



# *The Diocese of New Jersey*

## EMPLOYEE HANDBOOK

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# 1. WELCOME

August 15, 2018

Greetings,

Welcome to the staff of the Diocese of New Jersey. We are excited that you have decided to become a part of this committed team which supports the Bishop and Diocese of New Jersey in serving Jesus Christ's mission of reconciliation in this part of God's dominion. As a diocese, we trace our roots to the very beginnings of The Episcopal Church, which was organized following the American Revolutionary War just as the new nation was being organized. Although our heritage is the Church of England, we are a distinctly American Church that is an autonomous branch of the worldwide Anglican Communion. The basic organizing unit of The Episcopal Church is a diocese. The 144 congregations that exist in the southern two-thirds of the State of New Jersey (from Elizabeth to Cape May) are part of the Diocese of New Jersey (Episcopal churches in the upper one-third of the State of New Jersey are part of the Diocese of Newark which has its own bishop and its own office).

As a member of the team we want to assure you that you are in a supportive workplace. We strive to be a fair and just employer. This Employee Manual offers information about a wide range of topics that affect you as a member of the team. I encourage you to read it thoroughly. If you have any questions or concerns about anything in it, please feel free to speak to me, Phyllis Jones, Ann Notte or Pat Hawkins about these.

It is my hope and prayer that your experience as a member of our diocesan team will be fulfilling for you. Again, welcome.

Faithfully yours in Christ,

A handwritten signature in black ink, appearing to read "W. H. Stokes". The signature is written in a cursive style with a large, sweeping flourish at the end.

The Right Reverend William H. Stokes, D.D.  
12<sup>th</sup> Bishop of New Jersey

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# 3. INTRODUCTION – PURPOSE OF HANDBOOK, DISCLAIMERS, AND EMPLOYEE RELATIONS PHILOSOPHY

## PURPOSE OF HANDBOOK

*THE EPISCOPAL CHURCH  
WELCOMES YOU!*

This Employee Handbook is designed to introduce employees to the Diocese of New Jersey, familiarize them with the Diocese of New Jersey’s policies, provide general guidelines on work rules, benefits and other issues related to their employment and to help answer many questions which may arise.

The policies in this Employee Handbook are only guidelines. This handbook is not a contract of employment and nothing contained in this handbook can be construed as to create a contract, express or implied, between the Diocese of New Jersey and any employee.

The Diocese of New Jersey reserves the right to change, delete, suspend, or discontinue any policy, benefit or provision in this handbook at any time and for any reason, without prior notice, except as otherwise required by applicable law or canon, with respect to current and future employees. Any change or modification of any policy, benefit or provision in this Employee Handbook must be in writing, adopted and approved in writing by the Bishop and/or President of the Standing Committee and/or their designee.

If at any time the Diocese of New Jersey fails to enforce any policy set forth herein, such failure shall not affect the Diocese of New Jersey’s ability to enforce such policy at a later date. If any provision of this handbook is inconsistent with applicable law, such provision shall be deemed modified to the minimum extent possible to bring it into compliance with such applicable law.

This Employee Handbook supersedes any and all previous Employee Handbooks and any other Diocese of New Jersey policies, whether written or oral, concerning the topics covered in this handbook.

## OUR EMPLOYEE RELATIONS PHILOSOPHY

Committed to our Baptismal Covenant to seek and serve Christ in all persons, to strive for justice and peace among all people, and to respect the dignity of every human being, the Diocese of New Jersey seeks to promote a professional employment environment that offers opportunity for development and advancement. We approach our personnel policy through the lens of the Five Marks of Mission and expect our employees to do likewise, as befits their position. The Diocese of New Jersey does not have a religious requirement for employment, but all employees are expected to respond to human need by loving service, to seek to transform unjust structures of society, to challenge violence of every kind, to pursue peace and reconciliation, and to strive to safeguard the integrity of creation.

What you can expect from us:

- Fair pay and benefits
- Written employment policies
- A workplace in full compliance with the law
- A workplace free of harassment and violence
- Performance appraisals based on written job descriptions
- Training and development appropriate to your position

What we expect from you:

- Teamwork
- Performance to your fullest potential
- Observance of the law and our workplace values
- A commitment to quality
- Honesty, truthfulness and integrity
- Support of the mission of the Diocese of New Jersey

### *THE FIVE MARKS OF MISSION:*

- 1. TO PROCLAIM THE GOOD NEWS OF THE KINGDOM*
- 2. TO TEACH, BAPTIZE & NURTURE NEW BELIEVERS*
- 3. TO RESPOND TO HUMAN NEED BY LOVING SERVICE*
- 4. TO SEEK TO TRANSFORM UNJUST STRUCTURES OF SOCIETY, TO CHALLENGE VIOLENCE OF EVERY KIND, AND TO PURSUE PEACE AND RECONCILIATION*
- 5. TO STRIVE TO SAFEGUARD THE INTEGRITY OF CREATION AND SUSTAIN AND RENEW THE LIFE OF THE EARTH*



## 4. VALUING DIVERSITY AND DIGNITY AT WORK

### EMPLOYMENT AT-WILL

*WE STRIVE FOR PEACE  
AND JUSTICE FOR ALL  
PEOPLE.*

The Diocese of New Jersey is committed to ensuring fair treatment of all employees. This means providing a workplace environment in which all persons are respected, encouraged and supported in performing the tasks they have been assigned.

The Diocese hopes that its employees will remain employed with the Diocese for a long time. However, employment with the Diocese is voluntarily entered into, and the employee is free to resign at will at any time, for any reason, with or without cause or notice. Similarly, the Diocese may terminate the employment relationship at will at any time, for any reason, with or without cause or notice. This policy of employment at-will is not to be modified by any statements contained in this or any other employee handbooks, manuals, or other materials provided to employees in connection with their employment.

This manual replaces and supersedes all prior manuals and written policies of the Diocese that are inconsistent with its provisions. The various matters discussed in this manual are of great importance but are not to be considered an exhaustive list of all Diocesan rules, regulations and policies. The Diocese reserves the right to modify its policies, benefits and regulations as it deems necessary at its sole discretion.

**This manual is not a contract of employment nor does it guarantee employment for any specified length of time. Completion of an introductory period or attainment of regular status will not restrict the at-will nature of employment.**

**These provisions supersede all existing policies and practices.**

### EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Diocese of New Jersey that equal employment opportunity be afforded to all without regard to religion (to an extent consistent with Church Canons), race, color, national origin, age, sex, military status, disability, familial status, sexual orientation, gender identity, or gender expression.

Employees who require reasonable accommodation due to disability or sincerely held religious beliefs should notify the Chief Operating Officer or the Bishop in order to determine which accommodations can be reasonably provided.

- 1) Reasonable Accommodation for Disability  
Employees are encouraged to inform the Chief Operating Officer or Bishop of any physical or mental disability that may require a reasonable accommodation to allow the employee to

perform the essential functions of their position, and to suggest reasonable accommodations. Medical documentation may be required to assist in this process. Any information obtained by the Diocese that relates to an employee's physical or mental disability will be treated as confidential medical information. This section pertains to prospective employees as well as current employees.

2) Reasonable Accommodation for Religion

The Diocese of New Jersey is committed to complying with all applicable laws that require employers to reasonably accommodate an employee or prospective employee whose sincerely held religious belief, practice, and/or observance conflicts with a work requirement.

If you have a conflict with a work requirement due to a sincerely held religious belief, practice, and/or observance, you should promptly inform your supervisor, the Chief Operating Officer, or the Bishop. Each employee requesting a religious accommodation must cooperate with the Diocese's efforts to determine whether a reasonable accommodation can be granted.

## ANTI-HARASSMENT POLICY

The Diocese of New Jersey is committed to maintaining a work environment that is free from sexual harassment and other forms of discriminatory harassment. Harassment by anyone (including supervisors, decision-makers, co-workers, consultants, vendors and other non-employees) is prohibited. If you feel you have been a victim of any form of harassment, information about reporting it can be found in the "Resolving Conflict" section of this manual.

*WE SEEK TO TRANSFORM  
UNJUST STRUCTURES OF  
SOCIETY, TO CHALLENGE  
VIOLENCE OF EVERY KIND  
AND TO PURSUE PEACE AND  
RECONCILIATION.*

1) Prohibition of Sexual Harassment

The Diocese of New Jersey's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: 1) submission to such conduct is made an express or implicit condition of employment; 2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or 3) such conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: 1) unwelcome sexual advances – whether they involve physical touching or not; 2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or 3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment:

1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; 2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; 3) displaying sexually suggestive objects, pictures, cartoons; 4) unwelcome leering, whistling, deliberate brushing against the body in a

suggestive manner, sexual gestures, suggestive or insulting comments; 5) inquiries into one's sexual experiences; or 6) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against the Diocese of New Jersey's policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

## 2) Prohibition of Other Types of Discriminatory Harassment

It is also against the policy of the Diocese of New Jersey to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, sexual orientation, age, national origin, disability, gender identity or other protected category (or that of the individual's relatives, friends, or associates) that: 1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; 2) has the purpose or effect of interfering with an individual's work performance; or 3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: 1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, disability, or gender identity; and 2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, disability, or gender identity and that is circulated in the workplace, or placed anywhere in the Diocese of New Jersey's premises such as on an employee's desk or workspace or on Diocese of New Jersey equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against the Diocese of New Jersey's policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

## SAFE CHURCH

*WE STRIVE TO RESPECT THE  
DIGNITY OF EVERY HUMAN  
BEING.*

The Diocese of New Jersey is committed to preventing abuse and neglect among children and youth involved in church activities and services. All Diocesan employees are required to complete the training identified in "Respecting the Dignity of Every Human Being: A Manual for the Health of the Church and its People, Sexual Misconduct: Prevention, Procedures, Resources." All new employees are expected to complete the first training within 3 months of hire. New employees who work directly with children are required to complete the training prior to starting work. If that is not possible, the policy must be discussed with the supervisor before starting work

and the training completed as soon as possible, but in no case more than three months after starting work. Online refresher training is required every 5 years.

## ANTI RACISM

The Episcopal Church is committed to work against the sin of racism and has directed all dioceses to provide anti-racism training. All employees of the Diocese of New Jersey are required to complete anti-racism training as soon as possible after hire.

## SECURITY POLICIES AND PROCEDURES

The Diocese of New Jersey strives to achieve a difficult balance – both as a warm, friendly, and welcoming environment and, at the same time, one that is safe and secure for all who use our building. All employees will be provided with a copy of the most current Safety and Security Policies and Procedures. These policies and procedures will be reviewed on a regular basis during a weekly staff meeting to ensure that procedures are being followed and to assess whether or not additional security measures may be needed.

## 5. ENGAGING IN GOD'S MISSION

### JOB POSTINGS

Open positions will be announced first at staff meetings providing current employees an opportunity to indicate their interest in advance. Subsequently, they will be advertised externally as appropriate for the position. Announcements of open positions will include a description of the essential duties and responsibilities of the position as well as the qualifications considered necessary. Positions will be filled on the basis of qualifications such as education, training, experience, ability, skills and other relevant qualifications including, when appropriate, how current experience with the Diocese of New Jersey strengthens their application. All applicants for a position will receive notification of the decision.

*WE BELIEVE IN  
MEANINGFULLY SERVING  
AND INTERACTING WITH  
OUR WIDER COMMUNITY.*

### IMMIGRATION LAW COMPLIANCE

The Diocese of New Jersey 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 the Diocese of New Jersey within the past three years, or if their previous I-9 is no longer retained or valid.

The verification process must take place within 3 business days of the date on which the individual starts work.

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

### JOB OFFER CONTINGENCIES

In its discretion, the Diocese may make any offer of employment contingent upon successful completion of a reference check, background check, drug test, and/or verification of any license, certification, degree, or transcript.

### HIRING OF RELATIVES

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal

conflicts from outside the work environment can be carried into day-to-day working relationships. Therefore, relatives of persons currently employed by the Diocese may not be hired, nor may spouses of members of the clergy serving in the Diocese be hired.

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.

## JOB DESCRIPTIONS

A written job description will be provided for each position. The job description is to be used as a guide in selecting personnel, assigning and evaluating responsibilities, assessing performance, and determining reasonable accommodations. From time to time, the Diocese may review, and, in its discretion, modify a position's job description.

If you have any questions about your job duties or responsibilities, or if you believe that your job description does not accurately reflect your actual duties and responsibilities, you should bring these issues to the attention of the Bishop or the Chief Operating Officer.

## PERFORMANCE EVALUATIONS

### *FOOLS DESPISE WISDOM AND INSTRUCTION. (PROVERBS 1:7)*

The Diocese assumes that every employee wants to do his or her best job. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the introductory period.

Additional performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, recognize and encourage strengths, and discuss positive, purposeful approaches for meeting personal and Diocesan goals.

Performance evaluations are generally scheduled annually, coinciding with the anniversary of the employee's date of hire. In connection with this review, you will also be asked to do a self-evaluation. Factors that will be considered in performance reviews include your quality and quantity of work, job knowledge, dependability, adaptability and other factors related to your position. Performance reviews may be held more frequently if an employee's job classification or performance changes significantly or if it is determined that more frequent reviews may be necessary or helpful.

## EMPLOYEE CLASSIFICATIONS

Under specific conditions of federal and state law, employees in certain positions who are compensated on a salary basis and whose job duties and responsibilities meet certain legal criteria are not subject to overtime provisions of the law. Because these positions are not covered under those provisions,

administrative, professional and executive positions are said to be “exempt” from these provisions. All other positions are covered by such provisions and are referred to as “non-exempt.”<sup>1</sup>

Upon hire, each employee is designated as either EXEMPT or NON-EXEMPT from federal and state wage and hour laws. Because they are excluded from specific provisions of the law, EXEMPT employees are not eligible for overtime pay. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of the law.

Classification as EXEMPT or NON-EXEMPT is included in the job description and you will be informed of your initial employment classification during the hiring process. If there is a change in your employment classification, your Supervisor or the Chief Operating Officer will inform you of such change.

**Administrative, Professional & Executive Positions  
Clerical & Maintenance Positions**

**Exempt  
Non-exempt**

Non-exempt employees may be paid either hourly or on a salaried basis. Whether salaried or paid on an hourly basis, they must be paid overtime for any hours worked in excess of 40 hours per week.

#### EMPLOYEE CATEGORY/STATUS

#### *KNOW YOUR STORY – LIVE IT BOLDLY*

In addition to the federal and state classifications listed above, each employee will be categorized as either a temporary, introductory, or regular employee and with a status as either full-time, part-time, or part-time without benefits.

- 1) **Temporary** employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as worker’s compensation insurance and Social Security), they are ineligible for the Diocese’s other benefit programs.
- 2) **Introductory** employees are new or rehired employees whose performance is being evaluated to determine whether the new member of staff has the ability to meet the requirements of the job and can fulfill the conditions of employment. Employees who satisfactorily complete the introductory

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<sup>1</sup> According to federal regulations, an “employee employed in a bona fide administrative capacity” is one who is compensated on a salary basis of at least \$455/week (\$23,660/yr), “whose primary duty is office or non-manual work directly related to the management or general business operations of the employer or the employer’s customers; and whose primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.”

period will be notified of their new employment category. The standard introductory period will be 90 days from the start of service.

Any significant absence will automatically extend the introductory period by the length of the absence. If the Diocese determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

- 3) **Regular, full-time** employees are those who are not assigned to a temporary or introductory category and who are regularly scheduled to work the full-time schedule. Generally, they are eligible for the Diocese's benefit programs, subject to the terms, conditions, and limitations of each benefit program.
- 4) **Regular, part-time** employees are those who are not assigned to a temporary or introductory category and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular, part-time employees may be eligible for some benefits sponsored by the Diocese, subject to the terms, conditions, and limitations of each benefit program.
- 5) **Part-time Without Benefits** employees are those who work less than 20 hours per week. While they receive all legally mandated benefits (such as worker's compensation insurance, Social Security and Unemployment Insurance), they are not eligible for the benefit programs sponsored by the Diocese.

## PERSONNEL RECORDS

The Diocese of New Jersey maintains personnel records for each of its employees and makes every effort to ensure that the information contained in these records is accurate and up-to-date. The personnel file contains demographic information, records of training, documentation of performance evaluations and salary increases, and other employment records.

It is the responsibility of each employee to promptly notify the Diocese of any changes in personnel data. Personal mailing and email addresses, telephone numbers, number and names of dependents, changes in marital/domestic partner status, individuals to be contacted in case of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Chief Operating Officer, the Business Manager and the Diocesan Benefits Administrator.

Personnel files are the property of the Diocese of New Jersey, and access to the information they contain is restricted. Generally, only executive staff of the Diocese who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Bishop or the Chief Operating Officer . With reasonable advance notice, employees may review their own personnel files in the Diocesan office and in the presence of an individual appointed by the Diocese. Employees may not alter or remove any document in their file. They may add a written response to be included in their file with notice to the Bishop or the Chief Operating Officer.

*THE DIOCESE OF NEW  
JERSEY SUPPORTS  
DREAMERS. WE ARE A  
SANCTUARY DIOCESE.*



## EMPLOYMENT REFERENCE CHECKS

The Diocese of New Jersey will respond in writing only to those reference check inquiries that are submitted in writing. Response to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry. An exception to this policy may be made for clergy who may be the subject of Bishop to Bishop calls when moving to a different diocese.

## STANDARD WORK HOURS

*WHAT DOES GOD  
REQUIRE OF US BUT TO  
DO JUSTICE, LOVE  
MERCY AND WALK  
HUMBLY WITH OUR  
GOD. (MICAH 6:8)*

Diocesan House is officially open from 9:00 a.m. to 5:00 p.m., Monday through Thursday, and 9:00 a.m. to 4:00 p.m. on Friday. The standard work week for full time employees consists of 39 hours per week, Monday through Friday. One 60 minute meal break each day is included in these hours. Employees are entitled to be relieved of all active responsibilities and restrictions during their meal break.

The Diocese will advise each employee of their standard work hours upon hire. From time to time, employees may be required to work different or additional hours depending upon the operational and staffing needs of the Diocese.

In its sole discretion, the Diocese may grant employees staggered hours, evening hours, or other flexible work schedules. Such schedules are not guaranteed and are permitted at the discretion of Bishop or the Chief Operating Officer in light of the employee's needs and the business needs of the Diocese.

Non-exempt employees are required to obtain prior written approval from the Bishop or the Chief Operating Officer for work performed off-site and/or outside their normal work hours. Prior approval is required for all such work, including but not limited to, any time worked from home, time spent checking work email, and work related time spent on mobile devices.

## SUMMER SCHEDULE

The Diocese of New Jersey offers reduced summer hours. Accordingly, from Memorial Day through Labor Day, the work schedules of all employees will be modified and the hours the Diocese is officially open will be 9:00 a.m. to 4:00 p.m., Monday through Friday. The summer schedule may be changed at the discretion of the Bishop or the Chief Operating Officer to meet the operational and staffing needs of the Diocese. Salaries and benefits will not be affected by the reduced number of hours.

## TIMEKEEPING

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require the Diocese to keep an accurate record of time worked. Time worked is all the time actually spent on the job performing assigned duties as well as any actual time spent working from home, including but not limited to, checking work email and work related time spent on a mobile device.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

## COMPENSATION

Upon hire, the Diocese will inform you, in writing, of your starting hourly rate or salary, as applicable. The Diocese reserves the right to modify an employee's compensation at any time, upon written notice to the affected employee, in accordance with applicable law.

## OVERTIME

Working schedules are designed to minimize the need for overtime. From time to time, however, it may be necessary for an employee to work overtime hours to meet business needs. In such instances, your supervisor, the Bishop, or the Chief Operating Officer will provide as much advance notice as possible of the need for you to work overtime.

Non-exempt employees are required to obtain approval from their supervisor, the Bishop, or the Chief Operating Officer for all overtime hours worked. A non-exempt employee who works unapproved overtime will be paid for such overtime but may be subject to disciplinary action, up to and including termination of employment.

*GUIDE US TO PERCEIVE  
WHAT IS RIGHT, AND  
GRANT US BOTH THE  
COURAGE TO PURSUE IT  
AND THE GRACE TO  
ACCOMPLISH IT. (BCP,  
818)*

Non-exempt employees may not take compensatory time off in lieu of overtime pay.

## PAY PROCEDURES

All employees are paid bi-weekly on Fridays. If a regularly scheduled payday falls on a national, state, or Diocesan observed holiday, you will receive your pay on the day preceding such holiday. Pay checks will include earnings for all work performed by you for the two weeks preceding the pay date.

You may choose either to receive a paper check, or to have your pay directly deposited into your bank account. To receive a direct deposit, you must provide advance written authorization to the Business Manager. Employees who elect direct deposit of their pay will receive a paper and/or electronic receipt.

Please review your pay check or direct deposit information for errors. If you find a mistake, please report it immediately to the Business Manager so that necessary steps may be taken to correct any error.

## PAY ADVANCES

In the event of a personal emergency, employees may submit a written request for a pay advance to the Chief Operating Officer indicating the nature of the emergency involved. The Chief Operating Officer will evaluate the request and determine whether a pay advance can be granted.

## REIMBURSEMENT OF JOB EXPENSES

With prior approval from your supervisor, you may be reimbursed for expenses incurred in carrying out your job responsibilities. Reimbursable expenses may include, but are not limited to, mileage or other transportation cost, meal allowance and room charge if an overnight stay is required. Employees will be reimbursed for all approved business and travel expenses upon submission of receipted expense reports within thirty days of incurring the expense.

## STATUTORY BENEFITS

### 1) Worker's Compensation Insurance

The Diocese of New Jersey provides a comprehensive worker's compensation insurance program at no cost to employees. This program provides medical, time loss, permanent disability and survivor benefits. The program's intent is to fulfill the Diocese's legal obligations, serve to maintain good employer/employee relations and facilitate the effective utilization of resources. Subject to applicable legal requirements, worker's compensation insurance provides benefits, after a waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. Neither the Diocese of New Jersey nor the insurance carrier will be liable for the payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by the Diocese of New Jersey.

### 2) Withholding and Social Security

In accordance with applicable law, unless the employee is classified as self-employed (as in the case of clergy or contract employees) the Diocese will withhold from your pay federal, state, and local income taxes, and the employee portion of Social Security and Medicare taxes. In the event that an employee is exempt from payment of Social Security taxes, an amount equal to one half of the Social Security rate on earned wages will be provided as additional taxable income.

*GIVE THEREFORE TO THE  
EMPEROR THE THINGS THAT  
ARE THE EMPEROR'S. (MATT  
25:21)*

### 3) State of NJ Unemployment Insurance

As a religious organization, the Diocese of New Jersey is exempt from New Jersey Unemployment Compensation laws, however, the Diocese voluntarily participates in the New Jersey Unemployment

Insurance program. In accordance with state laws, the Diocese will withhold the mandated employee tax for this coverage.

## OTHER PAYROLL DEDUCTIONS

In addition to income tax and Social Security deductions, the Diocese will also deduct any other legally mandated deductions (such as attachments, garnishments, and child support orders). The Diocese may also make authorized voluntary deductions from your pay check. These deductions may include, but are not limited to, any employee contributions toward insurance premiums as may be required by the Diocesan Convention, as well as any other voluntary deductions such as contributions to a retirement account.

# 6. PROVIDING FOR THE WELFARE OF DIOCESAN STAFF

## TIME OFF POLICIES

All paid time off begins to accrue on the date of hire for all eligible employees and is pro-rated for the first year. Eligible employees include Introductory, Regular Full-time, and Regular Part-time employees. Vacation time off cannot be used until after 3 months of employment (the introductory period). Other paid time off may be used if necessary at the discretion of the employee’s supervisor, the Bishop, or the Chief Operating Officer.

1) Vacation Benefit

Vacation time off with pay is offered to all employees to provide opportunities for rest, relaxation, and personal pursuits. The amount of paid vacation time employees receive each year is as follows:

*Non-exempt employees*

*Years 1-4: 10 days per year (.83 days per month)*

*Years 5+: 15 days per year (1.25 days per month)*

*Exempt employees*

*Years 1+: 20 days per year (1.67 days per month)*

Vacation time shall be scheduled according to work requirements. When an official holiday falls within an approved vacation period, the day shall be charged to holiday time, not vacation time.

Vacation time may not be carried over into the following year without the approval of the employee’s supervisor. The maximum that may be carried over is one week of earned vacation time which must be used prior to March 31 of the following year. Any accruals above this maximum shall be forfeited.

Vacation time is paid at the employee’s current base pay rate. It does not include overtime or any other special forms of pay.

Upon separation of employment, employees shall be paid for any unused accrued vacation time prorated from January 1 to their last day of employment.

2) Personal Days

Personal days are paid time that employees may use at their discretion. Personal days must be requested in advance except in the case of emergency. All employees receive 3 personal days per year. Unused personal days cannot be carried over. Personal days that have not been used are forfeited upon termination.

3) Holidays

The Diocese of New Jersey observes the following holidays:

New Year's Day	January 1
Martin Luther King, Jr.	Third Monday in January
President's Day	Third Monday in February
Diocesan Convention	Monday following the Convention in March
Holy Thursday – Half Day	Thursday before Easter
Good Friday	Friday before Easter
Easter Monday	Monday after Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11 (or as observed)
Day before Thanksgiving – Half Day	Wed. before the Fourth Thursday in November
Thanksgiving	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas*	December 25

\* Diocesan House closes after the scheduled Staff Christmas Party in December and reopens on the first business day after New Year's Day in January.

Most days immediately preceding a holiday, or a holiday weekend are half days.

Changes to this schedule may be made at the discretion of the Bishop.

The Diocese of New Jersey will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday unless otherwise determined by the Bishop or the Chief Operating Officer.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), a day of paid absence will be granted at another time as mutually acceptable to the Diocese and the employee.

#### 4) Sick Leave

The purpose of sick leave is to provide income protection for employees who must absent themselves because of personal illness or disability, medical care, or to care for an ill family member.

Sick leave benefits are calculated at the rate of 10 days per year. Unused sick leave benefits can be carried over and may be accumulated to a maximum of 20 days. Once an employee's sick leave benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence unless other arrangements have been made with the supervisor.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be required verifying the beginning and expected ending dates of the sick leave needed. Such verification may be requested for other sick leave absences as well. Special consideration at the discretion of the Bishop may be recommended in cases of protracted illness.

*IF I AM TO STAND UP, HELP ME TO STAND BRAVELY. IF I AM TO SIT STILL, HELP ME TO SIT QUIETLY. IF I AM TO LIE LOW, HELP ME TO DO IT PATIENTLY. AND IF I AM TO DO NOTHING, HELP ME DO IT GALLANTLY. (BCP, 461)*

Before returning to work from a sick leave absence of 6 calendar days or more, an employee may be required to provide a physician's verification that he or she may safely return to work.

#### 5) Emergency Closings

At times, emergencies such as severe weather, fire, power failure, etc. may disrupt Diocesan operations and such emergencies may require the closing of Diocesan House for part of a day, an entire day, or more. If an emergency situation such as inclement weather or a power outage occurs mid-day and requires the closing of Diocesan House, employees are encouraged to leave as soon as practicable to ensure their own safety and that of their visitors to Diocesan House.

In the event of an emergency situation that does not require the closure of Diocesan House, individual circumstances may still affect an employee's ability to come to work. The safety of Diocesan staff and visitors is paramount in any emergency situation and therefore all staff are advised to use discretion in these situations. No pressure is extended from the Diocese of New Jersey, at any time, that would encourage employees to take unsafe chances to attend work.

Diocesan House will be closed under any of the following situations:

1. Power outage expected to last beyond 1 hour or when unsafe conditions exist
2. Heat is not available during the winter months
3. Trenton Public Schools are closed
4. The governor declares a weather emergency and asks people to stay off the roads
5. Local police request that vehicles remain off the roads (whether for weather related or other local emergencies)

6. Any other situation at the discretion of the Bishop

In the event of closure, all employees will receive their regular rate of pay for the day(s) while Diocesan House is closed.

6) Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Up to four days of paid bereavement leave will be provided to all employees. Any employee may, with the supervisor's approval, use any available paid leave for additional time off as necessary.

The Diocese of New Jersey defines "immediate family" as the employee's spouse, parent, child, or sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

7) Jury or Witness Duty

*TEACH OUR PEOPLE TO  
RELY ON YOUR  
STRENGTH AND TO  
ACCEPT THEIR  
RESPONSIBILITIES TO  
THEIR FELLOW CITIZENS.  
(BCP, 822)*

The Diocese encourages employees to fulfill their civic responsibility by serving jury duty when required. Employees who are required to serve on federal, state, county, municipal or grand jury, or who are subpoenaed to appear as witnesses, shall be excused from work in order to be in compliance.

Employees must show the jury duty summons or subpoena to their supervisor within a minimum of three business days of receipt, so that the supervisor may make arrangements to accommodate their absence.

Employees serving in such capacity shall receive their regular pay. The Diocese will continue to provide health insurance benefits, if applicable, for the full term of the jury duty absence. Any pay received for jury service shall be kept by the employee.

8) Military Leave

A military leave of absence will be granted to employees to attend scheduled drills or training or if called to active duty with the US armed services or New Jersey National Guard. The leave will be unpaid, however employees may use any unused vacation paid time off for the absence.

Subject to the terms, conditions, and limitations of the applicable insurance plans for which the employee is otherwise eligible, health insurance benefits will be provided by the Diocese for any military leave of absence of no more than 31 days. If the military leave of absence is longer than 31 days, health insurance benefits will be available to the employee under terms similar to those of COBRA.

Vacation, sick leave and holiday benefits will continue to accrue during a military leave of absence.



Employees on two-week active duty training assignments or inactive duty training drills are required to return to work after the end of the training. Employees on longer military leave must apply for re-employment in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual.

9) Medical and Family Leave

This section describes the policies that apply to Medical and Family leaves of absence for employees due to illness or injury (serious health condition) for self or a family member; or, leave due to birth or adoption. The Diocese of New Jersey is exempt from the New Jersey Family Leave Act and the Federal Family & Medical Leave Act, however in the spirit of the provisions of these laws, the following benefits are provided.

*LET JUSTICE ROLL DOWN  
LIKE WATERS AND  
RIGHTEOUSNESS LIKE AN  
EVERFLOWING STREAM.  
(AMOS 5:24)*

The Diocese of New Jersey carries short term disability insurance on all regular full or part- time employees who work 20 hours or more per week. This plan provides income replacement if the employee is unable to work for up to a maximum of one year. In addition to disability, this plan also covers maternity leave.

For the purpose of providing family leave when necessary, the following definitions apply.

**Definitions:**

**Family Member:** A spouse, domestic partner, civil union partner, child, or parent.

**Parent:** A person who is the biological parent, adoptive parent, foster parent, stepparent, parent-in-law or legal guardian, having a “parent-child relationship” with a child defined by law, or having sole or joint legal or physical custody, care, guardianship, or visitation with a child.

**Child:** A biological, adopted, or foster child, stepchild, legal ward, or child of a parent who is (1) under 18 years of age; or (2) 18 years of age or older but incapable of self-care because of a mental or physical impairment.

**Intermittent Leave:** Leave time taken on a periodic basis.

**Reduced Leave Schedule:** Leave schedule that reduces the normal number of hours worked per workweek.

**Serious Health Condition:** An illness, injury, impairment, or physical or mental condition which requires: (1) inpatient care in a hospital, hospice, or residential medical care facility; or (2) continuing medical treatment or continuing supervision by a health care provider.

**Family Leave Policy**

A family leave of absence is defined as an absence from work for a specific period to care for a family member with an illness or injury (serious health condition). In addition, family leave for birth or adoption is approved leave from employment to enable an employee to provide necessary care by reason of the birth or adoption of a child by the employee and/or spouse.

For employees taking family leave to care for a family member for a serious illness or for birth or adoption, the maximum leave allowed is four (4) weeks. Paid leave time must include accrued vacation and up to a maximum of 50% accrued sick time. Leaves are taken with the understanding

that the employee will return to work at the conclusion of the leave. An employee on an approved medical or family leave of absence may not work for any other employer.

Intermittent or reduced schedule leaves are allowed for medical or family leave for self and family members only and not allowed for birth or adoption. Intermittent or reduced schedule leaves may be taken over a 12 month period.

An employee wishing to take a family leave or an intermittent or reduced schedule leave should make their request in writing to the Chief Operating Officer as early as possible before the requested leave. Medical certification or other documentation justifying the leave may be required. If an extension of a previously approved leave is needed, the employee must request the extension in writing before the expiration of the previously approved leave.

*WE SEEK TO CARRY OUT LIVES OF COMPASSION AND CHARITY, AND TO SPREAD THE GOOD NEWS OF THE GOSPEL TO A WORLD THAT IS HUNGRY FOR GOD.*

#### **Benefits during Medical/Family Leaves of Absence**

Employees on short term disability or on paid leave for a family member, or birth or adoption, will continue to enjoy full benefits. The Diocese shall maintain coverage under any group health insurance plans that were in effect at the time the leave began..

Sick and vacation time accruals will continue for the remainder of the month in which the unpaid medical leave commences. When an employee returns from leave, sick and vacation time will begin to accrue for the month in which the employee returns to work provided he/she returns on or before the fifteenth of that month. If an employee returns from a leave after the fifteenth of the month, then sick and vacation time will start to accrue at the beginning of the following month. Seniority held prior to the commencement of the leave of absence will be retained. Holidays which fall during an unpaid medical leave of absence will not be granted.

#### **Return from Leave**

An employee who takes a medical leave under this policy, upon expiration of the leave is entitled to be restored to the position he/she held when the leave commenced or an equivalent position with the same seniority, status, employment benefits, pay and other terms and conditions of employment. If a layoff occurs while the employee is on leave, the employee will be treated as if he/she were not on a leave relative to any layoff provisions.

Upon returning from a medical leave, the employee must present a medical statement from his/her personal physician that states the employee is able to return to work without limitations.

## INSURANCE

The Diocese of New Jersey offers group health, dental, life, and disability (income replacement) insurance for all eligible employees. Eligible employees are those who are categorized as Regular Full-time, and Regular Part-time employees (including during the Introductory period). Employees are eligible for insurance benefits beginning on the first of the month following the date of hire.

Any information about insurance provided to you by the Diocese is provided for informational purposes only and should not be viewed as investment, tax, legal, or other advice. In the event of a conflict between the information provided and the official plan documents, the official plan documents will govern.

### 1) Health Insurance

As required by Resolution A177 of the General Convention of 2009, health insurance is offered to all eligible employees through the Denominational Health Plan administered by the Church Medical Trust (a member of the Church Pension Group). Employees who are eligible to participate in the plan are those who are scheduled to work at least 1000 hours per year. Those who are scheduled to work between 1000 and 1500 hours per year may be asked to pay the entire premium for their health insurance if they elect to participate.

*THE CHURCH MEDICAL TRUST IS COMMITTED TO PROVIDING ACCESS TO COST-EFFECTIVE, COMPREHENSIVE HEALTH BENEFITS.*

Each year, the Benefits Committee of the Diocese selects a standard plan for which the Diocese must pay 100% of the premium for the level of coverage elected by each eligible employee who works at least 1500 hours per year. Employees may choose any of the plans offered within the Diocese, however the employee may have to pay a portion of the premium if they choose a plan with a premium that is higher than the standard plan chosen by the Benefits Committee for that year.

Information about the available plans and the premium costs for the upcoming year is available from the Diocesan Benefits Administrator in September and Open Enrollment occurs in October. New employees must be enrolled in the health insurance plan within 30 days of hire. Any eligible employee may opt out of health insurance only if they demonstrate that they have approved coverage from another source (such as a spouse's employee plan, a previous employer's plan, a government sponsored plan, etc.)

### 2) Dental Insurance

Dental benefits are provided through insurance with Delta Dental of New Jersey. Employees who are scheduled to work at least 1000 hours per year or more are eligible for the dental plan.

### 3) Life Insurance

The Diocese of New Jersey provides group life insurance through the Church Life Insurance Corporation for its eligible employees (those who are scheduled to work at least 1000 hours per year or more). This benefit includes life insurance and coverage for accidental death and dismemberment.

*THE CHURCH PENSION GROUP PROVIDES COMPREHENSIVE RETIREMENT, HEALTH AND LIFE INSURANCE BENEFITS THROUGH ITS AFFILIATED COMPANIES: THE EPISCOPAL CHURCH MEDICAL TRUST, THE CHURCH PENSION FUND, AND THE CHURCH LIFE INSURANCE CORPORATION.*

Supplemental Group Life Insurance is also available from the Church Pension Group at the employee's expense.

4) Short Term Disability Insurance

Short term disability insurance is a benefit that is provided to clergy through their participation in the Clergy Defined Benefit Pension Plan through the Church Pension Group. The Diocese of New Jersey also provides short term disability insurance through the Church Pension Group for eligible lay employees (those who are scheduled to work at least 1000 hours per year or more).

Short term disability benefits provide income replacement for employees who are unable to work due to disability from illness or injury (other than disabilities covered by worker's compensation) for up to a year.

5) Long Term Disability Insurance

Long term disability insurance is provided to clergy through their participation in the Clergy Defined Benefit Pension Plan through the Church Pension Group.

## PENSION

As mandated by the Constitution and Canons of The Episcopal Church, the Diocese of New Jersey participates in the pension plans provided through the Church Pension Group (CPG).

All clergy working for the Diocese of New Jersey participate in the Clergy Pension Plan as required.

Lay employees who are scheduled to work at least 1000 hours per year or more are enrolled in the Lay Defined Contribution Plan. The Diocese contributes 14% of the employee's salary to this plan and the employee may also contribute a percentage of his/her income to the plan if they choose.

Information on the pension plans can be found at [www.cpg.org](http://www.cpg.org).

*THE CHURCH PENSION  
FUND, FOUNDED IN  
1917, IS A SEPARATELY  
INCORPORATED  
FINANCIAL SERVICES  
ORGANIZATION THAT  
SERVES THE EPISCOPAL  
CHURCH.*

# 7. PROFESSIONAL STANDARDS AND WORKPLACE VALUES

*GIVE US GRACE TO DO  
YOUR WILL IN ALL THAT  
WE UNDERTAKE. (BCP,  
387)*

The successful administrative operation and reputation of the Diocese of New Jersey is built upon the principles of fair and ethical conduct of our employees. Our continued success is dependent upon the trust of the members of the Diocese. We are dedicated to preserving that trust. Employees owe a duty to the members of the Diocese, the people we serve, to act in a way that will merit the continued trust and confidence of the public. Our reputation for

integrity and excellence requires careful observance of all applicable laws and regulations, as well as a regard for the highest standards of conduct and personal integrity.

In general, the use of good judgment, based on high ethical principles, will guide members with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed with an immediate supervisor and, if necessary, with the Bishop or the Chief Operating Officer for advice and consultation.

## ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are important measures of staff performance. Absences and lateness place a burden on co-workers and adversely affect the efficient operation of the Diocese. If an employee must be absent, he or she should contact their supervisor and the receptionist at Diocesan House as soon as possible before their normal starting time. Excessive absences or tardiness will lead to disciplinary action up to and including termination of employment.

## PERSONAL APPEARANCE/ATTIRE

The Diocese believes that appropriate dress and personal grooming create a favorable image for the Diocese. Employees are expected to use common sense and good judgment in choosing their attire and are expected to maintain high standards of personal neatness and cleanliness. The Diocese reserves the right to determine if particular attire is inappropriate for the Diocesan office environment, to inform you of this, and to ask that the attire be changed.

The policy on personal appearance/attire applies to regular business hours at Diocesan House and to any meetings or events, whether on or off site, and during business hours or after hours at which you represent the Diocese.

## VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and the facilities at the Diocese of New Jersey, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter the Diocese of New Jersey at the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the Diocese of New Jersey's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

## WORKPLACE SAFETY

The safety of employees and guests is of utmost importance. All employees must be thoroughly familiar with, and comply with, safety rules and procedures. Your supervisor will inform you of all safety rules and procedures to be followed in case of fire or accident. Everyone must be alert to the existence of potential safety hazards in the workplace. If you observe unsafe working conditions, report them immediately to your supervisor or to the Chief Operating Officer.

*ADDITIONAL INFORMATION  
CAN BE FOUND IN OUR  
SAFETY AND SECURITY  
POLICIES AND PROCEDURES.*

The Diocese of New Jersey strives to provide a workplace that is safe from hazards and potential injury. When an accident does occur, first aid or emergency medical care is always the initial course of action. Once the safety of anyone involved has been secured, an incident report must be completed. Information should be obtained from any injured party and any witness to the incident, and reported on an incident report form provided by the Office Manager. No matter how slight an injury may appear to be, completing an incident report is necessary for the protection of all involved and to determine if a hazard needs to be addressed.

## OUTSIDE EMPLOYMENT

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with the Diocese of New Jersey. An employee is required to notify the Chief Operating Officer of outside employment, in a paid or volunteer position, to avoid conflict of interest. All employees will be evaluated by the same performance standards and will be subject to the Diocese of New Jersey's scheduling demands, regardless of any existing outside work requirements.

If the Diocese of New Jersey determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Diocese of New Jersey as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Diocese of New Jersey.

## CONFIDENTIALITY

Employees of the Diocese of New Jersey may have access to various types of confidential information. Such information should be used solely for the purpose of performing the employee's job. Any documents containing confidential information are to be stored in secured filing cabinets and, when discarded will be shredded.

Confidential information shall include but not be limited to, the following:

- information that is considered confidential by federal or state statute, regulation, order or other law
- information that is considered confidential under Canon Law of The Episcopal Church and/or the Diocese of New Jersey
- information that would constitute an unwarranted invasion of personal privacy such as pastoral information
- compensation data
- financial information
- pending projects and proposals

An employee who discloses confidential information to others without a legitimate need to know that information may be subject to disciplinary action up to and including termination of employment.

## HEALTHY COMMUNICATION

The Diocese of New Jersey is committed to health communication among our staff and with our members. To this end, we encourage clear, respectful communication directly with those involved. Guidelines for healthy communication include but are not limited to the following:

*LET NO EVIL TALK COME  
OUT OF YOUR MOUTHS,  
BUT ONLY WHAT IS  
USEFUL FOR BUILDING UP  
... SO THAT YOUR WORDS  
MAY GIVE GRACE TO  
THOSE WHO HEAR.  
(PROVERBS 4:29)*

- treat others as you wish to be treated
- go to the source first, don't triangulate
- be honest and straightforward
- use clear messages, say what you mean
- don't act as another's agent
- listen without judgement
- avoid gossip
- identify confidential information, if not sure, ask
- speak only what you know to be true
- communicate with courtesy, politeness and kindness

## CONFLICT OF INTEREST

Employees have an obligation to conduct business within guidelines that prevent actual or potential conflicts of interest. This policy establishes only the framework within which the Diocese of New Jersey wishes the business to operate. The purpose of these guidelines is to provide general direction so that, if necessary, employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Chief Operating Officer for more information or questions about conflicts of interest.

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 the Diocese of New Jersey's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence over transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of the Diocese of New Jersey 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 the Diocese of New Jersey does business, but also when an employee or relative receives any canonical incentive, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Diocese.

## GIFTS

Employees may not accept any item or items of value over \$50.00 annually from a person or entity doing business or who may wish to do business with the Diocese unless fair consideration is given in return and such item is disclosed to and approved by the Chief Operating Officer.

## MEDIA RELATIONS

Except for those employees who are explicitly authorized to do so, employees are not to speak with the media on behalf of the Diocese of New Jersey. Media inquiries are to be referred to the Canon for Communications, the Bishop or the Chief Operating Officer.

## PROTECTION OF PERSONAL VALUABLES

Employees are advised not to bring valuable articles or large sums of money to work. The Diocese does not assume responsibility for lost or stolen goods. In the event that any personal property is lost or stolen on the premises, please report such loss or theft to your supervisor or to the Bishop or the Chief Operating Officer.

## DOOR LOCKS AND ALARM CODES

Employees will be provided with lock and alarm codes as may be necessary for them to access buildings in the course of their work at the Diocese. The codes are not to be shared with other employees or with anyone outside the Diocese of New Jersey staff.



## USE OF PERSONAL CAR FOR BUSINESS

You may be asked to travel in your personal vehicle on business. If you do use your personal vehicle for business, you will be required to present a current, valid driver's license and proof of current automobile liability insurance. Submit a copy of your current driver's license and insurance to your immediate supervisor before using your personal vehicle for business. When there is a change in your license or insurance, you must provide updated copies. If there is a change in the status of your driver's license, for example a suspension or revocation, notify your supervisor immediately. Employees are not permitted to use their personal vehicle for business if their driver's license or automobile insurance is not current and valid at the time.

## INFORMATION TECHNOLOGY POLICY<sup>2</sup>

Due to the rapidly changing nature of technology and the use of electronic communication systems, this policy cannot address every possible situation. Instead, it expresses the Diocese's philosophy and sets forth general principles to be applied to the use of electronic communication systems and technological resources.

### 1. Access to Resources

The internet is accessible via any networked device that can physically or wirelessly access the network. Only trusted entities (staff and guests) are allowed access to the network. All trusted entities are held responsible for their activities on the network.

### 2. Usage Guidelines

Employees are provided with network accounts, internet access, and email accounts to conduct diocesan business. The Diocese recognizes that there will be occasional personal usage of the resources but requires that these activities remain moderate and reasonable.

#### a. Prohibited Uses

- i. Transmission, retrieval, or storage of any data or communications of a discriminatory or harassing nature.
- ii. Transmission, retrieval, or storage of any data or communications containing abusive, profane, or offensive language or images.
- iii. Copying or distribution of copyrighted materials without expressed consent.
- iv. Setting up of fraudulent accounts or making of fraudulent purchases.
- v. Unauthorized disclosure of personal or confidential information.
- vi. Intentionally damaging, modifying or removing hardware, software, or data, whether physically or electronically.
- vii. Installing unauthorized software on any diocesan technology equipment.

### 3. Electronic Communications Policy

Electronic Communications resources are provided to staff in order to facilitate their work. Any and all data, information and messages transmitted using these systems are the property of the Diocese.

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<sup>2</sup> Taken from the Information Technology Acceptable Usage and Privacy Policy dated November 17, 2008.

Diocesan email accounts (@dioceseofnj.org) are to be used for business purposes only and all business related email shall be sent using a diocesan email address. No electronic communications may be sent that hide or misrepresent the sender.

#### 4. Privacy

The Diocese respects the individual privacy of its employees, however, all computer files, voicemails, emails, and other data residing on the network remain the property of the Diocese and should not be considered private or personally confidential.

This information may be subject to investigation, search, and review by senior staff when doing so serves the legitimate business interests and obligations of the Diocese.

***NOTHING EVER REALLY  
GOES AWAY ON THE  
INTERNET.***

Employees should be aware that even when a file or message is deleted, or when a web session is closed; it may still be possible to recover the file, message, and/or website. The Diocese of New Jersey reserves the right to monitor usage of its technological resources at any time. All of the aforementioned data and/or communications may be disclosed to law enforcement or to other third parties as required by law.

#### 5. Security

All technological resources belonging to the Diocese are to be accessible at all times and are subject to inspection without notice. The Diocese may override any applicable passwords or codes to inspect, investigate, or search any employee's files and messages. All passwords must be made available to the Chief Operating Officer upon request. Except when required by this policy, passwords are not to be shared with anyone and no one is permitted to access any technological resources using the password of another employee.

Data may not be encrypted or encoded without the express written consent of the Chief Operating Officer and any passwords, encryption keys or codes must be submitted to the Chief Operating Officer so that the encrypted or encoded information can be accessed in your absence.

## SOCIAL MEDIA POLICY

The Diocese supports the rights of employees to freely interact on social media. Because the lines between personal and professional are easily blurred on social media, the Diocese provides the following guidelines for social media use. It is not the intent of the Diocese to infringe upon or restrict personal expression or interaction on social media in any way, but rather to encourage the thoughtful use of social media to avoid any detriment to oneself, other employees, or the Diocese.

For the purposes of this policy, the term "social media" includes email, text messages, blogs, wikis, and social networks and online forums such as, but not limited to, Facebook, Twitter, Instagram, YouTube, LinkedIn, Google Hangouts, and any other platform for social or personal interaction by electronic means.

Employees are encouraged to be aware of the potential issues raised by combining elements of their personal and professional lives while using social media. While you are free to post anything you wish on personal accounts, keep in mind that as an employee of the Diocese of New Jersey, your postings are also a reflection on the Diocese.

Suggested guidelines for use of social media:

- 1) Unless expressly authorized to do so, do not attribute any posting as representing the thoughts, beliefs, or actions of the Diocese.
- 2) Do not use any Diocesan logos or trademarks without explicit written permission to do so.
- 3) Internal or confidential information that has not been released to the public is not to be shared.
- 4) The privacy rights of others must always be honored. Do not post pictures, stories, or discussion of events involving others without first obtaining permission from those involved.
- 5) Remember that anything posted on the internet does not simply disappear once deleted. Cached pages, screenshots, and sharing by others prevent posts from being completely and permanently removed.
- 6) Employees can be held legally liable for posting anything protected by copyright, defamatory, libelous or otherwise unlawful.

## RECYCLING

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

Special recycling receptacles have been set up to promote the separation and collection of the following recyclable materials at Diocesan House:

- computer paper
- white high grade or bond paper
- ledger paper
- mixed or colored paper
- newspaper
- corrugated cardboard
- brown paper bags
- aluminum
- glass
- plastics

*TO STRIVE TO SAFEGUARD  
THE INTEGRITY OF  
CREATION AND SUSTAIN  
AND RENEW THE LIFE OF  
THE EARTH.*

The simple act of placing a piece of paper, a can, or a bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

The Diocese of New Jersey encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:

- communication through computer networks via email
- posting memos for all employees
- two-sided copying
- computerized business forms
- routing slips for reports
- eliminating fax cover sheets

- reusing paper clips, folders, and binders
- turning off lights when not in use

Whenever possible, employees of the Diocese of New Jersey are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

By recycling, the Diocese of New Jersey is helping to solve trash disposal and control problems facing all of us today.

## SMOKING

Smoking is prohibited on the premises of the Diocese of New Jersey.

## ALCOHOL AND ILLEGAL DRUG USE

It is the Diocese of New Jersey's desire to provide a drug-free, healthy, and safe workplace. To promote this goal, employees are required to work in an appropriate mental and physical condition to perform their jobs in a satisfactory manner.

At times, alcohol may be served at Diocesan or local church events. In these instances the Diocese of New Jersey Policy on Alcohol Use at Church Functions must be followed. Except in instances where the use of alcohol falls within the parameters of the policy of the Diocese, it is prohibited to use or be under the influence of alcohol while conducting business related activities on or off the premises of the Diocese of New Jersey.

While on the Diocese of New Jersey premises and while conducting business related activities off the Diocese of New Jersey premises, no employee may use, possess, distribute, 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 the Chief Operating Officer to receive assistance or referrals to appropriate resources in the community. They may raise their concerns without fear of reprisal.

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

## WEAPONS PROHIBITED

Employees and visitors are prohibited from possessing firearms or ammunition on the premises of the Diocese of New Jersey.

## VIOLENCE IN THE WORKPLACE

*OUR BISHOP IS A MEMBER OF BISHOPS UNITED AGAINST GUN VIOLENCE.*

The Diocese of New Jersey is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Diocese of New Jersey has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s sex, race, age, sexual orientation, gender identity, or any characteristic protected by federal, state, or local law.

All threat of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Bishop or the Chief Operating Officer or any other member of management. This includes threats by employees, as well as threats by vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

The Diocese of New Jersey will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. In order to maintain workplace safety and the integrity of its investigation, the Diocese of New Jersey may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Diocese of New Jersey encourages employees to bring their disputes or differences with other employees to the attention of their supervisor, the Bishop or Chief Operating Officer. . The Diocese of New Jersey is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

## CONSCIENTIOUS EMPLOYEE PROTECTION ACT (PROTECTION FOR WHISTLEBLOWERS)

The New Jersey Conscientious Employee Protection Act (CEPA) protects employees from retaliatory discharge arising out of “whistle blowing” activities. A protected employee is someone who reasonably refuses to engage in and/or reports in writing his or her reasonable belief those activities of the Diocese of New Jersey are illegal or wrongful. If any employee reasonably believes that some policy, practice, or activity of the Diocese of New Jersey or a co-worker is in violation of the law, a written complaint must be filed by that employee with the employee’s supervisor.

The Diocese of New Jersey will not retaliate against employees who in good faith have made a protest or raised a complaint against, disclosed, or threatened to disclose, to a supervisor or public body, any activity, policy, or practice of the Diocese of New Jersey or of another individual or entity with whom the Diocese of New Jersey conducts business, on the basis of the employee’s reasonable belief that the activity, policy or practice is in violation of a law, or a rule or regulation mandated by law, is fraudulent, or criminal, or is incompatible with a clear mandate of public policy concerning the public health, welfare, safety or protection of the environment.

Employees are protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of the employee’s supervisor in writing, and provides the Diocese of New Jersey with a reasonable opportunity to investigate and correct the alleged unlawful activity.

## BEHAVIORS NOT TOLERATED

Employees of the Diocese of New Jersey are required to adhere to the highest standards of ethical professional behavior. The following list is indicative (but not exhaustive) of behavior the Diocese will not tolerate, which may be the basis for disciplinary action, up to and including termination of employment:

*ALL ARE ENCOURAGED  
TO SPEAK TRUTH TO  
POWER.*

- Falsifying employment application, time records for self or others, or other Diocesan records
- Insubordination, including but not limited to, the refusal to promptly follow instructions of supervisors or to perform any assigned task
- Theft of or, willful misuse, destruction or damage to Diocesan property or the property of other employees
- Using abusive, offensive, threatening or otherwise inappropriate language
- Use or threat of physical violence against any employee or visitor of the Diocesan office
- Making false, misleading, or malicious statements about other employees, the Diocese or Diocesan practices
- Conduct which causes another employee, visitor, or vendor embarrassment, loss of dignity, feelings of intimidation or loss of opportunity, including all forms of discrimination and harassment
- Gambling on Diocesan premises or while on Diocesan business
- Reporting to or engaging in work while under the influence of intoxicants or illegal substances
- Use, possession, or sale of intoxicants, including alcohol or controlled substances on Diocesan premises or while on Diocesan business
- Possession of a firearm or ammunition while on Diocesan premises or while on Diocesan business
- Violation of established safety rules or safety practices
- Disclosure of confidential information

- Theft, fraud, or misappropriation of property belonging to the Diocese, to another Diocesan employee, or to someone who is visiting
- Unauthorized posting or removing of bulletins or notices on Diocesan property
- Unauthorized possession, use, copying, accessing, or reading of Diocesan records, or disclosure of information contained in such records to unauthorized persons
- Disregarding one's appearance, dress, or personal hygiene
- Performing any act, whether by word, deed, or any other means, which may tend to arouse hatred or ill will against any individual or group on the basis of age, gender, race, religion, color, national origin, or sexual orientation
- Using Diocesan resources, facilities, or supplies for personal business, unless authorized by the appropriate authority

## 8. SEEKING IMPROVEMENT AND RESOLVING CONFLICT

### OPEN DOOR POLICY

The Diocese of New Jersey encourages open and frank discussion between staff and supervisors as a means both to offer suggestions for improving our procedures and relationships, and to avoid or resolve problems or complaints. The Diocese endeavors to provide the open communication necessary for better understanding as well as for action when appropriate.

*RESPECTING THE DIGNITY OF EVERY HUMAN BEING.*

Employees are encouraged to think creatively about our processes and ways we can improve our daily operations as well as larger specific projects. The Diocese invites all employees to share their thoughts and suggestions with supervisors and other staff members in a collegial atmosphere.

If problems arise or an employee feels he/she has not been treated fairly or believes a mistake has been made in the administration of a rule or policy of the Diocese, the employee is encouraged to follow the procedure below:

- 1) Any concerns should be raised first with the immediate supervisor. Supervisors are expected to have the experience necessary to address the problem or concern and should be able to help resolve the problem. If the problem is with the immediate supervisor, the employee should skip this step and begin with the next step.
- 2) If the immediate supervisor is not able to resolve the situation satisfactorily, the employee should discuss the situation with the Chief Operating Officer. The Chief Operating Officer will conduct a detailed review of the issue and meet with all affected parties, as needed, to attempt to bring about a mutually acceptable solution.
- 3) If the situation is still not satisfactorily resolved, the concern can be raised with the Bishop or the Standing Committee, who will make a final decision.

### REPORTING OF HARASSMENT

If an employee of the Diocese of New Jersey believes that he or she has experienced or witnessed sexual harassment or other discriminatory harassment by any employee of the Diocese the employee should report the incident immediately to his or her supervisor, the Chief Operating Officer or the Bishop. It is also necessary to report possible harassment by others with whom the Diocese of New Jersey has a business relationship, including contractors and vendors, as soon as possible so that appropriate action may be taken.

Although verbal reports are accepted, employees are strongly encouraged to make any reports of sexual harassment or other discriminatory harassment in writing. Doing so can assist in the investigation.



The Diocese will investigate promptly and thoroughly all reports of harassment as discreetly and confidentially as practicable. Generally, the investigation will include a private interview with the person making the report of harassment. In addition, it may be necessary to discuss allegations of harassment with the accused individual and with other employees. The Diocese's goal is to conduct a thorough investigation to determine whether harassment occurred and to determine what action to take against an offending individual. To the extent feasible, the Diocese will only inform those determined to have a need to know of the allegations and those people will receive instructions to treat the matter confidentially.

If the Diocese determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party which can include counseling, warnings, suspensions, and termination. Clergy employees of the Diocese may be subject to a Title IV complaint. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, the Diocese will inform the employee who made the complaint of the results of the investigation.

#### KNOWINGLY BRINGING FALSE CHARGES

Individuals who knowingly bring false charges of prohibited harassment or discrimination against another individual will be subject to disciplinary action, up to and including immediate termination from employment.

#### PROGRESSIVE CORRECTIVE ACTION PROCESS

Corrective action is a process designed to identify and correct problems that affect an employee's work performance. The Progressive Corrective Action Process refers to following actions:

1. Counseling or verbal warning;
2. Written reprimand and warning(s);
3. Suspension or Suspension pending investigation and final determination;
4. Specific warning of termination; and
5. Termination

Depending on the severity of the offense, any step may be repeated, omitted, or taken out of sequence and the Diocese reserves the right to immediately terminate an employee at any time. Each case will be considered on an individual basis.

In the case of serious misconduct, an employee may be terminated on the first offense. Serious workplace misconduct includes, but is not limited to:

- Theft;
- Fighting;
- Behavior or language of a threatening, abusive, or inappropriate nature;
- Intentional or negligent misuse, damage to, or loss of Diocesan property;
- Falsification, alteration, or improper handling of Diocesan records;

- Disclosure or misuse of confidential information;
- Possession of weapons;
- Insubordination (refusal to carry out a direct assignment);
- Misuse of Diocesan electronic information systems;
- Possession, use, sale, manufacture, purchase, or working under the influence of non-prescribed or illegal drugs, alcohol, or other intoxicants.

## 9. CLOSURE

### EMPLOYMENT SEPARATION

Employment with the Diocese of New Jersey is at-will and may be terminated at any time by either party, with or without cause, and with or without notice.

In general, the Diocese of New Jersey will strive to provide the employee its reason for ending the employment relationship to help ensure the Diocese has acted in a fair, dignified, and just manner. The Diocese will not routinely end all employment relationships upon the change of the Bishop. Further, in accordance with resolutions of the General Convention, when an employment relationship ends:

- Whenever possible, if the Diocese or the employee seeks to end the employment relationship, the party seeking to end the relationship is encouraged (but not required) to provide adequate notice to the other party of such termination;
- Whenever possible, if the Diocese seeks to terminate employment for performance related reasons, the Diocese shall provide you with a brief written statement stating the performance related employment reasons for such termination;
- Whenever possible, both the Diocese and the employee shall give the other party appropriate assistance for continuing ministry;
- The Diocese and the employee shall respect the dignity of all parties and, whenever possible, should mutually agree upon the manner in which the affected community will mark the end of the employment relationship; and
- Upon the end of the employment relationship for any reason, the Diocese shall pay the employee his/her final compensation in accordance with applicable state law.

*SAYING GOODBYE AND LETTING GO ARE DIFFICULT. TO DO BOTH WELL HELPS ENSURE A HEALTHY TRANSITION.*

In all cases, employees are responsible for the return of all Diocesan property, materials, or written information in their possession or control.

Termination of employment may occur by any of the following means:

- 1) Resignation – Voluntary termination initiated by the employee  
Although advance notice is not required, if you decide to leave your employment with the Diocese of New Jersey, we ask that you give us four (4) weeks written notice including your reason for leaving, if possible. This will give us the opportunity to make the necessary adjustments in our operations. Your supervisor will work with you to ensure that all of your job responsibilities are completed or handed off to others for continuing work.
- 2) Retirement – Voluntary termination initiated by the employee meeting age, length of service, and any other criteria for retirement. Employees who are planning to retire are encouraged to discuss their plans with the Bishop and the Diocesan Benefits Administrator six months in advance of their projected retirement date. Doing so will provide the Diocese the opportunity to assess the

future needs of the position and will allow the Diocesan Benefits Administrator to assist the employee with coordination of retirement benefits.

- 3) Layoff – Involuntary termination initiated by the Diocese of New Jersey for non-disciplinary reasons. While the Diocese of New Jersey hopes to continue growing and providing employment and ministry opportunities, funding and other factors are unpredictable. Changes could create the need to restructure or reduce the number of people employed by the Diocese. In the event the Diocese determines it is necessary to lay off any staff member or a number of staff members, the Bishop retains full discretion to select which staff member(s) will be laid off or which positions may be eliminated.
  
- 4) Discharge – Involuntary termination initiated by the Diocese of New Jersey for reasons other than changing business conditions. Discharge is an involuntary termination imposed for failure on the part of the employee to meet performance standards, for misconduct or for other reasons deemed sufficient to warrant discharge in the judgment of the Diocese.

## CONTINUATION OF BENEFITS

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

The federal Consolidated Omnibus Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage for up to eighteen months under the Diocesan group plans when a qualifying event would normally result in the loss of eligibility. Some common qualifying events include resignation, termination of employment, death of an employee, a leave of absence, divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the group rates plus a 2% administrative fee. The employee may elect to continue any or all of the coverage they had while in active service.

The Church Medical Trust expands on COBRA and offers an extension of health insurance benefits for up to 36 months. Information will be sent directly to the employee from the Church Pension Group, generally within 2 weeks of termination of benefits by the Diocese.

COBRA also allows the employee and their qualified beneficiaries the opportunity to continue dental coverage after a qualifying event. A COBRA application for Delta Dental of NJ is available from the Diocesan Benefits Administrator.

Health and dental insurance premiums under COBRA will be billed directly to the employee.

Following termination of employment, the Church Life Insurance Corporation will also offer the employee an option to convert any existing group life insurance coverage to an individual life insurance policy.

## SEVERANCE PAY

The Diocese of New Jersey provides severance pay to eligible employees whose employment is terminated for reasons that are not prejudicial to the diocese of New Jersey, as determined by the Diocese of New Jersey in its sole discretion. Severance pay will be provided to eligible Executive staff pursuant to Canon 23 of the Constitution and Canons of the Diocese of New Jersey.

Specifically excluded from benefits under this provision are employees who: were hired as temporary employees for a specified period of time; were offered but refused to accept another suitable position with the Diocese; or were provided the opportunity to be retained for any length of time by a successor employer.

## UNEMPLOYMENT INSURANCE

As a religious organization, the Diocese is exempt from paying unemployment taxes on behalf of its employees, however the Diocese has chosen to participate in the State of New Jersey Unemployment Insurance program. In the event of involuntary termination by the Diocese of New Jersey, employees may be eligible for unemployment compensation.

## RETIREMENT BENEFITS

Employees who retire from service with the Diocese of New Jersey are entitled to purchase a Medicare Supplement plan through the Church Medical Trust. The cost of the supplement plan may be subsidized by the Diocese as described in Canon 36 Section 4 of the Constitution and Canons of the Diocese of New Jersey.

Dental insurance through the Church Medical Trust is available to retirees who choose to purchase it.

If the employee was provided with Group Life Insurance while employed, Church Life Insurance Corporation will send a conversion letter providing the opportunity to convert any active group life insurance coverage into an individual life insurance policy.

Employees who are planning their retirement are advised to discuss their plans with the Diocesan Benefits Administrator as early as possible for assistance with planning. They are also advised to contact the Church Pension Group for additional information about Medicare Supplement Insurance, Dental Insurance, Life Insurance, and Pension benefits.

