

CATHEDRAL EMPLOYEE HANDBOOK

2009 -2010



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INTRODUCTION

Mission

Cathedral, a Catholic college preparatory high school, provides to a diverse group of students opportunities for spiritual, intellectual, social, emotional and physical growth through service and academic excellence.

Vision

Cathedral High School, a Catholic institution, will be the model for all high schools as she profoundly shapes the way students think, serve and lead.

Guiding Principles

To create an environment that will support vision and mission, Cathedral's Board of Directors and employees embrace the following guiding principles:

- *Learning* – Ongoing holistic growth, inquiry, and development.
- *Ethics* – Acting with integrity at all times.
- *Achievement* – Operating a distinctive and sustainable school.
- *Relationships* – Developing and maintaining mutual trust and support.
- *Nurturance* – Caring for one another.

FACULTY & STAFF POLICIES & PROCEDURES

EMPLOYMENT

Handbook Use and Purpose

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

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

It is important to note that this handbook only highlights our policies, practices, and benefits and it is not intended to be a legal document or contract of employment. The policies and procedures in this handbook are intended to replace all previous human resources policies, practices, and guidelines.

Any questions regarding the contents of this handbook may be addressed with the Principal, Business Office Manager, or our HR Consultant.

Nature of Employment

Employment with Cathedral is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Cathedral may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Cathedral and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at Cathedral's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the President of Cathedral.

Equal Employment Opportunity

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

Cathedral 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 or the President at Cathedral. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination may be subject to disciplinary action, up to and including termination of employment.

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

Statement on the Role of Faculty and Staff in Enrollment

As Catholic educators, our Trinitarian tradition tells us that God loved us into being. Jesus came to witness the depth of that love and the Holy Spirit empowers us to share that love with the world. Our Cathedral High School tradition follows this action of the Trinity. Generations before us loved Cathedral High School into being. Students, faculty, and staff witness the depth of that love and school spirit empowers all of us to share that love.

Year after year, faculty and staff at Cathedral High School take the lead in loving this school into being. Without students, the love we express is meaningless. Therefore, it is part of your

responsibility as a faculty and staff member at Cathedral High School to act in support of our effort to enroll and retain a student body that is of optimal quantity, quality, and diversity.

As faculty and staff of Cathedral High School, we witness how the love that is present in our school transforms students into being more Christ-like. One of your roles as faculty and staff member is to spread this good news with prospective students and families. You will be given various opportunities to help us share our intellectual, moral, and spiritual story. Your participation in enrollment initiatives that seek to fill our classrooms with new students is vitally important. To be successful with our enrollment, faculty and staff need to understand, accept, and act to share our school spirit with future generations.

Americans with Disabilities Act Amendments Act (ADAAA)

Cathedral is committed to complying fully with the Americans with Disabilities Act Amendments Act (ADAAA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions and lines of progression.

Cathedral is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Cathedral will follow any state or local law that provides individuals with disabilities greater protection than the ADAAA.

This policy is neither exhaustive nor exclusive. Cathedral is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADAAA and all other applicable federal, state, and local laws.

Employees with questions or seeking more information on the Americans with Disabilities Act Amendments Act are encouraged to contact the Business Office Manager. Employees may raise questions or complaints about the Americans with Disabilities Act Amendments Act compliance without fear of reprisal.

Workplace Diversity

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

Work Eligibility

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

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Cathedral within the past three years, or if their previous I-9 is no longer retained or valid.

The I-9 can be completed by the employee prior to their first day of work but federal law requires that this form be completed no more than three days after the employee starts their employment. Failure to complete this form will cause the employee not to be established as an employee with Cathedral and they will not be able to be paid through the payroll system until the form is properly completed.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Business Office Manager. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Conflict of Interest/Outside Employment

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 Cathedral 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 Business Office Manager for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of Cathedral. 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 the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

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

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of Cathedral as soon as possible the

existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

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

Relations with Suppliers

From time to time, employees may be offered gifts, entertainment, or other favors from a supplier, contractor, or organization with which Cathedral has business dealings. No employee of Cathedral may accept any item of significant value aside from nominal gifts and common courtesies. Furthermore, all employees should understand that entering into a personal relationship with a subordinate employee or with an employee of a supplier, contractor, or other organization having financial dealings with Cathedral creates a possible conflict of interest that requires full disclosure to their supervisor. If there is ever a question about such relationships, gifts for favors, please bring it to the attention of a supervisor immediately.

Overnight Trips

Faculty and/or staff members wishing to take a trip overnight with students must receive permission from the Principal prior taking the trip. Employees are asked to first distinguish between overnight and several days travel as well as in the “county,” in the “country” and “out of the country.” The guidelines and all forms for overnight travel may be obtained from the Vice Principal of Student Affairs and should be completed prior to leaving for the trip.

Fraternization

Cathedral strictly prohibits employees from fraternizing with students. Fraternizing is defined as pursuing an inappropriate relationship with a student. We also strictly prohibit the inappropriate transfer of money or goods between employees and current students or other high school age students.

If evidence of nonprofessional, non-work-related interaction between an employee and any student **served by Cathedral** is substantiated, the employee will be subject to immediate dismissal, and a report will be filed with the appropriate authorities.

Employees are further required to exercise good judgment in establishing nonprofessional, non-work-related relationships with current or other high school age students. In general, we discourage such relationships at any time. If you have a concern about a potential personal relationship with a current or other high school age student, please discuss it in confidence with the President.

Hiring of Relatives/Nepotism

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

Employment of Board Members

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

EMPLOYEE STATUS AND RECORDS

Employee Classifications

It is the intent of Cathedral to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Cathedral.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. Exempt employees are paid on a salary basis that does not vary from week to week based upon the quality or quantity of work performed. In other words, exempt employees are paid "to get the job done." Thus, an exempt employee's pay will not be reduced in any fashion for partial day absences, except when permitted by law, such as unpaid intermittent FMLA leave. Any deductions from an exempt employee's salary will be in compliance with acceptable parameters for such deductions.

For example, the following types of deductions are permissible with regard to exempt employees' pay:

- 1) No work is performed in a workweek;
- 2) Absences of one or more full days for personal reasons other than sickness or disability if all accrued PTO has been exhausted (deducted in full day increments only);
- 3) Absence from work for one or more full days due to sickness or disability (including workers' compensation) if deductions made under the PTO plan, or any other policy or practice of providing wage replacement benefits for those types of absences.
- 4) Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due to the employee for the week;
- 5) Penalties imposed by infractions of safety rules of major significance;
- 6) Unpaid disciplinary suspensions of one or more full days in accordance with the company's disciplinary policy;
- 7) Deductions for the first and last week of employment, when only part of the week is worked by the employee; and
- 8) Deductions for unpaid leave taken in accordance with an approved absence under the Family and Medical Leave Act.

Complaint Procedure

Employees who believe their pay has been improperly reduced should immediately contact the Business Office Manager.

Cathedral will investigate the employee's concern and determine whether an inadvertent improper deduction has been made. If the deduction was in fact improper, Cathedral will reimburse the employee as promptly as possible. Cathedral complies with all applicable laws concerning the payment of wages and will correct any inadvertent improper deduction, should it occur and monitor the situation to ensure no further issues arise.

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

In addition to the above categories, each employee will belong to one other employment category:

Exempt Employee: An executive, administrative, or professional employee who is exempt from the provisions of the FLSA and paid a salary.

Nonexempt Employee: An employee (generally paid by the hour) who is eligible for overtime pay according to the provisions of the FLSA.

Regular Full-Time Employee: A salaried or hourly employee who is normally scheduled to work thirty-seven and one-half (37.5) hours per workweek.

Regular Part-Time Employee: A salaried or hourly employee who is normally scheduled to work between fifteen (15) and thirty-seven and one-half (37.5) hours per workweek.

Temporary Employee: An employee who is hired on a full-or part-time basis for a specified period of time, usually not to exceed six (6) months.

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

Inactive Employee: An employee who is on a leave of absence and is not receiving pay from Cathedral.

Faculty: An employee who is hired to instruct students.

Staff: Any employee who is not faculty.

Changes in Employee Classifications

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

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

Employee Information

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

Employees may inspect their personnel file during regular office hours, upon making an appointment with the Business Office Manager who will accompany the employee while he or she inspects the file. Personnel records are the property of Cathedral and are not allowed to leave the Business Office without authorization.

Position Descriptions

Cathedral has job descriptions for many positions. A job description generally contains the following elements: title, summary of job duties, essential duties and responsibilities, qualifications (education, experience, other), title of the immediate supervisor, and date. Employees may occasionally be required to perform related duties not set forth in the job description. Job descriptions must be revised from time to time, such as in the event of major new essential duties and responsibilities or other significant changes. Please see the Business Office Manager for a list of job descriptions.

Job Postings

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

Open positions may be posted for seven (7) calendar days on bulletin boards at the discretion of the President. The decision to fill positions from within or to hire from outside is made solely by the management of Cathedral. Only the President has the authority to extend job offers.

Criminal History and Background Checks

Criminal history background checks will be done on all employees and volunteers at Cathedral High School. Should Cathedral find issue with something on the criminal history check, Cathedral has the full right to terminate that person's relationship with the organization.

Evaluations

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

Salary Reviews

Employees have the opportunity for a potential salary increase annually. Increases are not automatic but are based on overall job performance and school budget. Employees who are on written warning are not eligible for salary increases until their performance or other job-related issues are satisfactorily resolved.

BENEFITS

Athletic & Theater Passes

A season athletic pass valid for two adults for any home event will be given to each employee. This pass is not valid for tournaments, playoffs or championship games. Two tickets to every theatrical production will be given to each employee.

Education and Professional Development

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

Cathedral covers the costs of outside training and conferences based on benefit and annual budget. All training and conferences require the approval of the President through the appropriate channel and are subject to change based on budgetary constraints.

The Principal's Leadership Team meets regularly to establish possible programs and presentations for professional development days which are scheduled quarterly. Current topics in education of particular interest will be identified and presented. Faculty members are expected to attend these important meetings that have been established on the academic calendar.

Tuition Reimbursement

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

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

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

While tuition reimbursement is expected to enhance the employee's performance and professional abilities, Cathedral cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

Cathedral invests in educational assistance for employees expecting the investment to be returned through enhanced job performance. However, if an employee quits or is discharged (with or without cause) from Cathedral's employment within one year of the last educational assistance payment, excluding seminars, the amount of the payments for that year will be considered a loan. Accordingly, the employee will be required to repay the original tuition reimbursement payment.

Tuition Remission

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

Staff Employee

- Upon 1st Anniversary of Employment = 7% of Annual Tuition
- Upon 2nd Anniversary of Employment = 10% of Annual Tuition
- Upon 3rd Anniversary of Employment = 15% of Annual Tuition
- Upon 4th Anniversary of Employment = 20% of Annual Tuition
- Upon 5th Anniversary of Employment = 25% of Annual Tuition
- Upon 6th Anniversary of Employment = 40% of Annual Tuition
- Upon 7th Anniversary of Employment = 55% of Annual Tuition
- Upon 8th Anniversary of Employment = 70% of Annual Tuition
- Upon 9th Anniversary of Employment = 85% of Annual Tuition
- Upon 10th Anniversary of Employment = 100% of Annual Tuition

Faculty Employee

- Upon 1st Anniversary of Employment = 10% of Annual Tuition
- Upon 2nd Anniversary of Employment = 20% of Annual Tuition
- Upon 3rd Anniversary of Employment = 35% of Annual Tuition
- Upon 4th Anniversary of Employment = 50% of Annual Tuition
- Upon 5th Anniversary of Employment = 75% of Annual Tuition
- Upon 9th Anniversary of Employment = 100% of Annual Tuition

Vacations

All full-time faculty and staff that have a ten-month work calendar are entitled to all school vacations. All full-time staff that have a twelve-month work calendar are entitled to two weeks (10) days after 1 year; three weeks (15) days after five years, and four weeks (20 days) after 10 years. Vacation days are not carried over from year to year. Employees must use their time in the same year in which it was received or it will be forfeited. Upon leaving the employ of Cathedral for any reason, employees will be paid for any accrued, but unused vacation days.

Holidays

Cathedral may observe the following holidays:

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

Cathedral also has special holidays that are designated by the President. Like the other holidays listed above, all employees will observe the designated Presidential holidays. All regular full-time employees will receive pay for the special recognition days based upon their normal rate of pay and hours worked on that day, if applicable.

Any nonexempt employees required to work on a holiday will be paid at one and one-half (1.5) times their regular rate of pay for hours worked that day. Temporary employees do not receive holiday pay. Employees on vacation at the time a holiday occurs will not have that day counted as a vacation day.

Health and/or Personal Days

Employees with a Ten-Month Work Calendar

All employees with a ten-month work calendar will receive compensation for authorized short-term absences up to seven (7) days per ten-month academic year. All part-time employees with a ten-month work calendar will receive compensation equivalent to the number of hours worked that day, i.e. if you work four (4) hours per day and are absent for two (2), the record will reflect an absence of ½ day. These employees may accumulate unused days up to a maximum of ninety (90) days for use in future years. These days may be used for absences resulting from an employee's, spouses, child's sickness, injury, or any other personal reason(s) where you need to be away work not covered under any other policy in the handbook. Approval must be obtained in advance when using these days for anything other than injury or illness. Upon leaving the employ of Cathedral for any reason, employees will not be paid for any accumulated, but unused days in this category.

Faculty Procedure for Health and/or Personal Days

Faculty absences must be approved through the Vice Principal of Academic Affairs. The absence request form may be obtained from the Administrative Assistant in the Academic Affairs Office. Forms should be filled out as far in advance as possible and left with the Administrative Assistant

in the Academic Affairs Office, but a personal contact with the Vice Principal of Academic Affairs is also required. There are generally very few reasons to be absent from your employment. These may include, for example, personal or family illness; personal business that can only be conducted during the school day; or professional leave, including observations at other schools, appointments to professional committees, field trips, coaching obligations, conferences, jury duty or bereavement. However, each situation is evaluated individually by the Vice Principal of Academic Affairs..

In the event that you wake up in the morning ill or have an ill family member, you must call the Administrative Assistant in the Academic Affairs Office by 6:15 a.m. Substitutes are extremely difficult to schedule after that time. In the event that you cannot reach the Administrative Assistant, please call the Vice Principal of Academic Affairs. **It is important that you always talk to a live human being; please do not leave a message or a voice mail.**

Staff with a Twelve-Month Work Calendar

All employees with a twelve-month work calendar will receive compensation for authorized short-term absences up to twelve (12) days per year. All part-time staff with a twelve-month work calendar will receive compensation equivalent to the number of hours worked that day, i.e. if you work four (4) hours per day and are absent for two (2), the record will reflect an absence of ½ day. Employees may accumulate unused days up to a maximum of ninety (90) days for use in future years. These days may be used for absences resulting from an employee's, spouses, child's sickness, injury, or any other personal reason(s) where you need to be away from work not covered under any other policy in this handbook. Approval must be obtained in advance when using these days for anything other than illness or sudden injury. Upon leaving the employ of Cathedral for any reason, employees will not be paid for any accumulated, but unused days in this category. Staff who are unable to report for work for any reason must notify their immediate supervisor within one (1) hour of their regularly scheduled starting time.

Health Benefits

Cathedral intends to set the standard for the industry by providing generous health care benefits for their employees. All staff who work thirty-two (32) hours or more per week are eligible for comprehensive medical coverage, and all faculty members who teach a minimum of five (5) periods a day are eligible for comprehensive medical coverage.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) Policy for more information.

Details of the medical insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Business Office Manager for more information about medical insurance benefits.

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

Information on insurance is available for your perusal on the website which the J. W. Flynn Company, our insurance provider maintains for the benefit of the Cathedral faculty and staff.

Please check the website for specific details regarding:

- medical, vision, and dental benefits
- life insurance
- disability insurance
- Flexible Spending Account (Child Care and Elder Care Reimbursement)
- 403(b) Tax Sheltered Annuity Plan
- Employee Assistance Program (EAP)

.....
• To reach this website, type www.mybenergy.com
• user id: Cathedral
• password: irish
.....

Medical Insurance Benefit

Medical insurance coverage is available to all eligible employees and their dependents through a fully insured comprehensive major medical insurance policy.

Vision Benefit

All eligible employees are entitled to vision benefits. This program is self-insured by Cathedral. Vision benefits are subject to certain maximums.

Dental Benefit

All eligible employees are entitled to dental benefits. This program is self-insured by Cathedral. Dental benefits are subject to certain maximums.

Flexible Spending Account and Supplemental Insurance Benefits

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

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

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

In addition to the FSA, AFLAC permits you to use pre-tax dollars to purchase certain supplemental insurance benefits for occurrences such as cancer and heart disease.

Representatives from AFLAC are available at the beginning of each school year to discuss all your supplemental insurance needs.

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

Insurance Continuation

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage (including medical, dental and vision) under Cathedral's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Cathedral provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Cathedral's health insurance plan. The notice contains important information about the employee's rights and obligations, as well as cost of benefit, under COBRA. COBRA costs will be maximum allowable by law. See the Business Office Manager for more details.

Life Insurance Benefit

All faculty members who teach a minimum of five (5) periods a day and all staff who work thirty-two (32) hours or more per week are eligible for group life insurance in an amount twice the employee's annual salary. The terms of the plan are governed solely by the plan documents. Please see the Business Office Manager for more information.

Disability Benefits

All faculty members who teach a minimum of five (5) periods a day and all staff who work thirty-two (32) hours or more per week are eligible for long-term disability coverage. The long-term disability plan is fully insured and administered by UNUM, and is entirely paid for by Cathedral. Benefits are available under the plan after you have been disabled (as defined in the plan) for ninety (90) days. The plan provides a benefit of 60% of monthly earnings to a maximum of \$6,000 per month. The plan also provides certain other benefits intended to assist employees in their transition back to work. The terms of the plan are governed solely by the plan document. Further information can be obtained from the Business Office Manager.

Employees of Cathedral who are unable to work due to illness, injury, or pregnancy may also be eligible to receive state-funded income protection insurance for the period of time that they are unable to work. The State determines eligibility for benefits. An employee may apply for disability benefits after being disabled for eight (8) days, or if hospitalized, after one (1) day of disability. Applicable forms can be obtained from the Business Office Manager, the local office of the Indiana Employment Development Department, or the employee's physician. If a physician deems an employee to be temporarily disabled, the employee cannot return to work without first submitting a medical release to the Business Office Manager.

LifeBalance

LifeBalance is part of the Union Central long-term disability policy and is designed to provide fast and convenient answers and advice on a wide range of topics. These topics include, but are not limited to, legal and financial issues, older adults and parenting resources, and personal and work-related problems. More information on this program can be obtained from the Business Office Manager.

Employee Assistance Program

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

All employees are eligible to use a professional, confidential counseling service, which is entirely paid for by Cathedral. This service is strictly confidential, and no employee's job security or promotional opportunity will be jeopardized because he or she has sought and conscientiously followed a program of treatment. However, voluntary participation in a treatment program is not a valid reason for continued poor job performance. Poor job performance resulting from apparent behavioral or personal problems is handled in the same manner as any other substandard performance. Reporting to work under the influence of drugs or alcohol, or possessing drugs or alcohol on Cathedral's property, will result in immediate termination. Employees who suspect they have a problem are urged to take advantage of Cathedral's employee assistance program and to follow through with any recommended treatment.

Retirement Plan

Cathedral maintains and administers a retirement plan for its eligible employees under Code Section 403(b). Generally, the plan permits eligible employees to make pre-tax contributions to the plan as a percentage of your compensation or a specified dollar amount. The maximum amount of compensation you can defer is the IRS allowable which can change from year to year. Please contact the Plan Administrator or Business Office Manager for details. An employee is always 100% vested in his/her elective deferrals.

Cathedral will match employee's pre-tax contributions 100% up to 4% of annual compensation. Employer matching contributions vest as set forth below:

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

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

Workers' Compensation

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

You must immediately report any on-the-job injury to your supervisor, regardless of how minor the injury may seem. Questions concerning our workers' compensation coverage should be directed to the Business Office Manager.

Cathedral does not provide workers' compensation coverage for injuries sustained during or as a result of an employee's voluntary participation in off-duty social, recreational, or athletic activities that are not part of an employee's work-related duties. If an employee is required or expected to participate in a recreational, social, or athletic activity as part of his or her job, however, workers' compensation coverage may apply.

TIMEKEEPING/PAYROLL

Compensation and Benefits Philosophy and Strategy

Cathedral High School provides employees with competitive compensation and benefits. Compensation and benefits at Cathedral High School typically includes: base pay, stipends, employee benefits, professional development and employee recognition programs.

To maintain our position as the leader in secondary education, our compensation and benefits package should enable us to attract and retain top talent while recognizing each employee's contributions through periodic assessment of performance and pay. Our compensation and benefits philosophy is designed to:

- Link compensation and benefits to the organizational expectations and individual performance;
- Provide a high level of consistency and fairness;
- Reflect competitive practices in the market where Cathedral High School operates;
- Strive for internal equity and reflect the internal relative value of positions across our organization; and
- Comply with applicable laws.

Pay Periods/Payroll

Nonexempt employees are paid biweekly, 26 pays per calendar year and exempt employees are paid semimonthly (15th and last working day of the month), 24 pays per year. When a pay date falls on a Saturday or holiday, paychecks will be distributed on the last working day prior to the weekend or holiday. When a payday falls on a Sunday, paychecks will be distributed on the first working day after the weekend. Federal, state, local income taxes, if any, and social security payments, all required by law, are deducted from gross earnings. Other employee authorized deductions may be for employee benefits, repayment of salary advances, United Way contributions, federal unemployment insurance, donations to our Annual Fund or Capital Campaign or a tax deferred annuity.

Payroll for Cathedral High School employees is processed by ADP. This service provides our employees with the option of having their check direct deposited. Employees can have their checks deposited into any financial institutions that they choose and may split their deposit into nine (9) different accounts. Forms for direct deposit are available in the Business Office.

Timekeeping Requirements

All nonexempt employees are required to complete and submit time sheets for each pay period. Nonexempt employee's record actual hours worked and leave taken. Any falsification of a time sheet will result in disciplinary action, up to and including discharge. Exempt employees are required to track and report to the Business Office use of paid days off.

Overtime Pay

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

Wage Garnishments

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

Expense Reimbursement

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

Credit Union

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

Work Schedules

The workweek commences at 12:01 a.m. Monday and ends at midnight Sunday. The standard workweek for a full-time employee is 37.5 hours.

For Faculty and Academic Advisors: 10- month schedule

Although the regular workweek is from 7:15 a.m. to 3:45 p.m., Monday through Friday, other work arrangements may be made between the employee and his/her supervisor, subject to the demands and limitations of the job and department. Supervisors have final approval for flextime requests and retain the authority to require the employee to return to a regular schedule should organizational need require it.

For Staff : 12- month schedule

Although the regular workweek is from 8:00 a.m. to 5:00 p.m., Monday through Friday, other work arrangements may be made between employee and his or her supervisor, subject to the demands and limitations of the job and department. Supervisors have final approval for flextime requests and retain the authority to require the employee to return to a regular schedule should organizational need require it.

Meal and Rest Periods

All nonexempt staff members may receive a paid ten (10) minute rest period for each four (4) hours worked or major fraction thereof, at the discretion of management and based upon departmental demands.

Non-exempt staff members who work five (5) hours or more receive an unpaid lunch break of thirty (30) minutes. Rest periods cannot be combined with the lunch break, but staff members may take up to a one (1) hour lunch break if desired. Staff members may not skip rest and meal breaks to shorten the workday, without the authorization of their supervisor.

Salary Advances

A salary advance may be given when a staff member is scheduled to take a vacation, up to the amount already accrued and scheduled for use during the vacation. A salary advance for any other reason requires approval of the President and may be granted only in emergency situations. Any staff member receiving a salary advance (other than for vacation) must pay back the entire advance through payroll deductions within thirty (30) days of receiving the advance. Salary advances for any reason are limited to three (3) per calendar year.

Notary Services

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

LEAVES OF ABSENCE**Jury and Witness Duty**

Regular full-time and regular part-time nonexempt and exempt employees who are called to serve on a jury will be granted up to two (2) weeks' paid leave and will be granted unpaid leave for the remainder of their jury duty. Employees may use any accrued but unused vacation time to cover the period of an unpaid leave. Temporary employees will be granted unpaid leave for the entire period of their service. Employees may keep any compensation received in exchange for their jury duty.

Exempt employees who are required to serve longer than two (2) full weeks and who do some work for Cathedral during each of the remaining weeks that they serve will continue to receive full pay while on jury duty.

All employees may be granted an unpaid leave if subpoenaed to serve as a witness in a legal proceeding in which they are not a party.

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

If an employee is required to participate in any legal actions on behalf of Cathedral, they will be compensated at their normal base pay rate and hours worked for the time spent.

Bereavement Leave

Regular full-time and regular part-time employees may be granted up to three (3) days of leave, paid at the employee's daily rate of pay, determined by the number of hours the employee is regularly scheduled to work per day, in the event of a death in the employee's immediate family. Immediate family is spouse, parents, parents-in-law, siblings, children, grandchildren, and grandparents. Faculty bereavement leave must be approved in the same manner as health days, as defined in the Health and Personal Days policy.

Time Off to Vote

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

Family and Medical Leave

Under the federal Family and Medical Leave Act of 1993, as amended (FMLA), an employee may be eligible for a period of job-protected unpaid leave if they meet the criteria set forth in the FMLA.

To qualify for FMLA Leave, an employee must be an employee of Cathedral High School, must have worked at the school for at least twelve (12) months, must have worked at least 1,250 hours during the past twelve (12) months, and must work at a location where the school employs at least fifty (50) employees within seventy-five (75) miles.

Types and Duration of FMLA Leave

- Basic FMLA Leave and Active Duty Leave
An employee may be eligible for up to twelve (12) weeks of unpaid leave in a rolling twelve (12) month period for the following reasons:
 - the birth of a child and to care for such child or placement for adoption or foster care of a child;
 - to care for an immediate family member (spouse, child under 18 years old or 18 and over that is incapable of self-care, or parent) with a serious health condition;
 - because of a serious health condition which renders you unable to work;
or

- “Active Duty Leave,” defined as leave due to any qualifying exigency arising out of the fact that your spouse, son (of any age), daughter (of any age) or parent, defined as a covered military member, is on active duty (or has been notified of an impending call or order to active duty) in the National Guard or Reserves or is a retired member of the Armed Forces or Reserves and has been notified of an impending call or order to active duty in support of a contingency operation. Active Duty Leave is not available to employees whose spouse, child, or parent is a member of the regular (i.e., full time) military.
- **Military Caregiver Leave**
 An employee also may take Military Caregiver Leave to care for a spouse, son (of any age), daughter (of any age), parent or next of kin (i.e., closest living relative) who is a current member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. A covered service member incurs a serious illness or injury for purposes of this paragraph when he or she is medically unfit to perform the duties of his or her office, grade, rank or rating.

Eligible employees are entitled to a total of twenty-six (26) weeks of unpaid Military Caregiver Leave during a single 12-month period. This single 12-month period begins on the first day an eligible employee takes Military Caregiver Leave and ends twelve (12) months after that date.

The leave entitlement described in this paragraph applies on a per-covered service member, per-injury basis. However, no more than twenty-six (26) weeks of leave may be taken within a single 12-month period by any covered employee. Even in circumstances where an employee takes other leave covered by the federal FMLA under numbers 1-4 in the Basic FMLA Leave and Active Duty Leave section above, the combined leave shall not exceed twenty-six (26) weeks during that 12-month period.

Definitions

- A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
 - (a) in-patient care (*i.e.*, an overnight stay) in a hospital or other medical care facility (including any period of incapacity or any subsequent treatment in connection with such in-patient care);
 - (b) a period of incapacity of more than three (3) consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves (i) treatment two (2) or more times by a health care provider or under the supervision of a health care provider within thirty (30) days of the start of the incapacity, or (ii) treatment by a health care provider on at least one (1) occasion within seven (7) days of the start of the incapacity which results in a regimen of continuing treatment under the supervision of a health care provider;
 - (c) any period of incapacity due to pregnancy, or for prenatal care;

- (d) any period of incapacity due to a chronic serious health condition requiring periodic visits of at least twice a year for treatment by a health care provider;
 - (e) a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, during which the employee (or family member) must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; or
 - (f) any period of absence to receive multiple treatments by a health care provider or under the supervision of a health care provider, either for restorative surgery after an accident or other injury, or for a condition that will likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.
- A “qualifying exigency” refers to the following circumstances:
 - (a) Short-notice deployment: to address issues arising when the notification of a call or order to active duty is seven (7) days or less;
 - (b) Military events and related activities: to attend official military events or family assistance programs or briefings;
 - (c) Childcare and school activities: for qualifying childcare and school related reasons for a child, legal ward or stepchild of a covered military member;
 - (d) Financial and legal arrangements: to make or update financial or legal affairs to address the absence of a covered military member;
 - (e) Counseling: to attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or child, legal ward, or stepchild of the covered military member;
 - (f) Rest and recuperation: to spend up to five (5) days for each period in which a covered military member is on a short-term rest leave during a period of deployment;
 - (g) Post-deployment activities: to attend official ceremonies or programs sponsored by the military for up to ninety (90) days after a covered military member’s active duty terminates or to address issues arising from the death of a covered military member while on active duty;
 - (h) Additional activities: for other events where the school and the employee agree on the time and duration of the leave.

A husband and wife, when both are eligible for FMLA and both work at the school, are eligible for either a combined twelve (12) weeks of unpaid leave for the birth or placement of a child or to

care for a parent who has a serious health condition. A husband and wife will be eligible for a combined twenty-six (26) weeks of unpaid Military Caregiver Leave as discussed above. If the husband or wife taking Military Caregiver Leave also takes leave for the birth or placement of a child or to care for a parent who has a serious health condition, that leave also may count toward the twenty-six (26) weeks of combined Military Caregiver Leave during a single 12-month period.

If the leave is foreseeable (birth or placement, planned medical care, leave due to active duty of immediate family member), the employee must provide at least thirty (30) days advance notice. If circumstances prevent providing the thirty days advance notice, then the employee should provide as much notice as possible.

If an employee fails to give the required notice for foreseeable leave with no reasonable excuse, the employee may be denied the taking of the leave until the employee provides adequate notice of need for the leave. Employees should make every reasonable effort to schedule medical treatments so as not to disrupt the ongoing operations of the department.

Intermittent leave also may be available depending upon an employees' serious health condition or an employee's immediate family member's serious health condition. Intermittent or reduced schedule leave for the birth or placement of a child for adoption or foster care may be taken only with approval from the Human Resources Department. Military Caregiver Leave may be taken intermittently or on a reduced leave schedule when medically necessary.

Employees taking intermittent leave must follow Cathedral High School's standard call-in procedures absent unusual circumstances.

An employee's reason for the leave must be covered under FMLA and they must provide a completed FMLA Certification of Health Care Provider Form supporting the need for the leave. A request for reasonable documentation of family relationship verifying the legitimacy of a FMLA Leave may also be required.

The employee will have fifteen (15) days in which to return a completed certification form following receipt of the form from Cathedral High School. If the employee fails to provide timely certification after being required to do so, they may be denied the taking of the leave under FMLA. If the certification form is incomplete or insufficient, an employee will be given written notification of the information needed and will have seven (7) days after receiving such written notice to provide the necessary information.

If there is reason to doubt the validity of the medical certification, a second opinion, at the expense of the Cathedral High School, related to the health condition may be required. If the original certification and the second opinion differ, a third opinion, at the expense of Cathedral High School, may be required. The opinion of the third health care provider, which Cathedral High School and the employee jointly select, will be the final and binding decision.

A request for Active Duty Leave must be supported by the Certification of Qualifying Exigency for Military Family Leave form as well as appropriate documentation, including the covered military member's active duty orders. A request for Military Caregiver Leave must be supported by the Certification for Serious Injury or Illness of Covered Service member form as well as any necessary supporting documentation.

Under certain circumstances as provided by law, including (but not limited to) situations in which the need or nature of the approved leave changes, Cathedral High School may, in its sole discretion, require recertification of your serious health condition.

Employees must substitute all accrued paid leave for unpaid FMLA Leave. If an employee requires leave in excess of the weeks for which they are eligible, they will not be assured a position with Cathedral High School upon their return.

During the approved FMLA Leave, the employee's coverage under Cathedral High School benefits will continue, but if the employee goes without pay, they must pay their share of health, dental, and voluntary life insurance premiums (if applicable).

Certain states require employers to provide greater or different job-protected leave to family members of persons in the military. When applicable, Cathedral High School complies with all such military family leave laws. When leave provided under one of these laws is covered under the federal FMLA, it also shall count toward the employee's federal FMLA entitlement and as FMLA Leave under this policy. These military family leave laws vary by state, and the employee should contact the Human Resources Department if you have questions about them.

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.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Employees on military leave for up to 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.

Contact the Business Office Manager for more information or questions about military leave.

Military Family Leave

Under the Indiana Military Family Leave Act, eligible employees will be able to spend time with family members who have been called up for active duty in the military.

To be eligible for military family leave, an employee must have been employed with Cathedral High School for at least twelve (12) months and must have worked at least 1,500 hours during the twelve (12) month period immediately preceding the leave.

The deployed family member must be either:

- a legal spouse as defined under Indiana Code 31-11-1;
- a biological mother or father; an adoptive mother or father; or a court-appointed guardian or custodian;
- a biological grandparent, or
- a brother or sister by blood, half-blood or adoption.

Eligible employees are provided an unpaid leave of absence of up to ten (10) working days (consecutive or non-consecutive) per year when the employee's family member, as defined above, who is a member of the U.S. Armed Forces, the U.S. Armed Forces Reserve Unit, or the Indiana Air or Army National Guard, is deployed for full-time military service on active duty orders for eighty-nine (89) days or longer. For purposes of this policy, a year shall consist of a rolling calendar year looking back from the date the leave is scheduled to begin.

Cathedral High School will require employees to use or exhaust any accrued paid time off prior to taking any unpaid time off for military family leave. Accrued paid time off taken under this policy shall count toward, and not be in addition to, the ten (10) working days of family military leave. Requests by employees for an exception to this requirement must be made in writing to the Human Resources Department and must state the reason for requesting the exception.

Health care benefits in which the eligible employee participated before taking leave under this policy will be continued during the leave period under the same conditions. An eligible employee taking leave under this policy still will be required to pay the employee's portion of the health care insurance premium normally withheld from the employee's paycheck.

An eligible employee may take up to a total of ten (10) unpaid working days (consecutive or non-consecutive) of military family leave during a year. The days may be taken during one (1) or more of the following periods, but may not exceed ten (10) days total:

- During the thirty (30) days before active duty orders are in effect;
- During a period in which the family member ordered to active duty is on leave while active duty orders are in effect; and/or
- During the thirty (30) days after the active duty orders are terminated.

An eligible employee who wants to take an unpaid military family leave under this policy must request leave under the policy by providing written notice of the date the leave will begin, including a copy of the active duty orders if available, to the employee's direct supervisor or the Human Resources Department. The notice must be given at least thirty (30) days before the date on which the employee intends to take the leave, unless the active duty orders are issued less than thirty (30) days before the date the requested leave is to begin. In that situation, notice should be provided as soon as possible after the active duty orders are issued.

To the extent an employee's military family leave also qualifies for some other type of leave (such as FMLA); such leaves shall run concurrently to the full extent allowed by law.

Personal Leave

Employees are expected to maintain a continuous record of employment. However, the management at Cathedral recognizes that it may be necessary for an employee to be excused from work for personal reasons. In such cases, employees must submit a request for a personal leave of absence as far in advance as possible. All requests will be given every consideration consistent with the urgency and need of the employee's circumstances, the employee's job performance, and the department's workload. Authorization for such personal leaves of absence is fully at the discretion of the President.

Personal leaves of absence are without pay and may be applied for by full- and part-time employees who have completed one (1) year of service. Failing to return to work upon completion of the leave or working for another employer during the leave without prior approval will be considered a voluntary termination.

A personal leave of absence of no more than thirty (30) days will not be considered an interruption of continuous service with respect to benefit plans. Employees on personal leaves of more than thirty (30) days may continue insurance coverage by paying the cost of the monthly premium. Benefits that normally accrue for hours worked will not accrue during a leave. Upon returning from a personal leave, an employee will have the same amount of seniority as when the leave began. All personal leaves are granted at the discretion of the President, based on our needs related to your position and the hardship that might result from your absence at a particular time.

WORK CONDITIONS AND SAFETY

Safety Policy

To assist in providing a safe and healthful work environment for employees, customers, and visitors, Cathedral has established a workplace safety program. This program is a top priority for Cathedral. Cathedral has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Each employee is expected to comply with occupational safety and health standards and all rules and regulations, and orders issued relative to Occupational Safety and Health Act (OSHA) which are applicable to his/her own actions.

All employees must wear the appropriate safety equipment required to perform their job safely or while in certain designated areas of the work environment. If you are unsure what safety equipment you are required to wear at any given time, please feel free to refer to your immediate supervisor or the Vice Principal of Student Affairs.

It is the responsibility of the Director of Maintenance and Facilities to oversee proper care, storage, and maintenance of all equipment and potentially hazardous materials (including chemicals such as toner or cleaning agents). The maintenance staff regularly conducts safety reviews of work areas and takes steps to correct any potentially hazardous situations.

If an accident results in an injury, no matter how minor the injury may be, you are still required to report the incident to your immediate supervisor or to the Vice Principal of Student Affairs at Cathedral. At the time the injury occurs, the need to see a doctor will be determined. In all states where workers' compensation laws or procedures allow, workplace injuries will be seen by a

physician selected by Cathedral. Reports of injury are necessary to comply with the laws and initiate insurance and workers' compensation benefits.

Please note that in the event you do not report an accident or injury, there may be a delay in the benefits paid, including the possibility that medical bills will not be paid at all.

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

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Vice Principal of Student Affairs at Cathedral. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

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 Vice Principal of Student Affairs at Cathedral or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Security

Cathedral strives to provide a secure work environment for employees, students, volunteers, and visitors. We provide for the security of our buildings and facilities by maintaining alarms and locking doors. We ask that you comply with all security procedures established in your work area and that you immediately report any breach of security to your manager.

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

All employees must immediately report lost or stolen keys or missing school property to their supervisor. Copying or giving keys or lock combinations to an unauthorized individual may be considered grounds for immediate dismissal.

EMPLOYEE CONDUCT AND DISCIPLINARY PROCEDURES

Drug and Alcohol-Free Workplace

It is Cathedral'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 Cathedral's premises and while conducting business-related activities off Cathedral's premises, no employee may distribute, sell, or be under the influence of alcohol or use, possess, sell, or be under the influence of illegal drugs. The 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 questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Business Office Manager to receive assistance or referrals to appropriate resources in the community.

Substance Abuse Education and Treatment

Cathedral offers regular training to the Vice Principal for Student Affairs to assist in identifying and addressing substance abuse on the job. Rehabilitation is the employee's responsibility. For employees who seek help in overcoming drug and alcohol abuse problems, Cathedral offers both medical benefits for substance abuse treatment and information about community resources for treatment. An employee who voluntarily enters a substance abuse treatment program will not be penalized for doing so, however an employee who requests assistance after engaging in conduct which may lead to discipline or discharge under this policy is still subject to such discipline.

Employees who violate the drug and alcohol-free workplace policy may, at the discretion of the President, be required to attend a rehabilitation or drug abuse assistance program as an alternative or in addition to disciplinary action. Employees given this opportunity must satisfactorily participate in the program as a condition of continued employment.

Smoking

Cathedral strives to provide a healthful, safe, and comfortable working environment for all employees, customers, and visitors. Smoking by employees, customers, and visitors is therefore prohibited throughout all buildings, buses, vans, entire campus, etc. or while representing Cathedral at extra-curricular functions.

This policy applies equally to all employees, customers, and visitors. Cathedral will not discharge, refuse to hire, or in any manner retaliate against an employee, applicant for employment, or customer because that employee, applicant, or customer exercises their right to smoke outside of the workplace.

An employee has the right to report a violation of this policy to a manager at Cathedral or to the City Prosecutor. Cathedral will take no adverse action against any employee or applicant for employment due to his/her report regarding a violation of the no smoking policy.

Conviction Notification

An employee who is convicted of violating a criminal drug statute in the workplace must inform the President or the assigned designee (including pleas of guilty or nolo contendere) within five (5) days of the conviction. Failure to so inform Cathedral may result in disciplinary action up to and including termination of employment.

Use of Facilities and Property

Employees are asked to treat school property as they would their own. Specifically, employees are to keep their own work area and common areas clean and well maintained. Employees should limit their use of school equipment to work-related purposes. Employees are required to receive supervisory approval before removing any school property from the premises.

Use of Personal Automobile

Employees who use their own automobiles for travel on authorized school business will be reimbursed for mileage at the rate established by the Internal Revenue Service. Employees must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

Time and Attendance Policy

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

Personal Appearance and Cleanliness

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Cathedral presents to customers and visitors.

During school hours or when representing Cathedral, employees are expected to present a clean, neat, and tasteful appearance. They should dress and groom themselves according to the requirements of their position and accepted social standards. This is particularly true if their job involves dealing with employees, students, volunteers, parents or visitors in person.

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

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Tank tops, tube or halter tops, or shorts may not be worn under any circumstances.
- Mustaches and beards must be clean, well trimmed, and neat.
- Hairstyles are expected to be in good taste and well trimmed.
- Unnaturally colored hair and extreme hairstyles, such as spiked hair, do not present an appropriate professional appearance.
- Offensive body odor and poor personal hygiene is not professionally acceptable.

- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, are not professionally appropriate and must not be worn during business hours.
- Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
- Visible excessive tattoos and similar body art must be covered during business hours.
- Men are required to wear ties.
- Women are required to wear skirts of appropriate length or pants (no capri pants or skorts).
- Tennis shoes may not be worn except by physical education teachers while conducting class.
- Clothing should not be distracting.

Anti-Harassment Policy and Complaint Procedure

Cathedral is committed to developing a work environment free of unlawful discrimination and harassment. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Cathedral expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment.

Definitions of Harassment

I. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purpose of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or offensive working environment.

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

II. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that derogates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, national origin, age, disability, marital status, citizenship or any other characteristic protected by law or that of his/her relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

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

Individuals found to be performing such harassing conduct may be subject to disciplinary action, up to and including termination.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to Cathedral (e.g., an outside vendor, consultant, or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meeting and business-related social events.

Retaliation Is Prohibited

Cathedral encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Cathedral to investigate such reports. Cathedral prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Reporting an Incident of Harassment, Discrimination or Retaliation

Cathedral encourages reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victims of harassing conduct should discuss their concerns with their immediate supervisor or any member of management.

In addition, Cathedral encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Cathedral recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures.

Complaint Procedures

If for any reason an individual does not wish to address the offender directly, or if addressing the offender does not successfully end the offensive conduct, the individual should notify his/her immediate supervisor or a member of management. In addition, there may be instances in which an individual seeks only to discuss matters with one of the Cathedral designated representatives, and such discussion is encouraged.

An individual reporting harassment, discrimination or retaliation should be aware, however, that Cathedral may find it necessary to take action to address such conduct beyond an informal discussion. This decision will be discussed with the individual.

As noted above, individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with their supervisor or any member of management.

Cathedral encourages the prompt reporting of complaints or concerns so that rapid and corrective action can be taken before relationships become irreparably damaged. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Retaliation against an individual for reporting harassment or discrimination or for participation in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination. Acts of retaliation should be reported immediately and will be investigated and corrective action taken promptly. Corrective action may include, retraining, referral to counseling and/or disciplinary action up to and including termination, withholding of a promotion or pay increase, reassignment, or temporary suspension without pay as deemed appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to Cathedral's President.

Confidentiality

Cathedral will make all reasonable efforts to maintain the confidentiality of all parties involved in a harassment investigation. Confidentiality, however, cannot be guaranteed. For example, some details or identities may need to be revealed in order to fully investigate the harassment complaint.

False Claims of Sexual Harassment, Retaliation, and/or Discrimination

In order to cover all possibilities of misconduct, Cathedral reserves the right to discipline employees who have falsely accused another of sexual harassment, retaliation, and/or discrimination. This does not mean that a complaint will be considered "false" solely because it cannot be corroborated.

Conclusion of Harassment Policy

Cathedral has developed this policy to ensure that all its employees can work in an environment free from harassment, discrimination and retaliation. Cathedral will make every reasonable effort to ensure that all necessary persons are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has any questions or concerns about these policies should talk with the Business Office Manager.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of Cathedral prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Complaint Procedures

Any employee who has a complaint concerning a policy or its application may raise the issue through the open door policy or according to procedures outlined in this policy. If an employee feels that he or she is being subjected to any reprisal for raising an issue, that employee should immediately take the matter directly to the President.

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

All complaints will be handled in a timely manner. Cathedral's goal is to resolve a complaint within twenty (20) working days from the time of its initiation. If an extension or a reduction of the time limit becomes necessary, all parties involved will be notified. Employees may not initiate a complaint challenging the substance of a performance evaluation or the termination of employment.

Disciplinary Procedures

The purpose of this policy is to state Cathedral's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

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

Cathedral's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

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

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

Cathedral recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Cathedral.

Generally, when an employee is believed, in the opinion of his or her supervisor, to have a job performance problem or to be engaging in behavior that is unacceptable or counterproductive, the employee will be given an opportunity to improve his or her performance or behavior to an acceptable level by means of a formal corrective action/disciplinary process. However, the following list, though not complete, gives examples of behaviors that can result in immediate termination of employment:

- Breaching confidentiality.
- Violating the drug and alcohol-free workplace policy.
- Theft-including, but not limited to, the removal of school property or the property of another employee or student from school premises without prior authorization.
- Walking off the job without supervisory approval.
- Working for another employer while on a leave of absence without prior consent of the President.
- Fighting, roughhousing, abusive language, or conduct that is hostile or disrespectful toward a student, coworker, supervisor, board member, volunteer, or any person associated with or served by Cathedral.
- Disregarding established safety procedures: knowingly creating an unsafe work situation for self or any colleague.
- Falsifying or altering records or time sheets.
- Refusing to perform a work-related duty when directly instructed to do so by a supervisor or member of management.
- Possessing a weapon or firearm on school property.
- Unauthorized use or dissemination of proprietary information.
- Violating Cathedral's equal opportunity or anti-harassment policies.
- Unauthorized use of school property, including vehicles.

Exit Interviews

The Human Resources Consultant may conduct a confidential interview with each employee who terminates employment with Cathedral prior to the last day of work. These conversations enable Cathedral to gather important information about personnel policies and procedures that may be of benefit to many other employees. Although exit interviews are not mandatory, employees are encouraged to participate in them and to speak frankly about their employment experience with Cathedral.

EMPLOYEE COMMUNICATIONS

Personal Mobile Phones

Faculty members are asked to limit use of personal mobile phones in their classrooms to emergencies only.

Personal Use of Cathedral Phones

Although occasional personal phone calls are to be expected, please confine your use of the phones to school business as much as possible. Should circumstances require that you place a long-distance call, employees are asked to use a personal calling card or call collect.

Confidentiality of Voice Mail and Electronic Mail

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

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

Confidentiality/Non-Disclosure

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

- computer processes
- computer programs and codes
- customer lists
- customer preferences
- financial information
- marketing strategies
- new materials research
- pending projects and proposals
- proprietary production processes
- research and development strategies
- scientific data
- scientific formulae
- scientific prototypes
- technological data
- technological prototypes
- student records

All records, history, and discussions about the students served at Cathedral must be considered private and kept in confidence. Employees may not disclose any information about a student to anyone outside this organization unless so permitted by the parents of the student. Information about students may be disclosed only if prior to the release of information, a release of information form is explained to and completed by a student eighteen (18) years or older or a parent of a student under eighteen (18). Information about students may be disclosed if required by law. In the event any disclosure of student information is requested, such requests should be directed to the President.

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets, student information or confidential school business information may be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

More on Student Records

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

Speaking to the Media

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

Internal Communication

Frequent, open communication of information about our operations, programs, and activities is an essential ingredient in maintaining a productive working environment. To encourage understanding and dialogue among colleagues, Cathedral provides a number of vehicles to facilitate communication. Email bulletins are published, as needed. Individuals who wish to contribute to the bulletin are encouraged to email their announcements to the Principal's Administrative Assistant. All employees have access to a computer calendar which will set forth dates, times and places of events. Bulletin boards are maintained in the faculty lounge posting memos, job openings, and information about your rights as an employee. Cathedral reserves the right to determine what may be posted on bulletin boards and to remove notices that are outdated or inappropriate for the work environment. Employees are expected to read published and posted information and to attend meetings in order to keep informed about available activities and opportunities.

If an employee wishes to reserve a room in the Student Life Center, they must submit a written request to the Vice Principal for Student Affairs. If employees wish to reserve space in the R.V. Welch Activity Center, they must submit a written request to the Assistant Director of Athletics. If an employee wishes to reserve a room in the Hood Conference Room, they must let the Principal's Administrative Assistant know of the request. If employees wish to reserve any other space on campus, they must submit a written request to the Principal's Administrative Assistant.

Faculty and staff meetings are held to provide an opportunity for all employees to hear directly from the President and Principal about Cathedral's progress towards annual goals. Attendance at faculty and staff meetings is required.

Faculty meetings are held for a variety of reasons. Attendance at faculty meetings is required. Monthly group meetings after school are the norm and will be announced in advance by email. Faculty who are unable to attend, should contact the Principal.

The Student Life Council consists of students, faculty, staff and parents. This group meets monthly to discuss issues that are relevant to a good school climate.

School Improvement Committees have been established to continuously monitor progress toward goals set forth in the School Improvement Plan and the Five Year Strategic Plan. All faculty and staff are expected to participate in this process.

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

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



**Cathedral High School
Receipt for the
2009 – 2010
Employee Handbook**

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

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Cathedral's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President of Cathedral has the ability to 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 acknowledge that I either have electronic access to the handbook at anytime located on www.mybenergy.com or if I do not have electronic access to the handbook I have been given a hard copy of 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.

I also acknowledge there are hard copies of the handbook in the following locations for my review at anytime:

- President's Office
- Principal's Office
- Executive Vice President's Office
- Vice Principal of Student Affairs Office
- Faculty room - 2nd floor - Kelly Hall
- Vice Principal of Academic Affairs Office
- Director of Transportation's Office
- Faculty Room of Loretto Hall
- Cunningham Fine Arts in the Cunningham Building
- Business Office

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____