatal conditions.

- attend to family issues related to a qualifying military deployment.

Eligibility

An employee working full time (20 or more hours per week) is eligible for coverage after 26 weeks of consecutive employment. Part-time employees (who work less than 20 hours per week) are eligible after 175 days of employment.

An employee on Workers' Compensation is not eligible for PFL. Periods of time when an employee is on Workers' Compensation shall not be counted as weeks of employment for determining eligibility for PFL.

An employee on administrative leave is not eligible for PFL.

An employee employed by multiple covered employers may not take paid family leave for a single qualifying event from different covered employers at separate intervals, but must take family leave from all covered employers during the same family leave period.

Waiver

An employee who is not eligible for paid family leave benefits because they are not scheduled to be employed for at least 26 consecutive weeks, or will not work 175 days in a 52-week period, may sign a waiver of benefits relieving them from making contributions for paid family leave benefits. The decision as to whether to execute a PFL waiver remains the sole discretion of the employee. Waivers are deemed revoked within eight weeks of any change in the employee's schedule that requires the employee to continue working for 26 consecutive weeks or 175 days in a 52-week period.

Benefit

The New York PFL benefit for 2021 is 67% of your average weekly wage, not to exceed 50% of the New York State average weekly wage, for a maximum of 8 weeks (capped at 56 days for intermittent leave) in a consecutive 52 week period. The 52 week period starts with the first day of the leave taken.

PFL can be taken in daily increments. An employee who actually works part of a day cannot claim PFL for the balance of their work day. If a qualifying event stretches over more than 52 consecutive weeks, a new request must be submitted before the next 52 week period begins.

An employee may take PFL for multiple PFL events in a consecutive 52 week period as long as the total leave taken for all such leaves does not exceed the maximum duration permitted (12 weeks in 2021).

While on PFL your health insurance will continue, provided you pay your portion of the premium costs. The employer's obligation to maintain health insurance coverage ceases under PFL if an employee's premium payment during a period of family leave is more than 30 days late. In the event your premium is late, you will be provided written

notice by Catholic Center at least 15 days before coverage is to cease, advising that coverage will be dropped on a specified date at least 15 days after the date of the letter unless payment has been received by that date.

Utilization of PTO Days:

Prior to PFL

Employees may elect, but are not required, to use PTO, provided they otherwise satisfy the eligibility requirements associated with such benefits prior to applying for PFL. When an employee chooses to use PTO instead of PFL, they are entitled to the other benefits of the statute, including health insurance continuation and reinstatement to the same or a similar position and when they return. If an employee chooses to use their PTO, instead of applying for PFL the Catholic Center can request reimbursement from the carrier out of the PFL benefits otherwise owed to the employee.

While on PFL

An employee is eligible to use PTO subject to the satisfying the eligibility requirements to supplement their PFL. Requests to use PTO must be approved by the Catholic Center and will be paid through payroll not the carrier.

Coordination with FMLA

PFL and Family and Medical Leave Act ("FMLA") run concurrently, NOT one after the other to the extent you meet the eligibility requirements for each. If the PFL leave runs concurrent with FMLA an employee is required to utilize their benefits as outlined in the FMLA policy.

If your leave is eligible for PFL and you decline to apply for PFL and your leave is also covered by FMLA, your leave will be counted against your PFL entitlement in a 52 week period.

Additionally, your PTO will be charged in accordance with the provisions of the Catholic Center's FMLA policy.

FMLA designated leave taken by an employee due to his or her own serious health condition is not covered under PFL and does not reduce the amount of PFL an employee is eligible for.

Coordination with NYS Disability

An eligible employee may opt to receive disability and family leave benefits during the post-partum period but may not receive both benefits at the same time.

An employee may not receive both disability benefits and PFL benefits for the same period of time. PFL and Disability leaves do NOT run concurrently. If an employee qualifies for both PFL and Disability the combined duration may not exceed 26 weeks in a consecutive 52 week period.

How to Apply for Benefits

The Catholic Center insurance carrier will receive and process requests for Paid Family Leave, and make your benefit payments. When you want to take Paid Family Leave, you must notify your employer at least 30 days before your leave will start, if it's foreseeable. Otherwise, notify your employer as soon as possible. Please complete and submit the Request for Paid Family Leave (Form PFL-1), following the instructions on the cover sheet, make a copy for your records, and submit it to the Director of Human Resources.

Required Supporting Documentation

When requesting Paid Family Leave, you will need to file a Request for Paid Family Leave form as well as documentation in support of your Paid Family Leave request (PFL 2, 3, or 4). The specific documentation required varies based on the type of leave, as outlined below

For the Birth of a Child

The **birth mother** will need the following documentation:

- Birth certificate, or
- Documentation of pregnancy or birth from a health care provider (includes mother's name and due/birth dates). Completion of PFL 2 is required

A **second parent** will need the following documentation:

- Birth certificate, or if not available, a voluntary acknowledgment of paternity or court order of filiation; or
- A copy of documentation of pregnancy or birth from a health care provider (includes mother's name and due/birth dates) and a second document verifying the parent's relationship with the birth mother or child

For Foster Care

- Letter of placement issued by county or city department of social services or local voluntary agency
- If second parent is not named in documentation, a copy of that document plus a second document verifying relationship to the parent named in the foster care placement

For Adoption

- Legal evidence of adoption process
- If second parent is not named in legal documents, the second parent must provide a copy of the legal evidence of adoption process and a second document verifying the relationship to the parent named in the document

For Leave to Care for a Serious Medical Condition

- Certification from the care recipient's health care provider (Completion of PF3 is required)

For Military-related Leave

US Department of Labor Military Family Leave Certification (Federal Military Leave Form)

- Copy of Military Duty Papers

- Other documentation supporting the reason for the leave (copy of meeting notice or other meeting documentation, ceremony details, rest and recuperation orders, etc.)

MEDICAL LEAVE

Unpaid leave of absence due to an employee's serious illness or injury (work or non-work related, or pregnancy) who is not otherwise eligible for FMLA leave, shall be granted upon completion of the medical leave request form and presentation to an employee's supervisor of the certificate of a doctor which states that the employee is prevented from performing the essential duties of his/her position with or without reasonable accommodations. Medical leaves of absence shall not exceed twelve (12) weeks in any twelve month period, but may be extended under the extended medical leave policy. A medical leave may not be combined with FMLA leave.

An employee's request for such a leave shall come at the time of the disability, but no later than fifteen (15) calendar days from the onset of the disability. Additionally, an employee is required to submit a medical statement from his/her doctor pursuant to the requirements set forth in the medical leave form.

If an employee fails to file a medical certificate in a timely manner, or if the employee fails to return to work on the date designated by his/her doctor and has failed to file for an extension, such employee may be considered to have voluntarily quit.

At any time the Diocese of Buffalo has reasonable cause to believe that an employee's illness or disability impairs such employee's ability to perform the essential functions of his/her position with or without reasonable accommodation or that such employee has sufficiently recovered to enable him/her to resume the essential functions of his/her position with or without reasonable accommodations, the Diocese of Buffalo may require a written statement from such employee's physician and/or a medical examination by a physician selected by the Diocese of Buffalo .

An employee is required to submit a medical certificate certifying that the employee is able to perform the essential functions of his/her position with or without reasonable accommodations prior to his/her return to work. Employees may be required to undergo a medical examination by a doctor selected by the Diocese of Buffalo. Failure to undergo such examination or to submit such medical certificate may result in termination.

EXTENDED MEDICAL LEAVE

An extended unpaid leave of absence due to illness or injury (work or non-work related), or pregnancy shall be granted upon expiration of a FMLA leave or Medical Leave upon application in writing and presentation to the employee's supervisor of a doctor's certificate which states that the employee is prevented from performing the essential duties of his/her position with or without reasonable accommodations. Such leaves of absence shall not exceed nine (9) months in one (1) year (twelve month period). Any employee who does not return to work from an authorized extended medical leave within such period (six months in a twelve month period) will be considered to have voluntarily quit. An additional leave extension beyond the nine months is permitted

if the Diocese receives a request from the employee for an extension of reinstatement rights for an additional, reasonable period to allow the employee to recover sufficiently and to return to work within a reasonable period of time and such extension is required under state or federal disability laws. An employee who requests an extended medical leave of absence shall, at the time of such request, submit a medical statement from his/her doctor stating the medical reason(s) for the requested leave, the date on which the leave will begin, and the date, if known, on which he/she would be able to return to work.

If the date on which the employee is to return has not been provided to the Diocese of Buffalo at the time of the request for leave, the employee shall have the obligation to request, in writing, an extension of such leave within sixty (60) calendar days following the start of the leave. The request for such extension shall include a statement from the employee's doctor attesting to the necessity for such extension, together with the date, if known, when the employee will be able to return to work. For each succeeding sixty (60) calendar day period, the employee shall have the same obligation to request, in writing, additional extensions of the leave of absence, supported by medical documentation. An employee is required to submit a medical certificate certifying that the employee is able to perform the essential functions of his/her position with or without reasonable accommodations prior to his/her return to work. Employees may be required to undergo a medical examination by a doctor selected by the Diocese of Buffalo. Failure to undergo such examination or to submit such medical certificate may result in termination. If an employee fails to file for an extension of the leave of absence, or fails to return to work on the date designated by his/her doctor or within the maximum time allowed, such employee may be considered to have voluntarily quit.

To prevent an employee's health insurance coverage from lapsing during the periods noted above, such employee may continue coverage by paying the group premium rate to the Diocese of Buffalo. Such payment must be paid by the employee on or before the 1st of the month for which coverage is sought. In addition, the premium payment must be made in one lump sum. Failure to make such payment on a timely basis will result in no premium being paid and a lapse in coverage. The right of the employee to make such payment to the Diocese of Buffalo shall cease in accordance with provisions of law.

PROCEDURES FOR EMPLOYEES RETURNING TO WORK FROM MEDICAL LEAVE, INCLUDING EMPLOYEE RETURNING FROM WORKERS' COMPENSATION OR DISABILITY

- Return to work is conditioned upon presentation of a medical certification from your attending physician/health care provider certifying that you are able to return to work and perform the essential functions of your position with or without reasonable accommodation and a written certification.
- You must notify the Director of Human Resources of your anticipated return to work date and any medical restrictions return to work is conditioned upon, a minimum of five (5) work days, unless otherwise agreed to by the Diocese of Buffalo, prior to the anticipated return to work date.

- Prior to returning to work you may, at the discretion of the Diocese of Buffalo, be required to sign a medical release form/HIPAA authorization allowing Diocese of Buffalo to obtain all relevant documents related to your medical condition to allow the Diocese of Buffalo to determine your status and ability to perform the essential functions of your position with or without reasonable accommodation. Diocese of Buffalo has the right to contact your attending physician/health care provider to clarify your status and medical restriction(s)/medical certification.
- If you fail to provide prior notice of return to work and report to work with no notification, you may be sent home pending verification of medical certification, your status and the assessment of available work. You are not entitled to compensation for days not actually worked unless you otherwise qualify for leave.
- In the event there is a dispute as to your status and ability to return to work, you are not entitled to compensation until such time as the dispute is resolved unless you otherwise qualify for leave.

MILITARY LEAVE

Military leave is governed by applicable state and federal laws. All staff members working 28 hours or more per week will receive the difference between the employee's current salary and the amount compensated by the military for up to two weeks per year. If the military compensation exceeds the Diocesan amount, no compensation will be paid.

MILITARY SPOUSE LEAVE LAW

An employee is eligible for up to 10 days of unpaid leave when the employee's spouse is on leave from the armed forces. For an employee to be eligible, they must work an average of 20 hours or more per week, must be a spouse of a member of the armed forces of the United States, National Guard, or reserves who has been deployed during a period of military conflict to a combat theater or combat zone of operations. The leave may be used only when the employee's spouse is on leave from armed forces during a period of military conflict.

LEAVE TO DONATE BLOOD

Employees who work an average of 20 hours per week are eligible for unpaid leave of up to three hours in any 12 month period to donate blood.

NURSING MOTHERS

Nursing mothers are eligible for unpaid time during the workday to express breast milk. Employees may use break or meal time each day to express breast milk for up to three years after the birth of the child. Reasonable efforts will be made to provide a room or other location near the work area where an employee can express breast milk in privacy.

PROFESSIONAL DEVELOPMENT

Requests to pursue any kind of formal professional development should be discussed with your manager and must be approved prior to starting.

Continuing education requests will consider the following: employee's current position, potential benefits to the Diocese of Buffalo of such training, length of employment, previous allocation of continuing education funds to the employee, and availability of funds.

EMPLOYEE EDUCATION TUITION ASSISTANCE FOR CHILDREN

All full-time employees working a regularly scheduled 35 hour work week for the Diocese of Buffalo will be assisted with educational tuition expenses in regards to their children attending any Catholic school in grades Kindergarten through Grade 12. Employees will be eligible for tuition reduction in the amount of \$500 per school year (\$250 each semester) for each child. Employees may obtain a tuition application from the Payroll Office. This form should be submitted to the Payroll Office by July 31 prior to the beginning of each school year.

ACKNOWLEDGEMENT OF RECEIPT

The Employee Handbook, revised July, 2021 contains important information about the Diocese of Buffalo Catholic Center. I have entered into the employment relationship with the Diocese of Buffalo voluntarily and I understand that my employment is for no specified length of employment. Accordingly, either I or the Diocese can terminate this at will relationship, with or without cause.

I understand that the information, policies and benefits described herein are subject to change at any time. I acknowledge that revisions to the Handbook may occur. I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I understand that this Handbook is neither a contract of employment nor a legally binding agreement. I acknowledge that I have had an opportunity to read the Handbook and that I am required to abide by the policies and procedures described herein and any revisions made, as a condition of my continued employment with the Diocese.

I acknowledge that I have received a copy of the Diocese of Buffalo Employee Handbook.

Employee Signature

Date

Print Name



The purpose of this plan is to protect employees against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards.

Employees should report any questions or concerns with the implementation this plan to the designated contact.

This plan applies to all “employees” as defined by the New York State HERO Act, which means any person providing labor or services for remuneration for a private entity or business within the state, without regard to an individual’s immigration status, and shall include part-time workers, independent contractors, domestic workers, home care and personal care workers, day laborers, farmworkers and other temporary and seasonal workers. The term also includes individuals working for digital applications or platforms, staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter. The term does not include employees or independent contractors of the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality.

As of the date of the publication of this document, while the State continues to deal with COVID-19 and a risk still exists, no designation is in effect at this time. Please check the websites of Departments of Health and Labor for up to date information on whether a designation has been put into effect, as any such designation will be prominently displayed. No employer is required to put a plan into effect absent such a designation by the Commissioner of Health.

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I. RESPONSIBILITIES

This plan applies to all employees of _____, and [all]/[the following work sites]:

This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious disease. The following supervisory employee(s) are designated to enforce compliance with the plan. Additionally, these supervisory employees will act as the designated contacts unless otherwise noted in this plan:

Name	Title	Location	Phone

II. EXPOSURE CONTROLS DURING A DESIGNATED OUTBREAK

A. MINIMUM CONTROLS DURING AN OUTBREAK

During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the worksite:

- General Awareness:** Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to:
 - Maintain physical distancing;
 - Exercise coughing/sneezing etiquette;
 - Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate;
 - Individuals limit what they touch;
 - Stop social etiquette behaviors such as hugging and hand shaking, and
 - Wash hands properly and often.
- “Stay at Home Policy”:** If an employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform the designated contact and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.
- Health Screening:** Employees will be screened for symptoms of the infectious disease at the beginning of their shift. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the designated contact. An employee showing signs or symptoms of the infectious disease should be removed from the workplace and should contact a healthcare professional for instructions. The health screening elements will follow guidance from NYSDOH and CDC guidance, if available.

4. **Face Coverings:** To protect your coworkers, employees will wear face coverings throughout the workday to the greatest extent possible. Face coverings and physical distancing should be used together whenever possible. The face covering must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard, e.g. have features could get caught in machinery or cause severe fogging of eyewear. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged.
5. **Physical Distancing:** Physical distancing will be followed as much as feasible. Avoid unnecessary gatherings and maintain a distance of at least six feet (or as recommended by the NYSDOH/CDC for the infectious agent) from each other. Use a face covering when physical distance cannot be maintained.

In situations where prolonged close contact with other individuals is likely, use the following control methods: (Note to employer: Check off the controls you intend to use and add any additional controls not listed here.)

- restricting or limiting customer or visitor entry;
- limiting occupancy;
- allowing only one person at a time inside small enclosed spaces with poor ventilation;
- reconfiguring workspaces;
- physical barriers;
- signage;
- floor markings;
- telecommuting;
- remote meetings;
- preventing gatherings;
- restricting travel;
- creating new work shifts and/or staggering work hours;
- adjusting break times and lunch periods;
- delivering services remotely or through curbside pickup;
- _____
- _____
- _____

6. **Hand Hygiene:** To prevent the spread of infection, employees should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:
 - Touching your eyes, nose, or mouth;
 - Touching your mask;
 - Entering and leaving a public place; and
 - Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens.

Because hand sanitizers are less effective on soiled hands, wash hands rather than using hand sanitizer when your hands are soiled.

7. **Cleaning and Disinfection:** See Section V of this plan.
8. **“Respiratory Etiquette”:** Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering nose and mouth when sneezing, coughing or yawning.
9. **Special Accommodations for Individuals with Added Risk Factors:** Some employees, due to age, underlying health condition, or other factors, may be at increased risk of severe illness if infected. Please inform your supervisor or the HR department if you fall within this group and need an accommodation.

B. ADVANCED CONTROLS DURING AN OUTBREAK

For activities where the Minimum Controls alone will not provide sufficient protection for employees, additional controls from the following hierarchy may be necessary. Employers should determine if the following are necessary:

1. Elimination: Employers should consider the temporary suspension or elimination of risky activities where adequate controls could not provide sufficient protection for employees.
2. Engineering Controls: Employers should consider appropriate controls to contain and/or remove the infectious agent, prevent the agent from being spread, or isolate the worker from the infectious agent. Examples of engineering controls include:
 - i. Mechanical Ventilation:
 - a. Local Exhaust Ventilation, for example:
 - Ventilated booths (lab hoods);
 - Kitchen Vents; and
 - Vented biosafety cabinets.
 - b. General Ventilation, for example:
 - Dedicated ventilation systems for cooking areas, malls, atriums, surgical suites, manufacturing, welding, indoor painting, laboratories, negative pressure isolation rooms;
 - Increasing the percentage of fresh air introduced into air handling systems;
 - Avoiding air recirculation;
 - Using higher-efficiency air filters in the air handling system;
 - If fans are used in the facility, arrange them so that air does not blow directly from one worker to another; and
 - ii. Natural Ventilation, for example:
 - Opening outside windows and doors to create natural ventilation; and
 - Opening windows on one side of the room to let fresh air in and installing window exhaust fans on the opposite side of the room so that they exhaust air outdoors. *(Note: This method is appropriate only if air will not blow from one person to another.)*
 - iii. Install automatic disinfection systems (e.g., ultraviolet light disinfection systems).
 - iv. Install cleanable barriers such as partitions and/or clear plastic sneeze/cough guards.
 - v. Change layout to avoid points or areas where employees may congregate (e.g., install additional timeclocks).

Subject to changes based on operations and circumstances surrounding the infectious disease, engineering controls that are anticipated to be used are listed in the following table:

Engineering Controls Utilized/Location:

Note to Employer: One of the best ways to reduce exposure to infectious agents is to improve ventilation. The aim is to deliver more “clean air” into an occupied area and exhaust the contaminated air to a safe location. In some cases, the air may have to be filtered before it enters the work area and/or before it is exhausted. Direct the contaminated air away from other individuals and from the building’s fresh air intake ports. Consult your ventilation system’s manufacturer or service company to determine if improvements are possible for your system.

3. “Administrative Controls” are policies and work rules used to prevent exposure. Examples include:

- Increasing the space between workers;
- Slowing production speed to accommodate fewer workers at a time;
- Disinfecting procedures for specific operations;
- Not shaking out soiled laundry;
- Employee training;
- Identify and prioritize job functions that are essential for continuous operations;
- Cross-train employees to ensure critical operations can continue during worker absence;
- Limit the use of shared workstations;
- Post signs reminding employees of respiratory etiquette, masks, handwashing;
- Rearrange traffic flow to allow for one-way walking paths;
- Provide clearly designated entrance and exits;
- Provide additional short breaks for handwashing and cleaning;
- Establishing pods or cohorts working on same shift;

Subject to changes based on operations and circumstances surrounding the infectious disease, the following specific administrative controls are anticipated to be used:

Administrative Controls Utilized/Location:

4. 10. Personal Protective Equipment (PPE) are devices like eye protection, face shields, respirators , , and gloves that protect the wearer from infection. PPE will be provided, used and maintained in a sanitary and reliable condition at no cost to the employee. The PPE provided to an employee will be based on a hazard assessment for the workplace.

PPE Required - Activity Involved/Location:

1 The use of respiratory protection, e.g. an N95 filtering facepiece respirator, requires compliance with the OSHA Respiratory Protection Standard 29 CFR 1910.134 or temporary respiratory protection requirements OSHA allows for during the infectious disease outbreak.

2 Respirators with exhalation valves will release exhaled droplets from the respirators. Respirators are designed to protect the wearer. Surgical masks and face coverings, which are not respirators, are designed to protect others, not the wearer.

C. EXPOSURE CONTROL READINESS, MAINTENANCE AND STORAGE:

The controls we have selected will be obtained, properly stored, and maintained so that they are ready for immediate use in the event of an infectious disease outbreak and any applicable expiration dates will be properly considered.

III. HOUSEKEEPING DURING A DESIGNATED OUTBREAK

A. Disinfection Methods and Schedules

Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, dials, levers, water faucet handles, computers, phones, or handrails must be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection.

The disinfection methods and schedules selected are based on specific workplace conditions.

The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see dec.ny.gov and epa.gov/pesticide-registration/selected-epa-registered-disinfectants). Select disinfectants based on NYSDOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

B. Adjustments to Normal Housekeeping Procedures

Normal housekeeping duties and schedules should continue to be followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine procedures may need to be adjusted and additional cleaning and disinfecting may be required.

Housekeeping staff may be at increased risk because they may be cleaning many potentially contaminated surfaces. Some housekeeping activities, like dry sweeping, vacuuming, and dusting, can resuspend into the air particles that are contaminated with the infectious agent. For that reason, alternative methods and/or increased levels of protection may be needed.

Rather than dusting, for example, the CDC recommends cleaning surfaces with soap and water before disinfecting them. Conducting housekeeping during “off” hours may also reduce other workers’ exposures to the infectious agent. Best practice dictates that housekeepers should wear respiratory protection. See cdc.gov for more guidance.

C. If an employee develops symptoms of the infectious disease at work, it is ideal to isolate the area in accordance with guidance issued by NYSDOH or the CDC, before cleaning and disinfecting the sick employee’s work area. This delay will allow contaminated droplets to settle out of the air and the space to be ventilated.

D. As feasible, liners should be used in trash containers. Empty the containers often enough to prevent overfilling. Do not forcefully squeeze the air out of the trash bags before tying them closed. Trash containers may contain soiled tissue or face coverings.

IV. INFECTION RESPONSE DURING A DESIGNATED OUTBREAK

If an actual, or suspected, infectious disease case occurs at work, take the following actions:

- Instruct the sick individual to wear a face covering and leave the worksite and follow NYSDOH/CDC guidance.
- Follow local and state authority guidance to inform impacted individuals.

V. TRAINING AND INFORMATION DURING A DESIGNATED OUTBREAK

A. _____ will verbally inform all employees of the existence and location of this Plan, the circumstances it can be activated, the infectious disease standard, employer policies, and employee rights under the HERO Act. (Note: training need not be provided to the following individuals: any individuals working for staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, where delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter)

VII. RETALIATION PROTECTIONS AND REPORTING OF ANY VIOLATIONS

No employer, or his or her agent, or person, acting as or on behalf of a hiring entity, or the officer or agent of any entity, business, corporation, partnership, or limited liability company, shall discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns to their employer, government agencies or officials or for refusing to work where an employee reasonably believes in good faith that such work exposes him or her, other workers, or the public to an unreasonable risk of exposure, provided the employee, another employee, or representative has notified the employer verbally or in writing, including electronic communication, of the inconsistent working conditions and the employer's failure to cure or if the employer knew or should have known of the consistent working conditions.

Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications. To the extent that communications between the employer and employee regarding a potential risk of exposure are in writing, they shall be maintained by the employer for two years after the conclusion of the designation of a high risk disease from the Commissioner of Health, or two years after the conclusion of the Governor's emergency declaration of a high risk disease. Employer should include contact information to report violations of this plan and retaliation during regular business hours and for weekends/other non-regular business hours when employees may be working.

