



CATHOLIC
PRO-LIFE
community

RESPECT LIFE MINISTRY DIOCESE OF DALLAS

Personnel Policies

Revised 2020

Catholic Pro-Life Community
Personnel Policies
Rev. 01/06/2020
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Dear Employees,

We believe that each employee contributes directly to the Catholic Pro-Life Community's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with the CPLC.

Changes to the handbook may be made over time to meet evolving circumstance; you will be apprised of any major changes by the Human Resources Director. The current handbook will be available on the staff file server and website page.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

ORGANIZATION DESCRIPTION

I. Mission Statement and Core Values

The Mission of the Catholic Pro-Life Community (CPLC) is to educate, unite, and mobilize Catholics and people of good will to end abortion and restore respect and legal protection for every human life from conception until natural death.

1. **FRONT LINE PRESENCE:** CPLC must have a frontline presence at the abortion execution
2. **PRO-LIFE EDUCATION:** Presenting life issues (conception until natural death) and chastity education with Catholic orientation targeted at diverse audiences, primarily in parishes and Catholic schools
3. **SERVE PREGNANT and POST-ABORTIVE PARENTS:** Fulfill our diocesan role to manage and facilitate volunteer network delivering services for pregnancy and post-abortion care as part of national network of U.S. Respect Life Ministries (e.g. Project Gabriel and Project Rachel)
4. **MOBILIZING COMMUNITY:** Activate Catholic and Christians from different age and ethnic groups to (a) volunteer for pro-life ministry and (b) engage in prayer, public witness and civic action, and by extension evangelize the community at large
5. **SHARING PRO-LIFE MODEL:** Provide training, educational resources and sample programming based on our ministry model to developing organizations and groups outside the Diocese of Dallas
6. **DONOR SUSTAINED:** Fiscally responsible to renew and grow donor base annually, recognizing the need for long-term financial sustainability through the creation and maintenance of a reserve

II. Organizational Structure

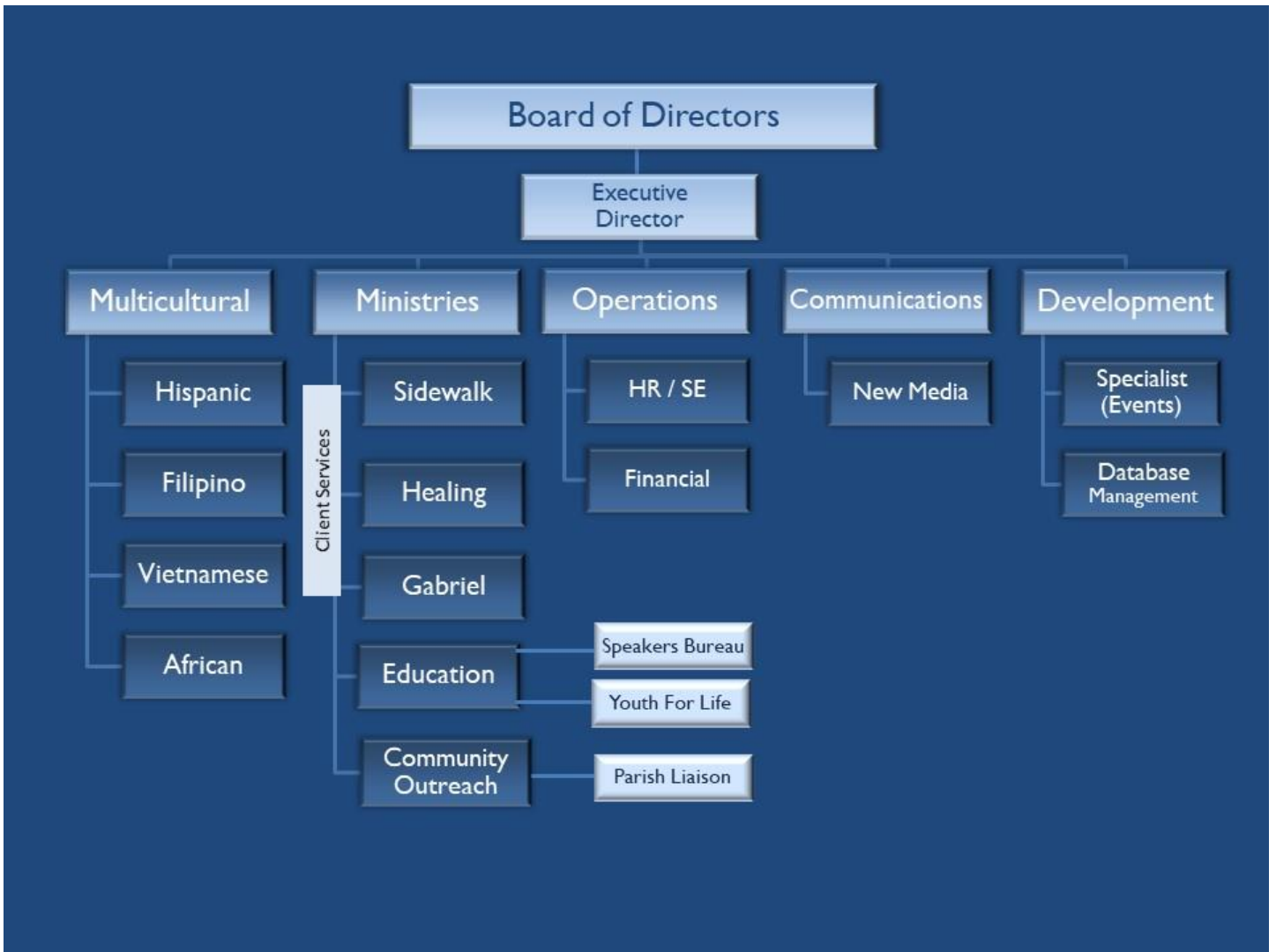
The Catholic Pro-Life Community is governed by a Board of Directors and managed by an Administrative Team with the following members:

- The Executive Director who is responsible for the overall administration and performance of the CPLC as well as the management of six ministries (detailed below).
- The Director of Operations is responsible to the Executive Director in the management of personnel policies, procedures, as well as the operations and financial management of the organization;.

- The Human Resource Director is responsible to the Director of Operations for the execution of personnel policies and procedures within CPLC and is a liaison to all staff on human resource matters.
- The Director of Development is responsible to the Executive Director for the management of all fundraising initiatives of the organization and donor relations.
- The Communications Director is responsible to the Executive Director for the management of all external communications and promotions of ministries and events of the organization.
- The Director of the Multicultural Department is responsible to the Executive Director for the management of all multicultural outreach and education, including in particular the Hispanic Pastoral Ministry

The Catholic Pro-Life Community includes the following ministries:

- Convert-to-Life: present to abortion vulnerable women and women through prayer and sidewalk counseling
- Project Gabriel: supporting women facing unexpected pregnancies through Gabriel Angel mentors and GEMS educational program
- Healing after Abortion: facilitating healing to those hurt by an abortion experience through the sacraments, retreats, support groups and referrals to professional counseling
- Education
 - Speakers Bureau: presenting to youths and adults at on chastity and a variety of life-issues
 - Youth For Life: hosting events and activities to engage students in building a Culture of Life
- Community Outreach: mobilizing North Texas community through parish coordination, opportunities for prayer and public witness, and encouraging civic action
- Multicultural Department:
 - Hispanic Pastoral Ministry: educating the Spanish-speaking community on all life issues and working with parishes to strengthen pro-life awareness and action



INTRODUCTORY STATEMENT

These personnel policies are established by the CPLC's Administrative Team to guide our organization on the personnel matters within the CPLC. The Executive Director shall have the authority and the flexibility to administer these policies in accordance with applicable law, in a professional manner which best allows him/her to achieve the goals and objectives of the organization. In the exercise of this flexibility, the Executive Director shall keep the Board of Directors fully informed.

No employee handbook can anticipate every circumstance or question about policy. As the CPLC and applicable law continues to evolve, the need may arise and the CPLC 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. The only exception to any changes is our employment-at-will policy permitting you or the CPLC to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

EMPLOYMENT

1.01 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the CPLC will be based on merit, qualifications, and abilities. The CPLC does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

The CPLC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Employees may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

1.02 Immigration Law Compliance

The CPLC is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate based on citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must present legally valid documentation establishing identity and employment eligibility. Former employees who are rehired must also provide proof of eligibility.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

1.03 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the CPLC wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resource Director, Executive Director, or Director of Operations for more information or questions about conflicts of interest.

Transactions with outside firms and donors and associates of the CPLC must be conducted within a framework established and controlled by the executive level of the CPLC. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual

price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive level approval.

Personal Business

CPLC employees should avoid involvement in personal matters during working hours. The use of communication systems, equipment or to conduct personal business should be limited to personal time. In some instances, and with the approval of a supervisor, employees may make use of CPLC facilities, such as copiers, if they reimburse the CPLC for actual costs incurred.

Personal Solicitations and Distributions

All CPLC staff members are representatives of CPLC; therefore, any communication with CPLC donors to solicit donations must be approved by the Executive Director and the Development Director. A conflict of interest occurs when a staff member solicits funds from a CPLC donor or associate to benefit an individual or organization other than the CPLC.

Solicitations for inappropriate purposes, such as to promote a person's personal charity or other benevolent project, or to request funding (i.e., funds and/or gifts to include cash, checks, securities, material items or other negotiable instruments) from a CPLC employee, Board Member, friend or donor, are not permitted. In addition, all such events that might be perceived as an actual or potential conflict of interest for a CPLC employee are not permitted.

An actual or potential conflict of interest occurs when an employee can influence a decision that may result in a personal gain for that employee or for a relative as a result of the CPLC's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with organizations other than the CPLC. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to a member of the CPLC's Administrative Team as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in an entity with which the CPLC does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the CPLC.

In the area of personal distributions: all “products” created for the CPLC are the sole property of the CPLC, including, but not limited to, manuals, brochures, talks, seminars, campaigns, flyers, etc., and may not be personally distributed or promoted to outside groups unknown to the CPLC by any individual staff member or volunteer without approval of the immediate supervisor and Executive Director.

This policy is intended to ensure that all CPLC employees conduct their business in a manner that does not take unfair advantage of the employee’s relationship to the CPLC. The policy is not meant to restrict the CPLC’s normal business activities or purely personal transactions. Exceptions to this policy are only permitted subject to approval by the Executive Director.

1.04 Job Openings

Job Posting

The CPLC provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time and part-time job openings are posted, although the CPLC reserves its discretionary right to not post an opening.

Job openings will be posted on the CPLC’s website. Each job posting notice will include the job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

To apply for an open position, employees should download an application from our website and return the application back to the Human Resource Director with an updated resume. The resume should describe how their current experience with the CPLC, and prior work experience and/or education qualifies them for the position. Employment Applications can be found on our website under Employment Opportunities.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

New Hire Procedure

See Addendum D

1.06 Paydays

You will be paid semi-monthly on or before the 15th of the month and on or before the last day of the month. When our payday falls on a holiday, you normally will be paid on the last business day before the holiday.

EMPLOYEE STATUS & RECORDS

2.01 Employment Categories

Full-time and part-time regular staff members are on an introductory period during their first 90 days of employment.

During this time, you will be able to determine if your new job is suitable for you and your supervisor will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period since you are an at-will staff member both during and after your introductory period.

For purposes of this handbook, FULL TIME STAFF MEMBERS regularly work at least a 30-hour workweek. For other purposes, such as legal rights due to staff exclusive of this handbook, the definition of FULL TIME STAFF MEMBERS may be different.

Employment Definitions:

- **FULL-TIME SALARIED** employees are those who are regularly scheduled to work the CPLC's full-time schedule of 30-40 hours per week and are paid on a salary basis.
- **HALF-TIME SALARIED** employees are those who are regularly scheduled to work between 20 and 29 hours per week and are paid on a salary basis.
- **PART-TIME SALARIED** employees are those who are regularly scheduled to work 19 hours or less per week and are paid on a salary basis.
- **HOURLY** employees are those who are paid hourly.
- **INTERNS** are those employees who are hired for a short duration to supplement the work force. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Intern employees retain that status unless and until notified of a change.
- **STUDENT** employees are those who participate in any learning or work program sponsored or approved by the CPLC.

Anniversary Date

An employee's anniversary date used for calculation of benefits is January 1 of the year full-time or part-time salaried employment begins. For example, an employee who begins working for the CPLC on June 1, 2020, will have 1/01/2020 as their anniversary date.

2.02 Access to Personnel Files

The CPLC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Unlisted telephone numbers must be furnished as a condition of employment. This is confidential and will not be released to anyone without the employee's permission and/or approval of the Executive Director. Any employee breaking the confidentiality of any personnel records may be immediately discharged.

Personnel files are the property of the CPLC, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the CPLC who have a legitimate reason to review information in a file can do so. Under no circumstances will the personnel file be released to the employee, any requesting third party, or governmental agency, unless otherwise required by law.

Employees who wish to review their own file should contact the Human Resource Director. With reasonable advance notice, employees may review their own personnel files in a CPLC supervisor's office and in the presence of an individual appointed by the CPLC to maintain the files. The employee may request a copy of their personnel file from the Human Resources Director.

2.03 Employment Reference Checks

To ensure that individuals who join the CPLC staff are well qualified and have a strong potential to be productive and successful, it is the policy of the CPLC to check the employment references of all applicants.

Reference inquiries made of the CPLC must be in writing. All requests for information about former and current employees must be referred to the Human Resource Director who will confirm the request with the subject employee before responding.

2.04 Personnel Data Changes

It is the responsibility of each employee to promptly notify the Human Resource Director of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, and other such status reports should always be accurate and current. If any personnel data has changed, notify the Human Resource Director.

2.05 Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The CPLC uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the

CPLC may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within the CPLC will be required to successfully complete a second employment screen that confirms compliance with CPLC policies. Any significant absence will automatically extend an introductory period by the length of the absence. If the CPLC determines that the designated introductory period does not allow enough time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of promotions or transfers within the CPLC, an employee who, in the sole judgment of management, is not successful in the new position, may be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the CPLC's needs.

Upon satisfactory completion of the initial introductory period, employees will get evaluated on their 90-day performance giving the opportunity to the employee and Director to communicate about employment with CPLC.

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other CPLC-provided benefits, such as a pro-rated vacation time, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

2.06 Employment Applications

The CPLC relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the CPLC's exclusion of the individual from further consideration for employment, or termination, if discovered after employment. Employment Applications can be found on our website under Employment Opportunities.

2.07 Performance Evaluation

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

Performance evaluations are scheduled approximately every 12 months at the end of the fiscal year, including assessment of goals from the prior evaluation (if applicable) and identifying goals for the upcoming fiscal year.

Merit-based pay adjustments may be awarded by the CPLC to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

2.08 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- . Resignation – voluntary employment termination initiated by an employee.
- . Discharge – involuntary employment termination initiated by the organization.

The CPLC will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, repayment of outstanding debts to the CPLC, or return of CPLC- owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with the CPLC is based on mutual consent, both the employee and the CPLC have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner:

All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

A salaried employee who separates from employment in the middle of a pay period will not be paid for the remainder of the pay period and the part of the salary corresponding to the remaining days in the pay period will be deducted from the employee's final paycheck.

An employee who wishes to resign should give written notice to the employee's immediate supervisor with a copy to the Human Resources Director at least 2 weeks in advance. The notice may include reasons for the resignation.

EMPLOYEE BENEFIT PROGRAMS

3.01 Employee Benefits

Eligible employees of the CPLC are provided a wide range of benefits. Several the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefits are available to eligible employees:

- Bereavement Leave
- Family Leave
- Holidays
- Jury Duty Leave
- Medical Leave
- Parental Leave / Birth or Adoption of a Child
- Military Leave
- Vacation Time
- Sick Days
- Voting Time Off
- Workers' Compensation

3.02 Holidays and Holy Days

The CPLC will grant holiday time off to all qualified employees on the ten (14) holidays listed below:

- New Year's Day / Solemnity of Mary
- Holy Thursday and Good Friday
- Easter Monday
- Memorial Day
- Independence Day
- Assumption of Mary*
- Labor Day
- All Saints*
- Thanksgiving Day
- Day After Thanksgiving
- Feast of the Immaculate Conception*
- Christmas Eve
- Christmas Day
- One Floating Holiday

The CPLC will grant paid holiday time off to all eligible employees.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday; a recognized holiday that falls on a Sunday will be observed on the following Monday except as noted below.

*In the event these Holy Days fall on a Saturday or Sunday or are celebrated on a Sunday pursuant to the dictates of the Diocese of Dallas, no holiday time will be granted.

3.03 Workers' Compensation Insurance

The CPLC currently provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained during employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period, or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor and Human Resource Director immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the CPLC nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the CPLC. If you have an accident on the job, please fill out an incident report that can be found at the end of this handbook. (Attached)

3.04 Vacation Time

Full-Time and Half-time Salaried Employees are eligible to earn and use vacation time as described in this policy

Vacation is calculated according to January 1 of your anniversary year.

Vacation should be taken in blocks of one day at a time or a half day.

Vacation cannot be taken more than 2 consecutive weeks at a time unless there is an extraordinary circumstance. In this case employee must have approval from supervisor.

Submit vacation requests in writing as soon as possible or at least 2 weeks in advance to your Supervisor and Human Resource Director. When possible, vacation requests are granted, considering operating requirements.

Vacation cannot be carried over from one year to the next nor is vacation pay granted in lieu of taking the actual time off.

Eligible employees who provide at least two weeks' advance notice of their resignation will be paid for earned but unused vacation for the year in which the person resigns,

unless state law dictates otherwise. All others will not be paid for earned but unused vacation at the end of employment, unless state law dictates otherwise.

Working vacations are highly discouraged.

During your first 3 months of employment you will be on an introductory period where you will earn vacation time but will not be able to use it until after the introductory period (90 days). Thereafter, you will receive vacation as follows:

Full-time salaried employees are eligible for paid vacation time.

Immediately upon hire, you shall be entitled to **12 days** of paid vacation annually. After **four full** calendar years, you shall be entitled to **13 days** of paid vacation. After **six full** calendar years, you shall be entitled to **15 days** of paid vacation. After **ten full** calendar years, and each year thereafter, you shall be entitled to **20 days** of paid vacation.

Half-time Salaried Employees are eligible for paid vacation time.

Immediately upon hire, you shall be entitled to **7 days** of paid vacation annually. After **four full** calendar years, you shall be entitled to **9 days** of paid vacation. After **six full** calendar years, you shall be entitled to **10 days** of paid vacation. After **ten full** calendar years, and each year thereafter, you shall be entitled to **14 days** of paid vacation.

3.05 Sick Days

All salaried employees are eligible for paid sick days. Paid sick days are based on calendar year. Employees are eligible for sick days immediately upon hire. Each employee is eligible for 5 sick days per year. Sick days can be used to care for a child, spouse or parent. Sick days may be taken in half (4 hours) to full (8 hours) increments only. Employees are not eligible to carry over sick days from one year to the other. Employees are not paid upon termination for earned, but unused sick days. Brief absences from work may be handled in accord with our Flex Time Policy.

3.06 Flextime

All salaried staff is eligible for the following flex time subject to approval of supervisor and the needs of the organization:

Comp Time:

In the event an employee works evenings or weekends, the employee may – with the approval of the employee’s supervisor, trade the evening / weekend time against hours regularly scheduled to work during a weekday. Such trading should be done within two weeks of the evening or weekend work, unless otherwise approved by the Executive Director. Traded time may not be collected and applied to extend vacation time.

Work-Day Absences:

In the event an employee has a personal appointment or family-related commitment, the employee may, with approval of supervisor, take time off (generally less 2 hours) during his or her standard workday to meet the commitment, and fulfill their scheduled work time at another time within the same work week.

LEAVES OF ABSENCE & TIME OFF

4.01 Unpaid Leave of Absence for Health-Related Reasons

Under special circumstances, Full and Half-Time Salaried Employees who have completed a year or more of employment may be granted up to 3 months' unpaid leave due to significant health-related conditions of the employee or the employee's spouse or children. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of the employee's supervisor and Executive Director. Equipment that is property of the Catholic Pro-Life Community may be asked to be returned during this Leave of Absence.

Leaves of absence are granted only after 75% of earned vacation is exhausted.

We will make reasonable efforts to return you to the same or similar job you held prior to the leave of absence, subject to our staffing and business requirements.

Eligible employees should make requests for health-related leave to their supervisors at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for health-related leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the CPLC. Employees returning from health-related leave must submit a health care provider's verification of their fitness to return to work.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

So that an employee's return to work can be properly scheduled, an employee on health-related leave is requested to provide the CPLC with at least two weeks advance written notice of the date the employee intends to return to work. When health-related leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. If no written notice is received, the CPLC will terminate the employee. If an employee fails to return to work on the agreed-upon return date, the CPLC will assume that the employee has resigned.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

4.02 Parental Leave / Birth or Adoption of a Child

All salaried exempt employees who have completed their introductory period may be granted a leave of absence pay upon the birth or adoption of a child consistent with our business needs as follows: 8 weeks paid leave for women and 2 weeks paid leave for men.

With approval of employee's supervisor and the Executive Director, parental leave may be applied to time off before the birth for pregnancy health-related reasons.

Upon request and as business needs allow, CPLC may grant 4 additional weeks without pay as time off under the parental leave/birth or adoption of a child policy. With the approval of the employee's supervisor, an employee may also extend parental leave with the use of otherwise available, paid vacation time. In no event should parental leave exceed 3 months total without the prior approval of the Executive Director in extraordinary circumstances.

The employee seeking parental leave must provide a minimum of 30 days' advance notice of the intent to take parental leave and the anticipated date of return and may not accept other employment or apply for unemployment insurance while on parental leave. Acceptance of other employment while on leave will be treated as a voluntary resignation from employment.

CPLC will make a reasonable effort to return the employee to the same or a similar position upon return from leave subject to staffing and business requirements.

4.03 Bereavement Leave

All salaried staff members who have completed three months of employment, are eligible for three paid days for the death of an immediate family member. Members of the immediate family include spouses, parents, brothers, sisters, children, grandchildren, grandparents, and parents-in-law.

All salaried staff members who have completed three months of employment, are eligible for one paid day to attend the funeral of aunts, uncles, nieces and nephews.

Requests for bereavement leave should be made to your supervisor as soon as possible. The CPLC reserves the right to request written verification of a staff member's familial relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay.

Additional time may be requested in extraordinary circumstances and is subject to the approval of the staff member's supervisor and the Executive Director.

4.04 Jury Duty

The CPLC encourages employees to fulfill their civic responsibilities by serving jury duty when required. All salaried employees may request up to one week of paid jury duty leave over any 1-year period.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off or may request an unpaid jury duty leave of absence.

The CPLC reserves the right to request a copy of the jury duty summons so that the employee's supervisor may decide whether and how to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

4.05 Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed, or a comparable one, depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

4.06 Time Off to Vote

The CPLC encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees can find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours, the CPLC will grant up to one hour of paid time off to vote. Eligible employee classification: Regular full-time employees

Employees should request time off to vote from their supervisor at least two working days prior to the election day. Advance notice is required so that the necessary time off

can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees may be required to submit a voter's receipt on the first working day following the election to qualify for paid time off. The one hour of paid time off is provided for the employee to vote. Taking the time and not voting will be considered a breach of faith and the one hour paid time off ceases for future elections until the CPLC Executive Director reinstates the policy with said employee.

WORK CONDITIONS & HOURS

5.01 Work Schedules

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Upon establishing an individual work schedule, supervisors will provide the schedule to the Human Resources Director, and if staff is working in the CPLC office, a copy will be provided to the Executive Assistant to the CEO / COO. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Travel time to and from home or from home to any work-related activities within the Dallas and Ft. Worth dioceses may not be counted as work time.

5.02 Overtime

All overtime work must receive the supervisor's written authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Paid time off, or any leave of absence, will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including possible termination of employment.

Exempt employees are not compensated for overtime.

5.03 Safety

The CPLC provides information to employees about workplace safety and health issues through regular internal communication channels.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous

situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor and Human Resource Director. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures. Vacation Time will not be deducted due to time lost for an on-the-job injury. CPLC reserves the right to request a prepared statement by the examining doctor. When absence due to an on-the-job injury is expected to exceed five (5) calendar days, the employee should inform the immediate supervisor and Human Resource Director of the circumstances. Failure to inform the supervisor of the expected absence of five (5) calendar days will mean that the employee will return to duty with no further absence as a result of the injury sustained. An accident-incident report must be completed at the time of an on-the-job injury. The employee is required to sign these reports.

If an employee receives any threats of bodily harm in the course of performing the duties of his or her position, the employee should immediately report the incident to the appropriate supervisor and the Human Resources Director.

Supervisors who receive reports of injury or threat of injury should notify the Executive Director or Director of Operations the same day as the report is received and provide a written summary of the report to the Executive Director and Human Resources Director within 3 days of receiving the report. (Report can be found at the end)

5.04 Use of Company-Owned Telephones

Employees may be required to reimburse the CPLC for any charges resulting from their personal use of the telephone.

Proper telephone habits reflect CPLC professionalism and the employee's friendliness, helpfulness and consideration:

1. Promptly answer the telephone and/or return messages
2. Politely transfer all phone calls.
3. Always provide accurate and careful answers to questions asked.
4. Record a professional outgoing message identifying the employee's title
5. Refrain from excessive use of the phone for personal use (calls or data use).

Should calls or data use in a given month exceed the standard rates for the phone's usage, the employee will be responsible for repaying the CPLC for the overage due to personal or unauthorized use.

5.05 Smoking

In keeping with the CPLC's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited.

5.06 Identification Badges

You will be issued an identification badge upon hire. It must be worn at all public events at which you are representing the CPLC. If employee resigns the identification badge must be returned upon termination.

5.07 Use of Equipment

Equipment essential in accomplishing job duties is expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

CPLC equipment, files, or supplies will be removed from the premises only for legitimate business. Removal of shared equipment (such as projectors) will be recorded with the immediate supervisor or the office receptionist maintaining the records for equipment available for check out by employees. Unauthorized removal of equipment, files, computer discs, or supplies can result in disciplinary action, up to and including termination of employment.

5.08 Lunchroom

A lunchroom is available for your use. Although CPLC provides general custodial care, you are expected to clean up after eating. This room should be kept clean for the next person's use.

5.09 Emergency Closings and Inclement Weather

At times, emergencies such as severe weather, fires or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits.

Our office policy during snow and icy conditions is as follows:

The office will use the Dallas Independent School District as a guide for being open or closed. Specifically, if the DISD is shut down or opening at a later hour, we will follow the same policy.

For office staff:

If you live outside the DISD, you should be guided by your local school district when determining whether travel to the office is safe. For instance, DISD may be open, but more remote school districts may be closed. You should use your own discretion as to whether it is safe for you to come to (and return from) the office. If you cannot come into the office, please advise your supervisor as soon as possible, and make appropriate plans to work remotely.

For all staff working remotely:

If there is a chance of snow or icy conditions in the forecast, we recommend that all staff be prepared to work from home to the extent feasible. Please remain in open communication with your supervisor to determine how best to meet your duties in these circumstances

Each employee is responsible for determining if the CPLC is closed. However, management will make every effort to notify all employees working in the CPLC office of any closings.

5.10 Document Retention

CPLC staff should maintain all electronic documents, files and records on the organization's cloud-based server, Egnyte. In no event should any CPLC documents, files or records be maintained solely on a staff's computer hard drive or personal storage device. The use of any other storage devices or systems, other than Egnyte, must be approved by the Executive Director and Director of Operations.

Hard copy document files must be maintained in a secure and confidential fashion.

Never destroy or delete any work product until the retention periods specified by the corporation's policy have been satisfied. Employee and safe-environment records may not be deleted or destroyed without the approval of the Human Resources Director; financial records maintained in the organization's central filing should not be deleted or destroyed without the approval of the Director of Operations. Failure to comply with this retention policy and procedure may result in discipline up to and including discharge.

5.11 Business Travel Expenses

The CPLC will reimburse employees for reasonable business travel expenses* incurred while on assignments away from the normal work area. All business travel must be approved in advance by the immediate supervisor.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the CPLC. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the CPLC may not be used for personal use without prior approval.

Employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, if time away from work is approved. Additional expenses arising from such non-business travel or personal, travel companions are the responsibility of the employee.

When travel is completed, employees should submit completed reimbursement form within ten (10) days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

*All expenses arising from travel to locations to provide training or presentations outside the Diocese of Dallas should be requested from the person or organization which has requested the training or presentation. The CPLC will not cover such expenses without prior approval by the Executive Director. In the event the request requires international travel, the employee should be accompanied by a travel companion, preferably another CPLC staff member, and the cost of that companion's travel should be covered by the requesting person or organization, not the CPLC.

Reasonableness of Travel Costs:

The CPLC shall reimburse travelers only for those business-related costs that are reasonably incurred. Accordingly, the following guidelines shall apply:

1. Suites and other upgraded rooms at hotels shall not be allowed; travelers should stay in standard rooms and share whenever possible.
2. When utilizing rental cars, travelers should rent midsize or smaller vehicles; share rental cars whenever possible.
3. Reasonable meal expenses are reimbursable, excluding alcohol
4. Reasonable tips for baggage handling shall be reimbursed; no receipts are required.

Special Rules Pertaining to Air Travel:

The following additional rules apply to air travel:

- Air travel should be at economy or coach class; first class air travel shall not be reimbursed unless there is a documented medical reason.
- Memberships in airline flight clubs is not reimbursable.
- Cost of flight insurance is reimbursable.
- When airfare is \$500 or more, two quotes from a travel agency and/or an airline should be obtained and attached to the expense report.
- Cost of upgrade certificates is not reimbursable, unless it can be shown that it was necessary or required for legitimate reasons.
- Cost of canceling and rebooking flights is not reimbursable, unless it can be shown that it was necessary or required for legitimate reasons (such as changed meeting dates, etc.).
- Travelers must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes (i.e., the CPLC will not reimburse for the personal legs of a trip).

Spouse Travel:

It is the policy of the CPLC not to reimburse any employee or board member for separate travel costs (airfare, etc.) associated with his/her spouse. The cost of a shared hotel room need not be allocated between employee/director and spouse for purposes of this policy.

5.12 Mileage Reimbursement

The CPLC generally does not reimburse employees for mileage within the Dallas and Ft. Worth dioceses unless previously approved by the Executive Director or Director of Operations for a distinct and identifiable project requiring extraordinary travel. Mileage is reimbursable for business travel outside the Dallas and Ft. Worth dioceses as outlined in section 5.11. In the event CPLC provides reimbursement for mileage, it will generally be at the non-profit rate defined by the IRS.

Employees may track their mileage for their work and if it exceeds a certain percentage of their annual income, they may possibly be able to claim their mileage as an IRS deduction from their income tax. It is the option and responsibility of the employee to determine this when they file their personal income tax returns.

5.13 Computer and E-mail Usage

See Addendum C

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

6.1 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, the CPLC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- . Theft or inappropriate removal or possession of property
- . Discussing confidential paycheck information
- . Unauthorized use of a key, including duplication
- . Falsification of employment application, health questionnaire, timekeeping records, or any other document
- . Working under the influence of alcohol or illegal drugs
- . Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while operating employer-owned vehicles or equipment
- . Fighting or threatening violence in the workplace
- . Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- . Insubordination or other disrespectful conduct
- . Violation of safety or health rules
- . Smoking in prohibited areas
- . Sexual or other unlawful or unwelcome harassment
- . Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- . Excessive tardiness, absenteeism or any absence without notice
- . Unauthorized use of telephones, mail system, or other employer-owned equipment or information, including donor lists
- . Violation of personnel policies
- . Unsatisfactory performance or conduct
- . Leaving the premises without permission
- . Profane, abusive, or threatening language toward fellow employees or supervisors
- . Engaging in immoral conduct or indecency
- . Performing other than CPLC work during company hours
- . Failure to follow supervisory instructions of insubordination
- . Sleeping on the job

Personal Relationships:

All employees are expected to exercise good judgment in forming close personal relationships with other employees. Personal relationships among employees, that go beyond a normal business relationship, can compromise objectivity in such matters as performance evaluations, promotions, and work assignments. In addition, such relationships can create difficulties in maintaining a professional work climate. Therefore, the CPLC strongly discourages such behavior and, furthermore, it is

inappropriate for someone with supervisory responsibility to “date” an employee who is subject to that supervision. Employees who exhibit such inappropriate behavior will be subject to disciplinary action which may include discharge.

The CPLC will not tolerate any form of employee harassment, either verbal or physical, based on race, color, religion, sex, national origin, age, disability, medical condition, or marital status.

6.02 Drug and Alcohol Use

It is the CPLC’s desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on CPLC premises and while conducting business-related activities off CPLC premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The exception to this is when alcoholic beverages are served at an official CPLC function, such as a Board dinner or reception. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all CPLC policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the CPLC any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the CPLC of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor without fear of reprisal.

6.03 Sexual and Other Unlawful Harassment

The CPLC is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual’s sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of

employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Human Resource Director, Executive Director, or Director of Operations. Employees may raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Human Resource Director, Executive Director, or Director of Operations who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

6.04 Attendance and Punctuality

To maintain a safe and productive work environment, the CPLC expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the CPLC. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible, no later than 15 minutes prior to the beginning of their shift each day of absence. The immediate supervisor may be notified at home if necessary. Failure to comply may result in immediate dismissal. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

An employee needing to leave work during working hours must get approval from the immediate supervisor prior to departure.

6.05 Personal Appearance

Staff members are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance always.

Whether or not your job responsibilities place you in direct contact with the public, our clients or donors, you represent the organization with your appearance as well as your actions. The properly attired individual helps to create a favorable image for the organization, to the public and fellow staff members.

Monday through Thursday, employees in the office are expected to dress business casual. Friday's are causal days.

All staff are expected to dress modest as encouraged by the Catechism of the Catholic Church (CCC,2521-22)

The CPLC maintains a business casual environment. All staff members should use discretion in wearing attire that is appropriate for their job and may vary based on daily duties. Consult your supervisor if you have questions as to what constitutes appropriate attire.

6.06 Return of Property

Employees are responsible for all CPLC property, materials, or written information issued to them or in their possession or control. All CPLC property must be returned by employees on or before their last day of work. Where permitted by applicable laws, the CPLC may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The CPLC may also take all action deemed appropriate to recover or protect its property.

6.07 Outside Employment

If an employee seeks employment outside the position held with the CPLC, the employee must notify the employee's supervisor in writing.

Outside employment must not conflict in any way with the employee's responsibilities within CPLC. Employees may not work for any organization or person which would present a conflict of interest with the CPLC or its mission, and preferably do not take work with any organizations with which the CPLC actively partners. Staff members may not conduct outside work or use CPLC property, equipment or facilities in connection with outside work while on CPLC's time.

6.08 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the CPLC. Although advance notice is not required, the CPLC requests at least 2 weeks' written notice of resignation.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

Items that need to be returned include:

- Any Keys to Office, Building, Storage, Safes or any keys assigned including Door Pads
- Name Badge
- Credit Cards
- Outstanding Receipts and any reimbursements that need to be made
- Uniform Items
- Business Cards
- Passwords such as Egnyte Account, Laptop, or any that may be needed to make necessary changes with your position
- Any other assigned CPLC equipment property that belongs to CPLC such as hardware, files, etc. etc.

6.09 Problem Resolution

The CPLC is committed to providing the best possible working conditions for its employees. All employees should communicate politely, whether in person or in writing, and treat each other with respect, without exception. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from CPLC supervisors and management.

The CPLC strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they may express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the CPLC in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. The employee submits the grievance in written form to supervisor. The supervisor will discuss the matter fully with the employee and obtain all pertinent information. The supervisor will give a decision to the employee within five (5) working days. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may proceed to step #2.
2. If the grievance continues to exist or the employee believes pursuing resolution with the supervisor is not feasible, the employee may request a conference with the Human Resource Director who will review the situation with the employee. The employee will receive a decision within ten (10) working days after the conference. Human Resources will apprise the Executive Director of any such grievances and their resolutions.
3. After steps 1 and 2 have been followed and if the grievance is not resolved, the employee request a conference with the Executive Director. The Executive Director will review the situation with the employee and render a final decision within ten (10) working days after the conference.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

6.10 Contact with Media

All media inquiries regarding CPLC and its operations must be referred to your supervisor and the Director of Communications.

Requests from Catholic media may be approved and managed by the applicable Ministry or Department Director, with notice to the Director of Communications.

Authorization to respond to any other media requests and/or to make public statements on behalf of CPLC must be previously approved by the Director of Communications or the Executive Director. No staff members, unless specifically designated by the Director of Communications or Executive Director, are authorized to make statements to the media on behalf of or as a representative of the Catholic Pro-Life Community.

6.11 Social Media Policy

See Addendum A

6.12 Confidentiality

During employment, staff members may become aware of information relating to the business of the CPLC and its clients and donors. Confidential information and all documents created by a staff member during employment remain the sole property of the CPLC. An employee shall not, either during or after employment, without the prior consent of the CPLC, directly or indirectly divulge to any person or use the confidential information for the employees own or another's benefit. (See Addendum B for complete policy)

6.13 Church Membership and Clearance.

All CPLC employees must accept the teachings of the Catholic Church, particularly those concerning life issues; demonstrate an ability and desire to support the mission of the CPLC; maintain active membership in a parish / faith community; be in good standing with the Church; and comply with the Dallas Diocese's Safe Environment Program. Employment for positions requiring contact with minor children, vulnerable adults, or sensitive records is contingent on Safe Environment Clearance, for which CPLC will provide the necessary paperwork and instructions to establish or transfer clearance.

MISCELLANEOUS

7.01 Recycling

The CPLC supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program

depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

Catholic Pro-Life Community
Personnel Policies

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EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about the Catholic Pro-Life Community (CPLC), and I understand that I should consult the Human Resource Director regarding any questions not answered in the handbook. I have entered my employment relationship with the CPLC voluntarily and acknowledge that there is no specified length of employment. I acknowledge that I am an employee-at-will, and as such may resign my employment with the CPLC with or without reason, and with or without advance notice. Similarly, I further acknowledge that the CPLC may terminate my employment at any time with or without reason, and with or without advance notice. Either I or the CPLC can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

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

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE: _____

EMPLOYEE'S NAME (printed): _____

DATE _____