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The Diocesan Employee Handbook
Revised 2023

The Episcopal Diocese of Arizona Employment Policy Handbook

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Section A - Employment Relationships

Authority, Scope, and Exceptions

The Bishop of the Episcopal Diocese of Arizona is responsible for administering the employment policies described in this Handbook. These employment policies apply to all employees, both lay and clergy, of the Office of the Bishop and Diocesan Missions. The Bishop may grant an exception when it is in the best interest of the specified employee(s) and the Diocese.

Each Parish should develop its own written employment policies and handbook to be approved by its Vestry. A Parish may use this Diocesan Employee Handbook as a model for its own policies. If a Parish does not develop its own employment policies and handbook, then this Diocesan Employee Handbook will be assumed to govern that Parish.

Diocesan Schools shall be governed by their own Employee Handbooks and benefits policies.

Amendments to Employment Policies

The Diocese reserves the right to amend its employment policies. The Bishop and the Standing Committee may amend, modify, or delete provisions in this Handbook without prior notice. Any such amendments will apply to persons employed when the amendment is adopted and to persons employed thereafter. All staff will be advised of amendments to employment policies.

Distribution of Employment Policies

The Employment Policy Handbook will be distributed to all employees. Each employee must acknowledge in writing that she or he has read, understands, and agrees to adhere to all Diocesan employment policies. However, the policies and procedures in this Employment Policy Handbook and the Handbook itself are not to be interpreted as promises or contracts of any kind, express or implied, between the Diocese and its employees. The Diocese maintains the right to change or terminate these policies or procedures at any time, with or without prior notice.

Employment-At-Will for Lay Employees

All lay employees of the Diocese are considered at-will employees unless governed by a Letter of Agreement or other contract. An employee's at-will status can only be changed in writing and signed by the Bishop. Employment at-will means both the employee and the Diocese can terminate the employment relationship at any time, without notice, for any reason or no reason, except a reason prohibited by an employment law statute.

Additionally, the Diocese reserves the right to modify an employee's job responsibilities, including demotion (*e.g.*, a change in title or a decrease in salary or number of hours worked), at any time for any reason.

Letters of Agreement for Clergy Employees

Clergy employees of the Diocese typically receive Letters of Agreement that describe their individual employment relationship. Clergy are self-employed for tax purposes, but clergy are understood to be employees subject to the policies in this Handbook. Letters of Agreement are not employment-at-will arrangements.

For certain clergy, employment is modified by internal Episcopal Church constitutions, canons, resolutions, policy, or practice (whether issued by General Convention or Diocesan Convention).

An employee who has a Letter of Agreement to serve for a specified term will not have an open-ended extension of her or his agreement. Any written agreement for a specific term, and any extension thereof, must be made in writing and signed by both the employee and the Bishop or the Canon to the Ordinary.

Housing Allowance for Ordained Clergy

Ordained Clergy may request to have a portion of their annual salary designated as a housing allowance consistent with Internal Revenue Service regulations. The employee assumes full responsibility for compliance with IRS definitions of “costs to provide a home.” Requests for housing allowance, on the forms provided, must be forwarded annually to the Director of Finance, in sufficient time to be recorded in official files and approved by the Standing Committee or Vestry for the following year.

Equal Employment Opportunity/Hiring Episcopalians

The Diocese maintains a policy of non-discrimination with employees and applicants for employment. With the one exception noted below, no aspect of employment will be influenced in any manner by race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, pregnancy, childbirth, and pregnancy-related conditions, genetic information, veteran status, or any other basis prohibited by applicable federal, state, or local laws unless otherwise permitted by applicable law.

The one exception applies to hiring Episcopalians. When the Bishop or the Canon to the Ordinary determines that there is a bona fide occupational need for an employee with Episcopal theological background, training, or experience, preference will be given to individuals with those qualifications when permitted by applicable law.

These policies of non-discrimination apply to all aspects of employment, including hiring, compensation, promotion, transfer, selection for training opportunities, layoffs, discharges, and retirement.

Any applicant or employee who needs a reasonable accommodation to apply for employment or perform his or her job's essential functions should contact the Canon to the Ordinary. The Diocese will make reasonable accommodations for qualified individuals with known disabilities

unless doing so would result in an undue hardship or pose a direct threat to the employee's or others' safety.

Employment of Relatives

Applications for employment from close family relatives of current employees will not ordinarily be considered. "Close family relatives" will be defined as a current spouse or life partner, children, parents, in-laws, grandparents, grandchildren, aunts, uncles, brothers, and sisters. Under extenuating circumstances, if further consideration is requested, contact Human Resources.

If two persons who are employees are dating, married, or otherwise in a personal relationship, resulting in one person reporting to the other, the Diocese will make an effort to transfer one of them, by mutual agreement.

Any personal relationships as described above, including dating relationships, should be reported immediately to the Canon to the Ordinary, who will determine how best to proceed.

Background Checks

Consistent with applicable law, the Diocese may require a background check as a condition of employment or, in some instances, continued employment. Failure to comply with any request concerning any background check may subject an applicant to rejection or an employee to disciplinary action, up to and including termination.

Probationary Period for Lay Employees

New lay employees will serve a probationary period beginning with the date of hire, unless specified otherwise in an offer letter for employment. The three-month period is used to determine whether the employment relationship should continue. The probationary period does not impact the employee's eligibility for benefits.

During the probationary period, informal and formal employee performance evaluations may be held. If the Diocese determines that a satisfactory performance level cannot be achieved through a reasonable amount of training and coaching, probationary period employees will be released from employment. This probationary period may be extended at the discretion of the Bishop or the Canon to the Ordinary.

Should the employee's performance prove unsatisfactory at any time during that period, he or she may be discharged and will be paid compensation through the period actually worked. In this instance, the employee will not be entitled to separation pay.

Successful completion of the probationary period does not guarantee employment for any specified duration or change the employee's at-will status.

Standards of Employee Conduct

Every employee owes a duty to adhere to Diocesan policies and procedures, and to maintain the highest standards of professional conduct. If an employee fails to follow Diocesan policies and procedures, or if his or her behavior otherwise interferes with the orderly and efficient operation of the Diocese, corrective disciplinary measures may be taken at the discretion of the Diocese, up to and including immediate termination.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation.

Open Door Policy

The Diocese strives to provide fair and equitable consideration of employee concerns. The Diocese recognizes that employees may have suggestions for improving the workplace, as well as complaints about the workplace.

If an employee has a question, concern, suggestion, or complaint about the workplace, the employee may discuss the issue with their direct supervisor. If the employee does not feel comfortable contacting their direct supervisor or is not satisfied with their direct supervisor's response, or feels there may have been reprisal, the employee may contact the Canon to the Ordinary or the Bishop.

While the Diocese provides employees with this opportunity to communicate their views, an employee should understand that not every complaint can be resolved to his or her satisfaction. Even so, the Diocese believes that open communication is essential to a successful work environment and that all employees should feel free to raise issues of concern without fear of reprisal.

Use of Social Media

Employees, both lay and ordained, are entitled to personal social media accounts, and may express their personal religious and political views. Indeed, we encourage our leaders to have a lively social media presence to promote the Gospel and engage with the topics of the day in the public square.

However, there are some uses of social media which are unacceptable for any person affiliated with an Episcopal entity. Any employee using his or her personal social media account for threats of violence; hate speech; trolling; or doxxing, including the communication of personal information of third parties; may be disciplined, up to and including termination of employment.

Employees should assume that any interactions on social media, even if in a private group or over chat, could be made public, and conduct their communications accordingly.

In addition, members of the clergy are reminded that they are under vows to maintain conduct becoming a member of the clergy at all times, including on social media.

For those with access to formal accounts of the Diocese, a Congregation, or a Ministry:

- No employees or volunteers should post on behalf of the Diocese, a congregation, or a ministry without the explicit permission of the Bishop, Rector, or Priest-in-Charge. The permission may be generally made to a position (i.e., Communications Director, volunteer Social Media Coordinator) or on a case-by-case basis.
- No photos of children should be shared without signed permission from a parent; and children should not be identified by name if their images are used.
- All formal social media communications should be for the building up of the Body of Christ.

Section B - Working Hours, Paid Time Off & Leave

Employee Classifications

All employees in the Episcopal Diocese of Arizona are classified as exempt or non-exempt as required by the Fair Labor Standards Act.

Full-Time Employees

Full-time employees are individuals who work on a regular, ongoing schedule of 40 hours per week (Exempt employees may be required to work longer hours.). They may be exempt or non-exempt and are eligible for medical and pension benefits as defined by Diocesan and Church Pension Group policy.

Part-Time Employees

Part-time employees are individuals who work on a regular, ongoing schedule of fewer than 40 hours per week. They may be exempt or non-exempt.

A. Part-time employees who work at least 20 hours per week will accrue vacation credits on a prorated basis.

B. Part-time employees who work at least 20 hours per week will be eligible for holidays, time off, and voting, based upon a normal schedule. Lay employees working at least 1000 hours per year are also eligible for Lay Pension benefits with Church Pension Group.

C. Part-time employees may be eligible for medical and pension benefits when they meet the criteria defined by Diocesan and Church Pension Group policy.

Temporary Employees

Individuals hired for temporary work may be full-time or part-time, exempt or non-exempt, and are **not** eligible for any benefits provided under these employment policies except as otherwise provided by law. However, temporary employees are subject to Social Security contributions on their wages.

Employees from temporary employment agencies hired for specific assignments remain the employees of the employment agency, not the Diocese.

Working Hours

The workweek for full time Diocesan employees will normally be 40 hours (including a one-hour lunch period), Monday through Friday, within the period of Sunday through Saturday. The usual working hours are from 8:30 a.m. to 4:30 pm. Exceptions to the usual schedules may be made for legitimate business purposes. All work schedules must be coordinated through and approved by the supervisor. (Exempt employees may be required to work longer hours.)

Employees shall organize their time schedules for effective performance of their duties subject to approval by their direct supervisor.

Direct supervisors may allow for variations in established hours in cases where individual employees need to make schedule adjustments for particular travel or other conditions which might prevail, provided such variations do not conflict with the efficient operation of the office.

Pay Periods

There are normally 24 pay periods in the year. Currently, the Diocesan pay schedule is the 15th day and the last business day of each month. Employees who receive their payment through the parish will need to adjust to the payroll schedule of the parish. All employees are encouraged to use direct deposit.

Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason in the electronic timekeeping system.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to report full days of absence from work for reasons such as leaves of absence, personal days, holiday, sick leave or vacation.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to verify the accuracy of all time recorded. Any errors in the time record should be reported immediately to their direct Supervisor, who will attempt to correct legitimate errors.

All timesheets will be approved by their direct Supervisor at the close of each pay period prior.

Overtime Pay

Overtime pay will be paid to all non-exempt employees for all hours worked in excess of 40 hours in any work week. Overtime should be approved in advance by the employee's supervisor. Exempt employees are not eligible for overtime pay.

Overtime pay is paid at the rate of one and one-half times the regular hourly rate for time worked in excess of 40 hours in any work week. Sick leave, personal leave, holidays and vacation time will not be considered time worked.

Non-exempt employees required or requested to work on holidays will be compensated at twice their hourly rate.

Compensated Time Off for Exempt Employees

Exempt employees are not eligible for overtime pay.

If an exempt employee is required to take a business trip of more than 10 days he/she will be granted two days off to be taken within one week of his or her return.

Exempt employees who work a day on a weekend, with prior approval, may be given one day to be taken within that pay period or the pay period immediately following. A day off may be taken only with the approval of the employee's direct supervisor.

Absence from Work

An employee who finds that he or she is going to be absent from work must inform her or his direct supervisor, in a timely manner, about the nature and duration of their absence, unless otherwise allowed pursuant to the paid sick leave policy.

An employee will call in each day he or she is out, unless it is expected that the employee will be out for an extended time and so arranges in advance.

The policy of the Diocese is to cooperate with employees when time off is needed for good cause. However, excessive absences for any reason are a very serious concern, as they may not only cause a hardship on the Diocese, but also on other employees who must fill in and do the extra work.

All employees are responsible for notifying their direct supervisor and the receptionist if they are out of the office for any reason, unless as otherwise provided or allowed pursuant to the paid sick leave policy. This includes, but is not limited to, vacations, sick leave, and professional development.

An absence of three or more days without proper notification and communication from the employee about the reason for the absence may be deemed a voluntary resignation.

Absence Due to Weather or Emergency Conditions

When weather is extremely inclement or hazardous, or when such conditions are officially forecast, offices may be closed at the discretion of the Canon to the Ordinary or Bishop.

In cases where the office is open for business, even though weather conditions may be unfavorable, an employee who does not report to work because of the weather will be expected to utilize accrued vacation leave or a personal day(s) to cover their absence. (Employees will not have to use accrued leave or personal days if the offices are closed.) When threatening weather approaches, an employee may decide to take work home with them, as long as the supervisor approves working from home in advance.

An employee shall not forfeit pay for any day he or she is unable to report for work because of office closing or a breakdown in transportation facilities due to accidents, strikes, or hazardous weather conditions, provided he or she has made every reasonable effort to use alternate methods of transportation and had notified his or her supervisor.

Paid Time Off for Employees

In determining eligibility for vacation or other leave with pay, computation of an employee's time in service will start from the beginning date of full-time employment with the Diocese of Arizona.

If a portion of an employee's creditable time has been on a regular part-time basis, the Canon to the Ordinary shall determine the beginning date.

Earned Paid Sick Time

The Diocese provides paid sick time (PST) in accordance with Arizona law. Parishes may establish their own policy that meets or exceeds Arizona law.

Employees working 40 hours per week will be awarded 96 hours of sick leave annually on January 1

Employees working 30 hours per week will be awarded 72 hours of sick leave annually on January 1

Employees working 20 hours per week will be awarded 48 hours of sick leave annually on January 1

Employees working 19 hours or less per week will accrue 1 hour of sick leave for every 30 hours worked.

During the initial year of employment, an Employee who works 20 hours or greater will have sick time prorated based on the remaining portion of the leave year.

All employees who either accrue or are awarded PST on their date of hire will be eligible to request PST after 90 days of employment.

Employees may use PST for any of the following purposes:

- Medical care, mental or physical illness, injury or health condition
- Public health emergency
- Absence due to domestic violence, sexual violence, abuse or stalking

PST may be used for employees or for a family member.

Employees who need to use their sick leave must notify their supervisor as soon as practicable. For all absences occasioned by illness or injury, the Diocese may require employees to submit medical documentation to substantiate the illness or injury, and may also require documentation substantiating the employee's ability to return to work. The Diocese may require a physician's or other health care provider's note for absences of 3 days or more.

The Diocese will not pay an employee for any accrued or awarded and unused sick leave remaining at the conclusion of the Leave Year.

The Diocese will not pay an employee for any accrued or awarded but unused sick leave upon the employee's separation from service.

For non-exempt employees, paid sick leave hours are not counted toward hours worked for purposes of calculating overtime.

If you have any questions regarding the new paid sick leave policy, please contact Human Resources at the Office of the Bishop. The Diocese will post a notice in the workplace that outlines employees' right to paid sick leave and their protections under the Act. Secondly, the Diocese will post the following itemizations on employees' paychecks in accordance with the law:

- The amount of PST available to the employee
- The amount of PST taken by the employee in the year to date
- The amount of pay the employee has received as PST, if any

Holidays

The Diocesan offices will be closed on the following holidays, which shall be considered holidays for which employees earn pay if regularly scheduled to work the day on which the holiday falls or is observed:

- New Year's Day
- Martin Luther King's Birthday
- Presidents' Day
- Good Friday
- Easter Monday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day through New Year's Day

Part-time employees will take holidays that occur on their scheduled working days and receive the pay for regular scheduled hours.

This holiday schedule may be adjusted or expanded at the discretion of the Bishop.

Holiday Falling on Saturday or Sunday

When one of the holidays listed above falls on a Saturday, the Diocesan offices are normally closed the preceding day. If the holiday falls on Sunday, the offices normally are closed on the Monday following. The holidays for a calendar year will be announced by the Office of the Bishop.

Annual Paid Vacation Time

Full-time Lay employees awarded vacation time at the rate 10 vacation days a year. After three years of continuous employment, employees are awarded 3 weeks of vacation days a year, unless governed by an alternative agreement.

Clergy are offered paid vacation time consistent with their Letter of Agreement.

Part-time employees working twenty hours or more per week are similarly eligible for the above vacation time, but on a prorated basis.

Lay annual paid vacation time is meant to serve a restorative purpose. In principle, annual paid vacation time should be taken in the calendar year it is earned. However, an employee may carry over up to 10 days of unused annual leave into the following calendar year upon approval of the

Canon to the Ordinary. Unused paid vacation time in excess of that carry over maximum may be forfeited.

Paid vacation time is to be taken subject to approval by the employee's direct supervisor. Paid vacation time should be requested at least three weeks before the proposed vacation would begin. During the first 90 days of employment with the Diocese, no paid annual vacation may be taken.

Holidays within an employee's scheduled vacation shall not be charged as vacation.

Unused annual paid vacation time shall be paid upon resignation or termination of employment, up to a maximum of 10 days.

Exceptions to the annual paid vacation time policy must be approved in writing by the Bishop.

Leave for Personal Days

Full-time and part-time employees may request a paid personal leave of up to three days per calendar year. This leave must be approved in advance by the immediate supervisor. Persons hired during the first half of the calendar year will be eligible to receive three personal days for that year. Persons hired during the second half of the year will be eligible for one personal day that year.

Personal leave must be used during the calendar year. Unused personal days do not accrue and may not be carried over into the following year. Persons leaving the employ of the Diocese will not be reimbursed for unused personal days.

Election Day, Time Off for Voting

Any employees who do not have sufficient time outside of working hours to vote in a statewide public election, while the polls are open, may take up to two hours off from work, without loss of pay. Any additional time off will be without pay. Employees must take the time off at the beginning or end of their regular work schedule, whichever allows the most time for voting and the least amount of time off from work, unless mutually agreed otherwise.

Employees must provide at least two working days' notice of the need for leave when, on the third working day prior to the Election Day, the employee knows or has reason to believe that he or she will need time off to vote on Election Day. Otherwise, employees must give reasonable notice of the need to have time off to vote.

Leave for Jury Duty

An employee required to serve as a witness or on a jury shall be entitled to full pay during a period of such service up to a maximum of four days. Employees should provide their direct supervisor with evidence of their service.

Leave for Church-related Convention and Committee Activities

An employee who is a delegate to a Church conference or member of a judicatory committee, receives time off with pay while serving in that capacity, provided his or her absence does not impair operations of the Diocesan offices. The same provision applies to ordained employees to the extent that their attendance is mandated by their ordaining Church body.

Leave for Active Military Service

Full-time and part-time employees who perform military service will be granted leaves of absence for such service in compliance with state and federal laws. For purposes of this policy, “military service” is the performance of duty on a voluntary or involuntary basis in the U.S. Armed Forces, the Reserves, or the National Guard under competent authority, and includes active duty, active duty for training, initial active duty for training, inactive duty training, and full-time National Guard duty. Employees may use accrued vacation leave to perform military service but are not required to do so. The Diocese will make up the difference, if any, between an employee’s military pay and allowances and the employee’s regular wages/salary for up to two weeks (10 work days) of military service per calendar year.

Employees should, if possible, notify their direct supervisor and submit copies of military orders as soon as they become aware of the military obligation.

An employee’s eligibility for reinstatement after completion of military service is determined in accordance with applicable federal and state laws.

Parental Leave

Twelve weeks of paid parental leave is available to parents, following the birth or adoption of a child. Employees who are birth parents may begin their parental leave up to one week before their due date or upon the birth of their child. Employees who are not the birth parent should schedule their parental leave start date with their direct supervisor. Employees who are the birth parent shall work with the finance office to apply for disability benefits to offset their salary during any eligible portion of their leave.

Employees who go out on parental leave maintain their ordinary vacation time and sick days.

Workers’ Compensation Leave

The Diocese of Arizona provides workers’ compensation insurance coverage for all employees, at no cost to the employee. While on an approved workers’ compensation leave due to a work-related injury or illness, the employee’s position may continue to be held open for him or her, in accordance with applicable law. This decision will be made on a case-by-case basis by the Canon to the Ordinary and the Bishop. If it becomes necessary to fill an employee’s position while he or she is on workers’ compensation leave, every effort will be made to place him or her in another position within the Diocese when he or she is ready to return to work.

Accrual of sick leave and vacation is suspended while an employee is on a workers' compensation leave. The Diocese continues to provide medical and dental benefits for eligible employees while on workers' compensation leave, unless otherwise permitted by applicable law.

Work-related injuries or illness are to be reported to the Director of Finance and Property as promptly as possible. Questions regarding workers' compensation coverage should be directed to the Finance Office.

Compassionate and Emergency Leave

In the event of death in the immediate family, an employee shall be allowed leave with pay not to exceed three working days. For purposes of this policy, foster children and relatives residing with the employee are also included. One working day of paid bereavement leave may be allowed in the event of the death of a close friend or relative.

In other emergencies, the Bishop may grant leave with pay for a reasonable period.

Other Paid Leave

Circumstances may arise which warrant a decision that is in the best interests of all parties concerned to place a staff member in a special paid leave status for a period of time. Such a decision can be made only by the Canon to the Ordinary and the Diocesan Bishop. This special, paid leave status (to be classified as "Administrative Leave") will be determined on a case-by-case basis, when no other available paid leave is appropriate.

Section C - Employee Benefits

Employee Benefits

This section provides only a brief description of the benefit plans and programs that are in effect at the time of publication. The Diocese reserves the right to modify, change, or eliminate any of its benefits at any time. The specific plan documents contain the terms of the plans and programs, and control eligibility, benefits, determinations, and other conditions. Employees are provided information regarding summary plan descriptions and other relevant information at the time of hire. Any questions regarding coverage should be directed to the Human Resources Administrator. Copies of plan documents are available from the Human Resources Administrator.

Medical, Dental, and Vision Insurance

Employees working 1000-1499 hours per year are eligible for benefits on the first of the month following the date of hire, at their own expense. Employees working 1500 or more hours per year are eligible for benefits on the first day of the month following the date of hire; covered by the Diocese or Congregation served. To keep coverage in force, every insured employee must

work a minimum of 1000 hours or 1500 hours or more per year. Benefits are governed by the plan document, subject to applicable state laws.

Disability Benefits

Short-Term Disability

Short-term disability is offered to employees working a minimum of 1000 hours annually. Employees are eligible for this benefit on the first of the month following their hire date. Short-term disability is meant to bridge until long-term disability can cover an employee. If an employee becomes disabled and cannot work for a short period of time, this coverage pays up to 66.67 percent of the employee's salary, up to the policy limits. This is a benefit funded solely by the employer. For more information, contact Human Resources.

Short-term disability benefits may run concurrently with any other leave where permitted by state and federal law.

Long-Term Disability

Long-term disability benefits are offered to employees working a minimum of 1000 hours per year. If an employee becomes totally disabled and cannot work for an extended period of time, this coverage pays up to 66.67 percent of the employee's salary, up to the policy limits. This benefit is funded solely by the employer.

Long-term disability benefits will run concurrently with any other leave where permitted by state and federal law.

Employee Assistance Program

The employee assistance program (EAP) is a resource for eligible employees and is designed to provide highly confidential and experienced help for enrolled employees in dealing with issues that affect their lives and the quality of their job performance. Medical Trust automatically offers the Employee Assistance Program (EAP) to clergy and lay members of our medical plans, their covered dependents and any other household members. Employees who are eligible for medical benefits, but receive the benefits elsewhere are eligible for the EAP at a low monthly cost. The Diocese wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help enrolled employees successfully deal with life's challenges.

This comprehensive counseling service offers enrolled employees 1-10 sessions per issue per year and a 24 -hour hotline. For legal or financial issues, enrolled employees receive free 30 minute consultations and/or discounts on services that might be needed.

The Diocese encourages enrolled employees to use this valuable service whenever they have such a need. Enrolled employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the company, and the company is not given any information on who chooses to use the services. For questions or additional information about this program, employees may contact Human Resources.

An enrolled employee with personal drug or alcohol dependency problems is encouraged to request help through the Employee Assistance Program (EAP). Self-referrals for EAP assistance will be treated on a confidential basis. Agreement to participate in a drug/alcohol rehabilitation program by itself will not jeopardize continued employment with the Diocese provided the prescribed course of treatment is followed and the employee is able to perform the essential functions of his or her position with or without reasonable accommodation.

Retirement Benefits

The Diocese recognizes the importance of saving for retirement and offers eligible employees pension plans.

Eligibility, vesting, and all other matters relating to these plans are explained in the Summary Plan Description that can be obtained from Human Resources.

Other Benefits

There may be other benefits available as well to eligible employees and will be detailed in a separate document(s).

Extension of Benefits

If applicable, information regarding benefits continuation will be sent to the employee's home address.

Lay Staff Development

The Diocese encourages educational development for members of its staff to meet personal goals and to increase their contribution and value to the Diocese. At its discretion and subject to availability of funds, the Diocese will assist staff financially subject to the following considerations:

Staff members are eligible to request assistance after one full year of service. Requests must be made in advance in writing for approval. Any exception to this policy must be approved in writing by the Canon to the Ordinary.

Employees are asked to commit themselves to remain with the Diocese of Arizona at least one year after completing any educational courses paid by the Diocese.

Time Off for Development

Time off with pay may be granted to an employee wishing to attend conferences, workshops, etc., which are directly related to the employee's position. Time off must be approved in advance by an employee's direct supervisor.

Section D - Employee Resignation & Termination

Termination of Employment

Termination is a process that results in the ending of employment. It may be either voluntary or involuntary. The termination date is defined as the last day worked unless otherwise agreed in writing.

Resignation

Employees who wish to terminate their employment are requested to give a written notice at least two weeks before the final day of employment. An employee who fails to provide two weeks' notice may not be eligible for rehire. If a Letter of Agreement establishes a longer period of notice, that Letter of Agreement shall supersede. No payment shall be made except for earned and accrued salary for time employed since the last pay period plus any accrued, unused vacation. No separation pay shall be paid to employees who choose to resign.

Termination for Cause

Termination of employment may be for cause, as determined by the Diocese. Such cause may include, but is not limited to, unsatisfactory performance, misconduct, insubordination, failure to follow policies or procedures, violation of law, theft, or harassment. Dismissal can occur at any time and is effective as of the time notice is given. No payment is made except for earned and accrued compensation for time employed since the last pay period and any accrued, unused vacation. Employees discharged for cause are not entitled to separation pay.

Separation by Mutual Agreement

Employees and their supervisor(s) may reach a mutual agreement, following discussion of a work-related issue, whereby the interests of both the employee and the Diocese would best be served by separation of the employee from employment. In cases of separation by mutual agreement, separation pay shall be granted to an employee in the amount of one week's salary for every full year of service, provided that the employee has at least one year of service. Four weeks' salary will normally be the most offered. Separation pay is contingent upon the employee signing and, where applicable, not revoking a full waiver and release in a form acceptable to the Diocese.

Return of Diocesan Property Upon Termination or Resignation

All property belonging to the Diocese, parish or mission must be immediately returned upon termination or resignation of employment for any reason, or upon request at any time. This includes vacating Diocese-owned property in the same condition as when the employee moved in.

Section E - Operational Policies

Dress Code

The dress code for employees at the Diocesan House is professional business attire or appropriate business casual attire for a busy, service-oriented organization where outside visitors are commonplace.

Job Performance

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance evaluation and discussion between the employee and the supervisor about job performance and expectations for the coming year.

Required Trainings and Policies

All employees are required to complete the Safe Church, Safe Communities modules required for their position, and to abide by all Safe church policies. Employees are also required to complete Anti-Racism Training as specified by the Diocesan Anti-Racism Training Policy. Employees must update their training as specified by applicable policies or as may be required by law.

No Personal Use of Diocesan Assets

The Diocese maintains e-mail, voicemail, and telephone system, computers, Internet access, and other business equipment for the purpose of conducting the business of the Diocese. The devices and the data stored on these systems, as well as the specialized software programs developed for the use of the Diocese, are the sole property of the Diocese and must be protected appropriately. The Diocese reserves the right to monitor and review any materials on the Diocesan systems -- at any time -- at its sole discretion.

Employees may not use Diocesan equipment and systems for non-job-related solicitations, organizational campaigns, or political causes. The systems may not be used to transmit, retrieve, or store any communications of a defamatory, discriminatory, or harassing nature, or materials that are abusive, profane, offensive, obscene, or X-rated, including, but not limited to, messages with derogatory or inflammatory remarks about an individual's race, gender, age, disability, religion, national origin, physical attributes, gender identity, or sexual orientation. Harassment of any kind is absolutely prohibited.

The systems may not be used for any purpose which is illegal, against Diocesan policy, or contrary to the best interest of the Diocese.

Conflicts of Interest

The Diocese expects employees to support and adhere to the highest standards of business ethics. Employees have an ethical and legal responsibility to put the interests of the Diocese ahead of any other business or commercial interests they may have as individuals.

A conflict of interest exists whenever there is a proposed Diocesan transaction in which a staff member has any direct or indirect personal involvement, interest, or relationship. An employee has an indirect interest in a proposed transaction if:

- the other party to the transaction is related through family or other close ties to such employee;
- such other party is an entity in which the employee has a material financial interest; or
- the employee is an officer, director, or general partner of such other party.

A conflict of interest may also exist when the interests or concerns of an employee, or such employee's immediate family, or any party, group or organization to which such person has allegiance, may be seen as competing with the interests or concerns of the Diocese.

Each employee has a duty to disclose to a supervisor the material facts of any proposed transaction of the Diocese in which such person has any direct or indirect conflicts of interest. The required disclosure must be made prior to any consideration of the proposed transaction by the Diocese.

An employee having a direct or indirect conflict of interest shall not participate in the deliberations or decision-making process of the Diocese regarding the matter under consideration. However, she or he must provide the Diocese with any and all relevant information regarding the matter.

The Canon to the Ordinary shall take such additional action as may be required to ensure that the conflict of interest is resolved, and shall maintain a record of doing so. When there is any doubt as to whether a conflict of interest exists, the Bishop will resolve the matter.

Confidentiality Requirements

Every employee of the Diocese will necessarily be exposed to personal, confidential information involving individuals, churches, congregations, finances, and other parties. All employees are expected to maintain such personal information in confidence as part of their job responsibilities. Any question whether a matter should be treated as confidential should be resolved by the Canon to the Ordinary.

The employment policies of the Diocese are not considered confidential. The Diocese strives for transparency in such matters.

Personnel Records

The Canon to the Ordinary for the Diocese will maintain a separate personnel file for each Diocesan employee, containing their employment application form, payroll authorizations, salary information, attendance records, performance appraisals, background checks, training certifications, and other pertinent documents. The Canon to the Ordinary also is responsible for maintaining additional files for clergy..

A supervisor at each parish and mission will maintain a separate personnel file for their employees, containing their employment application form, payroll authorizations, salary information, attendance records, performance appraisals, background checks, training certifications, and other pertinent documents.

Employees should promptly provide changes in address, phone number, and email addresses to the Canon to the Ordinary. Employees who need to update beneficiaries, dependents, pension, health, life insurance, and other vital records should contact Human Resources or Church Pension Group directly.

Employee records are considered personal and confidential. They are kept in a locked file and may be accessed only by persons authorized. Employees have the right to review portions of their personnel file and certain documents at a time mutually convenient to the employee and the Canon to the Ordinary, or the supervisor for a congregation. Such review must occur in the presence of the Canon to the Ordinary, or the supervisor for a congregation, and nothing may be removed from or added to the file during the review. An employee may obtain a copy of certain documents in their file by requesting it from the Canon to the Ordinary or the supervisor of a congregation

Written requests for verification of employment will be honored.

Reporting of Illegal or Unethical Conduct

At any time, if a staff member has a concern about the legality or ethical propriety of an act contemplated or taken by the Diocese, or by any other employee, or believes that an act should be taken for the Diocese to comply with legal or ethical requirements, the staff member should promptly advise the Bishop.

If the Bishop is unresponsive, the staff member should contact the president of the Standing Committee to report her or his concerns. Misconduct by the Bishop shall be reported to the Office of Pastoral Development at the Episcopal Church. Every effort will be made to investigate a report by a staff member as discreetly as possible.

If a clergy member is the focus of concern for having committed illegal or unethical conduct, the employee should report the concern to the Canon to the Ordinary. Clergy disciplinary matters are covered by Title IV of the Canons of the Episcopal Church.

All reports will be received and acted upon as discreetly as possible given legal requirements and the need to gather facts, conduct an effective investigation, and take necessary corrective action. Because of the need to investigate the report, correct a problem or prevent future problems, the Diocese cannot promise complete confidentiality. Following investigation, the Diocese will take appropriate remedial and disciplinary action as it deems justified by the circumstances, possibly including termination of employment or removal from office, actions to seek restitution, or criminal prosecution.

No Retaliation for Good Faith Reporting of Illegal or Unethical Conduct (Whistleblower Policy)

Anyone filing a report concerning a violation or suspected violation of illegal or unethical behavior must be acting in good faith and must also have reasonable grounds for believing that the information disclosed indicates a violation of law or standards of ethics.

No employee who in good faith and with reasonable grounds reports a violation or suspected violation of law or unethical behavior will be discharged, threatened, discriminated against, or suffer discrimination or retaliation, nor will he or she suffer an adverse employment consequence because of such a report. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment

Any report or allegation that proves to be false or unsubstantiated, and which proves to have been made maliciously or knowingly, will be viewed as a serious offense requiring disciplinary action up to and including termination of employment.

Workplace Violence

The Diocese is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Diocesan and personal property. Additionally, the Diocese encourages attendance of Active Shooter Preparedness and Response Training.

We do not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage employees from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of

a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If leadership determines, after an appropriate good faith investigation, that someone has violated this policy, the Diocese will take swift and appropriate corrective action.

If an employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

Prohibition Against Smoking and Alcohol in the Workplace

The Diocese House, and all church work or meeting spaces owned or managed by the Diocese, or by any parish or mission, are smoke free environments. Smoking of tobacco or any other product is prohibited at all times.

The use of alcohol, marijuana, or any non-prescription drug that can impair job performance is prohibited in the workplace at all times. No employee may report to work while under the influence of alcohol, marijuana, or other prescription or non-prescription drug.

Alcohol may be used at Diocesan, parish, and mission group functions under limited and controlled circumstances outlined in the policy for alcoholic beverages published on the website of the Diocese.

Prohibition Against Use of Controlled Substances

An employee, who illegally uses, possesses, sells, or purchases drugs or controlled substances (defined as any drug or drug-like substance whose sale, use, purchase, or possession is unlawful without a prescription) while on the job or on the Diocesan premises will be subject to discharge. No employee shall report to work while under the influence of illegal drugs.

Employee Discipline

Discipline for clergy employees is governed by Title IV of the Canons of the Episcopal Church.

Disciplinary action for lay employees may include, but is not limited to, one or more of the following procedures, which may be utilized or omitted at the sole discretion of the Diocese: verbal counseling/warning, written counseling/warning, performance improvement plan, paid or unpaid suspension, probation, demotion, reduction in pay, or termination.

Use of the Diocesan Credit Card

The Diocesan credit card is to be used for Diocesan business expenses. No personal use is allowed. The Bishop and Director of Finance and Property reserve the right to remove credit card privileges or take other disciplinary action up to and including termination of employment in instances where this policy is not being followed.

Business Related Expense Reimbursement

The Episcopal Diocese of Arizona follows IRS and Department of Labor guidelines for an accountable expense reimbursement plan. Please see the Expense Reimbursement Policy published on the Diocesan website.

Meals

Meals will be reimbursed while on business-related travel. Alcohol is not reimbursable without prior approval. If the conference/event includes meals with registration, no reimbursement will be made for those meals.

Non-reimbursable Items

The following items are NOT reimbursable under this policy:

- Parking tickets or other fines
- Delinquency fees / Finance charges for personal credit cards
- Expenses for travel incurred by companion's / family members except where specifically approved for official travel on behalf of the organization.
- Expenses related to vacation or personal days while on a business trip
- Loss or theft of personal funds or property (lost baggage)
- Avoidable "No-Show" charges for hotels or other services
- Non-Compulsory insurance coverage
- Repairs due to accidents on personal business
- Mini-bar charges, TV, & Movies
- Normally, alcoholic drinks and seat upgrades are not reimbursed unless prior approval is gained

Handbook Acknowledgment

This handbook is an important document intended to help you become acquainted with the Episcopal Diocese of Arizona. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Diocesan operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of the Bishop.

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

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.