
STAFF HANDBOOK

St. Patrick's Seminary & University

2014





ST. PATRICK'S SEMINARY & UNIVERSITY

OFFICE OF HUMAN RESOURCES

ACKNOWLEDGMENT AND AGREEMENT

This is to acknowledge that I have received a copy of the St. Patrick's Seminary & University Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities, and obligations of employment with the Seminary & University. I understand and agree that it is my responsibility to read and familiarize myself with the provisions of the Employee Handbook and to abide by the rules, policies, and standards set forth in the Employee Handbook, and I consent to all provisions contained herein.

I also acknowledge that the terms and conditions set forth in this handbook may be modified, changed, or deleted such changes are in writing and signed by the Archbishop or President/Rector. Any agreement of any kind pertaining to my employment must be in writing.

I also acknowledge that my employment with St Patrick's Seminary & University is at-will and is not for a specified period of time; and can be terminated at any time for any reason, with or without cause or notice, by me or by the St. Patrick's Seminary & University. I acknowledge that no statements or representations regarding my employment can alter the foregoing. As to the circumstances in which employment may be terminated, this is the entire agreement between the Archdiocese and me; there are no oral or collateral agreements of any kind.

Employee signature _____

Employee's printed name _____

Date _____

(To be placed in Employee's Personnel File)

Saint Patrick's Seminary and University Handbook

FOREWORD

The Roman Catholic Church as both the People of God and as a historical institution is called to respond in a pastoral manner to all that she encounters. As a Catholic institution affiliated with the Roman Catholic Church, St. Patrick's Seminary and University (SPSU) is different from other non-Catholic organizations and institutions. Its identity as a Catholic institution necessarily plays a role in all decisions and policies articulated by the institution. Commitment to the Catholic Church must permeate all activities of SPSU. Faithfully pursuing the mission of the Catholic Church is a norm by which we measure validity and success.

St. Patrick's Seminary & University is also an institution existing within civil society. As such, we promote those civil relationships that respect individual and corporate rights. This Employee Handbook attempts to clarify the civil relationships between St. Patrick's Seminary and University in its role as "employer" and its dedicated co-workers as "employees." Above all, the spirit of Christian concern is to be the hallmark of these relationships and the guiding principle in addressing matters that are part of our day-to-day relationships as persons in society.

This Employee Handbook applies to all lay employees who work for St. Patrick's Seminary & University of the Archdiocese of San Francisco. These policies also apply to vowed religious and deacons who work in the Seminary & University offices to the extent that the policies are not in conflict with canon law or other applicable laws, letters of agreement or contracts. Sulpician priests and other priests working at the Seminary are generally covered under separate personnel policies and practices.

By creating this Employee Handbook, SPSU does not surrender its civil law rights. Neither the handbook nor any of the St. Patrick's Seminary & University policies, procedures or practices shall create a promise of continued employment. SPSU reserves the right to revise or discontinue the policies, procedures and benefits described in this handbook and to institute new policies, procedures and benefits at its sole discretion. All such revisions, deletions or additions must be in writing and must be signed by the Archbishop or the President/Rector. No oral statements or representations can change or alter the provisions of this handbook.

No supervisor or manager has the authority to enter into a contract of employment, express or implied, with any employee. Only the President/Rector or the Vice President for Administration has the authority to enter into an employment agreement, and then only in writing. Any binding commitments regarding your employment must be in writing and signed by the President/Rector or the Vice President for Administration.

The term "law" used within this handbook generally refers to the laws of the United States, the State of California and other applicable laws. St. Patrick's Seminary & University also operates under the Code of Canon Law of the Roman Catholic Church.

In this document, depending on context of the following three abbreviated expressions may be used to refer to St. Patrick's Seminary & University: St. Patrick's Seminary, SPSU, Seminary & University, or simply St. Patrick's.

Although St. Patrick's Seminary & University employs persons who are not Catholic, it requires all employees to conduct themselves in a manner that is compatible with the teachings and mission of the Catholic Church.

ST. PATRICK'S SEMINARY & UNIVERSITY
STAFF HANDBOOK
2014

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I. INTRODUCTION

1.1 HISTORY OF THE SEMINARY

The opening of St. Patrick's Seminary & University in 1898 culminated almost fifty years of attempts to establish a place to train priests for the West coast. In 1853 the newly named Archbishop of San Francisco, Joseph Sadoc Alemany, O.P., opened the Seminary of St. Thomas Aquinas at Mission Dolores, then two miles outside the limits of San Francisco. After thirteen years this program closed its doors. In 1883 the Archbishop reopened St. Thomas Seminary at Mission San Jose in the Santa Clara Valley.

In 1884 Archbishop Patrick Riordan succeeded Archbishop Alemany, who resigned and returned to his native Spain. In 1885 the new Archbishop decided to close St. Thomas Seminary. Immediately he began to plan for a new seminary in a new location. After journeying to Paris, then to Rome and back to Paris in 1888, he was able to secure a commitment from The Priests of the Society of Saint Sulpice to staff his proposed seminary. Once back in California he received both money and land for the Seminary. Through the generosity of Mrs. Kate Johnson he received a tract of 88 acres in Menlo Park on which to build.

St. Patrick's Seminary & University was incorporated according to the laws of the State of California in 1891 under the name The Roman Catholic Seminary of San Francisco. Construction of the present main building was begun in 1894. Four years later (1898) the seminary opened to receive its first students and to establish the Department of Classics (the high school). In 1902, it established a Department of Philosophy, and in 1904 a Department of Theology. During the first decades of its existence all twelve years of the seminary program--high school, college and theologate--were located in Menlo Park.

In 1924, construction of St. Joseph's College in Mountain View was completed, and the four years of high school and the lower division of the college moved to that campus. In 1926, the west wing of St. Patrick's, which had housed the younger students, was remodeled and became the Philosophy wing. In the fall of 1969 the upper division of the College relocated to the Mountain View Campus. St. Patrick's Seminary in Menlo Park now offers a Pre-Theology program and a Baccalaureate completion program. Its School of Theology prepares men for the pastoral ministry and offers the degrees of Bachelor or Sacred Theology, the Masters of Divinity, and the Master of Arts in Theology.

When the seminary was first envisioned, it was to serve as a House of Studies for all the dioceses of the West Coast. When it actually opened, seminarians did come from the Pacific Northwest, even though Mt. Angel Seminary in Oregon had already opened in 1889. In the intervening decades several other seminaries opened to serve the needs of the growing Church of the West. The cumulative impact of these new seminaries was that St. Patrick's came to serve only the Province of San Francisco. Now, however, with costs escalating as theological education has become more complex and professional, and with the need for amalgamation of resources becoming consequently more evident, St. Patrick's is again accepting students from outside the Province of San Francisco as well as from religious communities.

Throughout its existence, the seminary has operated under the direction of The Priests of the Society of St. Sulpice.

1.2 MISSION STATEMENT

The primary mission of St. Patrick's Seminary & University is the collegiate, philosophical, theological, and ongoing ministerial formation of Roman Catholic priests in the contemporary multicultural world. It draws seminarians especially from dioceses within the Western United States and the Pacific Rim. Through human, spiritual, intellectual, and pastoral development, it enables Christ-centered men to grow and excel as collaborative, culturally sensitive, religious leaders committed to Jesus and His Church.

This mission of priestly formation is carried out according to the Church's magisterial teaching, under the direction of the Archbishop of San Francisco, in accordance with the U. S. Bishops' Program of Priestly Formation (the "PPF"), and the values of the Sulpician tradition.

All full-time and part-time employees members are to conduct their assigned activities so they are in conformity with Church teaching and do not violate American Catholic guidelines for seminary formation, expressed in the document "The Program for Priestly for Formation" (the PPF). The primary role of all employees is to support and facilitate the ministry of sharing specifically Roman Catholic doctrines and values to the seminarians and others studying at St. Patrick's. Each employee should conduct himself in a way that respects the Catholic Church and the specific mission being carried out at St. Patrick's Seminary & University.

II. EMPLOYMENT RELATIONSHIP

2.1 EMPLOYMENT AT WILL

Employment at St. Patrick's Seminary & University is employment at will. This means the employee may terminate his/her employment with SPSU at any time, with or without cause or reason and with or without notice. Likewise, SPSU may terminate any employee at any time with or without cause or reason and with or without notice. Nothing in this handbook or in any oral statement shall limit the right of either party to terminate employment at will.

This policy of at will employment may be revised, deleted or superseded only by a written employment agreement signed by the president/rector or vice president for administration that expressly revises, modifies, deletes or supersedes the policy of at will employment. Unless a particular faculty member's employment is covered by a written employment agreement, the policy of at will employment is the sole and entire agreement between the faculty member and St. Patrick's Seminary & University, as to the duration of employment and the circumstances under which employment may be terminated.

2.1.1 Rehiring Employees Receiving an Archdiocesan Pension

Former employees of the Archdiocese who have received a distribution under any of the Archdiocesan Pension Plans cannot again be employed anywhere in the Archdiocese for a period of one (1) year from their termination of employment date. After that time, reemployment may be permitted in consultation with the Office of Human Resources.

2.1.2 Employment Opportunity

St. Patrick's Seminary & University shares in the mission of Jesus Christ who called all followers to lead a just life. In fidelity to that mission, the Seminary & University promotes equal employment opportunities for all persons with regard to recruitment, hiring, training, transfer, promotion, and termination of employment. Employment decisions are made on the basis of qualifications that meet the needs of St. Patrick's Seminary & University and not on the basis of race, color, national origin, ancestry, gender, age, or physical or mental disability. The Seminary & University does reserve the right to favor employees who are Catholic, with respect to hiring and/or promotion, and to require all employees to conduct themselves in a manner that is compatible with the teachings and mission of the Catholic Church.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, St. Patrick's Seminary & University will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the office of human resources and request such an accommodation. The individual with the disability should specify what accommodations he or she needs to perform the job. The office of human resources then will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The office of human resources will identify possible accommodations, if any, that will help eliminate the limitation. If accommodation is reasonable and will not impose an undue hardship, SPSU will make the accommodation.

Employees or applicants who believe they have been discriminated against should contact the office of human resources. Any complaint should be specific and should include the names of the individuals

involved and the names of any witnesses. This office will promptly undertake an investigation in an attempt to resolve the situation. If St. Patrick's Seminary & University determines that unlawful discrimination has occurred, corrective action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future unlawful discrimination. St. Patrick's Seminary will not retaliate against applicants or employees for filing a complaint and will not knowingly permit retaliation by supervisors, directors, or co-workers.

2.1.3 Hiring of Relatives

In the interest of maintaining professionalism and integrity in work relationships, any situations in which SPSU deems that actual or potential conflicts of interest may exist are to be avoided. SPSU reserves the right not to hire relatives of current employees that may potentially lead to problems of supervision, safety, security, employee morale or conflict of interest.

This policy applies to spouses, children, parents, grandparents, siblings, aunts/uncles, in-laws and step relationships. This policy also applies to other situations or personal relationships in which the Seminary & University, in its sole discretion, believes may result in actual or potential problems of supervision, safety, security, employee morale or conflict of interest.

2.1.4 Hiring Procedure

The office of human resources serves as the central resource for job inquiries and openings for SPSU. That office, after consulting with senior administrators, usually advertises staff openings, receives and screens applications and presents to the hiring manager for interviews dossiers of candidates in conformity with the wishes of the hiring manager. Department heads, in consultation with the hiring manager then have the final responsibility for the hiring and training of personnel. Search committees are generally used to fill professional staff openings. The procedure used may vary, depending on the nature of the position and the time available.

2.2 COMMENCING EMPLOYMENT

2.2.1 Background Checks

St. Patrick's Seminary recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable, and nonviolent, and do not present a risk of serious harm to their coworkers or others. For purposes of furthering these concerns and interests, the following policy, along with the "Policies and Procedures Regarding Fingerprinting and Other Background Checks for Employees" attached hereto as Exhibit A, has been established.

St. Patrick's Seminary reserves the right to investigate an individual's prior employment history, personal references, and educational background, as well as other relevant information that is reasonably and legally available to St. Patrick's. Criminal background checks are required for all new employees. In addition, credit reports are usually required of exempt managers and people who, as employees, are regularly engaged in financial transactions. In order for the Seminary & University to function well, administrators and staff need to rely on the good will and honesty of their colleagues. Where appropriate, background checks help insure that all employees at the Seminary & University are committed to obeying the law and have behaved honestly in their public financial transactions.

If a credit report or criminal background check suggests past difficulties of a serious nature, such as criminal convictions of which the record has not been expunged, the director of human resources and/or

the director of the department in which the person will be working will discuss the items with the applicant. Under no circumstances will the results of the actual check be shared with anyone other than the employee himself or herself and the person who reviews this data at SPSU. In any background check conducted by the Seminary & University, SPSU will comply with the federal “Fair Credit Reporting Act” and applicable state laws, including providing the job applicant or employee with any required notices and forms. Consistent with these practices, job applicants or employees will be asked to sign certain authorization and release forms consistent with legal requirements. St. Patrick’s Seminary reserves the right to require job applicants or employees to sign the forms as requested as a condition of employment.

At the time of interviewing a candidate for an open position, the office of human resources will conduct a reference check on all applicants presented for hiring.

2.2.2 Immigration Compliance

St. Patrick’s Seminary complies with applicable immigration laws. The Federal Immigration Reform and Control Act (IRCA) requires employers to verify that employees are eligible to work. Therefore for every new employee, employers must

- Have the employee fill out section 1 on page 7 in the current I-9 form (2013-16), and
- Have the employee provide other documentation required by I-9 form.

These forms must be filled out within 3 days of beginning work. If the employee is to be employed for less than 3 days, the form must be filled out at the time the employee begins work. The I-9 form is to be updated using the relevant form each time an employee’s form of verification changes or expires.

Original I-9 forms are kept in a separate binder and are available should they be requested by The Department of Homeland Security. The Department of Homeland Security should not have access to personnel files of employees.

2.2.3 Completion of Forms for Employee Orientation

Immediately upon the hire of a new employee, supervisors must arrange to have the new employee report to the office of human resources to complete the hiring process. Aside from the I-9 form, which must be filled out within three days of initiating employment, the process of securing other necessary forms and signatures must be completed within the first week of employment.

2.2.4 Introductory Period

A department or unit may choose to have an introductory period lasting up to 90 days, beginning on the first day of employment. At any time during this period the supervisor determines whether the candidate for employment has performed successfully. If the performance of the employee is unsatisfactory, the person is not offered continued employment at SPSU. The employee remains an “at will” employee during and after the introductory period.

2.3 EMPLOYMENT CATEGORIES

2.3.1 Regular Full-Time Employees

Regular full-time employees are defined as those who work at least 37.5 hours per week. A regular full-time employee is entitled to the full range of benefits as outlined later in this handbook.

[NOTICE for administrators: St. Patrick’s Seminary & University has historically defined full time as 35 hours per week or more. So this represents a slight change.]

2.3.2 *Regular Part-Time Employees*

Regular part-time employees are defined as those who regularly work at least 20 hours per week but less than 37.5 hours per week. Unless otherwise specifically stated, these employees receive benefits on a prorated basis.

2.3.3 *Minimum Part-Time Employees*

Regular, minimum part-time employees are defined as those who work less than 20 hours per week. These employees are only entitled to benefits as required by law.

2.3.4 *Temporary Employees*

Temporary employees are hired for a limited length of time (e.g., not to exceed six months) to perform a specific task. Temporary employees are not entitled to benefits, except as required by law.

2.3.5 *Non-Seminarian Student Employees*

Students aged 14 through 17 must have a “Permit to Employ and Work” issued by the State Department of Education (local school district) on file with the employer during the term of employment. Students are hired as temporary employees only.

2.3.6 *Contract Employees*

All conditions of employment, salary, and benefits should be specified in the written contract. Any item not specifically covered in the contract is governed by this handbook.

Occasionally, supervisory and managerial personnel will be engaged on a contract basis, which may provide exceptions to the policies in this policy Handbook. All such exceptions, however, must be in writing and oral exceptions are not valid. Employee contracts will not normally be offered to, or accepted from, employees whose work consists primarily of ongoing, non-policy making duties in the Seminary & University during normal working hours.

Any contract must have the prior written approval of the President/Rector or Vicar for Administration.

2.3.7 *Exempt and Non-exempt Employees*

Most employees are entitled to certain protections of state and federal law such as required rest periods and overtime pay. Some employees are legally “exempt” from those protections. The former are referred to here as “non-exempt” employees and the latter as “exempt” employees. To be “exempt”, an employee’s duties must fall into certain legally specified categories and the employee must be paid by salary of a certain legally specified amount. Each employee of the Seminary & University will be designated as “exempt” or “non-exempt” at the time of hire and whenever circumstances require a change of classification.

2.4 SPECIAL GROUP EMPLOYMENT CATEGORIES

2.4.1 *Members of Religious Communities*

Members of vowed religious communities of women and men work on behalf of their community for the Seminary & University. Although for convenience they may be referred to here as “employees,” such workers are not ordinarily employees of the Seminary & University, but rather are provided for ministry by their communities. For such employees special arrangements are made with respect to payment for services. In conformity to canon law, payments for their services may be made directly to the religious

communities of which they are members. For such employees, unless otherwise specifically stated in a written agreement with the religious community, members of these communities working in the Seminary & University follow the same personnel policies and practices as lay employees.

2.4.2 *Independent Contractors or Consultants*

An Independent Contractor may perform his services at the Seminary & University and in that sense works at the seminary. However, an individual contractor is not paid by salary. Independent contractors must provide proof of their independent contractor status to the Office of Human Resources. The Office of Human Resources then makes the determination whether the person desiring to be an independent contractor with St. Patrick's Seminary & University meets the legal definition of independent contractor as defined by the U.S. Department of Labor and California law.

Independent contractors or consultants are retained under the terms of a written contract or agreement. All terms and conditions of the work relationship, including compensation, scope of work and timeline must be specified in the contract. Independent contractors are not considered employees. No office or department head is authorized to execute an Independent Contractor Agreement that exceeds \$10,000.00 in amount and/or one year duration. Any agreement exceeding those limits must be authorized by the President/Rector or the Vice President for Administration.

2.5 CHANGE OF JOB DUTIES

Job duties change as the responsibilities and direction of a department change. As change occurs, it is expected that employees will perform additional or different duties and assume additional responsibilities as needed by their manager or supervisor for the efficient operation of the Seminary & University.

Any permanent job duty changes will be communicated in writing and added to the employee's position description in their personnel file.

2.6 STANDARDS OF CONDUCT

St. Patrick's Seminary & University sets and maintains high standards for both job performance and conduct. Standards exist not to restrict the rights of any individual, but to protect the many privileges shared by all Seminary & University employees. The conduct described below provides information to employees about unacceptable behavior at the Seminary & University.

The following non-inclusive list provides examples of the types of inappropriate behavior that may lead to disciplinary action, up to and including termination of employment:

1. Harassment (physical, verbal, sexual, or visual);
2. Unauthorized disclosure of confidential information;
3. Insubordination (refusal to follow a reasonable instruction);
4. Lewd or immoral conduct;
5. Public support or advocacy of positions, or conduct, which conflict with the teachings of the Roman Catholic Church;
6. Falsification of records or any report including but not limited to employment applications, accident reports and/or time records;
7. Excessive tardiness or absence from work or unexcused tardiness or absence for non-compelling

- reasons;
8. Failure to treat others with dignity and respect in working situations;
 9. Failure to report an absence;
 10. Misappropriation or misuse of Seminary & University property, or personal property of co-worker, without proper authorization;
 11. Possession of any weapon or explosive on Seminary & University property or while conducting Seminary & University business;
 12. Unauthorized use of alcohol at work; use, possession, dispensing or sale of illegal drugs while on Seminary & University premises or while representing the Seminary & University; or reporting to work under the influence of alcohol or controlled illegal substances;
 13. Failure to observe SPSU safety policies, standard OSHA policies, and normal safety precautions;
 14. Abuse against any person during the performance of Seminary & University work;
 15. Willful destruction of property owned or used by the Seminary & University.

2.7 COMPENSATION POLICIES

2.7.1 *Salary Administration*

Each year salaries and pay grades are reviewed, and, if the Seminary & University deems it necessary and believes sufficient funds are available, it makes applicable adjustments.

2.7.2 *Payroll Policy*

Seminary & University lay employees, priests, and religious are paid on the 15th and last day of the month. Time cards are required to be submitted for each pay period by all employees.

It is the responsibility of the supervisor to review each time card, verify the hours and dates reported are correct, and submit the approved card at least five days prior to payday. This card is used to comply with the various record-keeping laws covering non-exempt employees and for recording employees various accruals of vacation days, sick days, personal days, and other fringe benefits.

As a matter of policy the Seminary & University does not permit advances on paychecks or against non-accrued paid time off. If an employee is paid for non-accrued sick leave, vacation, personal days or any other overpayment, the amount paid will be deducted from their subsequent paychecks and/or their final pay.

Employees in non-exempt positions are to record all actual hours worked plus hours attributable to overtime, vacations, holidays, bereavement, personal days, jury duty and illness. A non-exempt employee is not authorized to work through a rest period or work overtime without prior approval of the employee's supervisor. If a non-exempt employee misses any of his/her breaks or lunch during any given day, he/she is to record the missed break or lunch period on the time card. The employee's supervisor must sign the time card. If any breaks or lunch periods have been missed by a non-exempt employee, they must be clearly noted on the time card for the employee to receive proper compensation.

Employees in exempt positions need only record days taken for vacations, holidays, bereavement, personal days, jury duty, and illness. Normal workdays can simply be marked with a check mark.

When payday falls on a Saturday, Sunday or holiday payday will be the preceding workday.

Employees absent on payday may have their check mailed to their mailing address the following day. Employees are responsible to keep their current address on file with the Payroll Office and the Office of Human Resources.

Requests for early issuance of paychecks will not be granted. However, employees not available on payday (e.g., on vacation) may request the payroll office in writing to mail the check to their mailing address.

Direct deposit of paychecks is also available to employees (lay, priest, or religious). Automatic payroll deposit authorization forms may be obtained from the office of human resources. It takes one payroll cycle for a direct deposit to be activated.

All employees should review their check stub for accuracy. If there is an error, the employee should bring it to the attention of the Human Resources Director or the Director of Finance, and the mistake will be rectified in a timely manner.

2.7.3 Deductions from Gross Pay

The following four deductions are required by law to be deducted from an employee's paycheck:

1. Federal Income Tax (FIT)
2. Social Security (FICA)
3. State Income Tax (SIT)
4. State Disability Insurance (SDI)

Voluntary deductions may be made from an employee's paycheck with the employee's written permission, where the employee is eligible. Such voluntary deductions include:

1. Health Insurance Premiums
2. Additional Life Insurance Coverage
3. Tax Deferred Savings Plan (403b)
4. Flexible Spending Accounts (Section 125 Benefit or a Tax Deferred Plan)

Employees should consult the benefits section (sections 4.1 to 4.3) for further details on available plans.

2.7.4 Garnishment of Wages

If the Seminary & University receives a court order or notice from federal or state government agencies to garnish an employee's wages, by law the payroll office must comply with the order. It is the duty of the payroll function to notify the employee that a garnishment directive has been received and indicate the timeframe given in the directive.

2.7.5 Lunch and Rest Periods

Meal periods are generally one hour in length. This unpaid meal period is to be arranged in the period of 11:30 a.m. to 2:00 p.m. and requires the approval of the employee's supervisor.

All persons in non-exempt positions receive at least a 30 minute unpaid meal break before five hours of work have elapsed. The only exception is for employees whose work shift is for six hours or less. In this case, the meal break may be waived if both the supervisor and employee agree. A request to waive a meal

period must be made in writing and maintained in the employee's personnel file.

If non-exempt employees work more than 10 hours in a day, they are entitled to two unpaid 30-minute meal breaks. However, if they work fewer than 12 hours in a day, the employer and employee may agree to waive, in writing, one (but not both) of the meal breaks.

In addition to unpaid meal periods, employees in non-exempt positions are entitled to two fifteen minute paid rest periods per day. Rest periods are encouraged near the middle of the morning and the middle of the afternoon.

Non-exempt employees who work through either a meal period or a rest period must report the day they worked through the break or meal period on their time card.

2.7.6 Overtime

Although as a matter of policy, overtime is discouraged, it can also provide great assistance to the Seminary & University. All overtime must have prior approval, taking into account budget limitations, of the employee's supervisor and is on the following basis:

The Seminary & University provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law. Employees in non-exempt positions are entitled to additional compensation for all hours worked in excess of their normally scheduled hours of work. The seminary's workweek is Monday through Sunday, although it is ordinarily expected that work will be scheduled and performed from Monday through Friday unless other arrangements have been made.

The Seminary & University pays "straight" time (i.e., the current hourly rate for hours worked up to 8 hours a day or 40 hours within the Seminary & University's work week. The Seminary & University pays one and a half times the employee's regular compensation rate (i.e., "time and a half") for work hours in excess of 8 hours per day or in excess of 40 hours per week or for work outside of the Seminary & University's work week and double time for work in excess of 12 hours in a day or more than six consecutive days. Only actual hours worked are considered for calculations of overtime.

Subject to the advance approval of the employee's director, a non-exempt employee may take compensatory time off if the employee voluntarily requests in writing in advance, using the Seminary & University form, that he/she wishes to be compensated for overtime worked through time off from work rather than through monetary compensation. Compensatory time off is at the rate of the applicable rate of overtime (e.g., time and a half or double time for the overtime worked). Compensatory hours may not be banked more than two weeks beyond the time they were earned, and in any case cannot be taken beyond the end of the next pay period. Accurately reporting compensatory time off on one's time card is the personal responsibility of the employee.

Exempt employees are expected to work as much of each workday as is necessary to complete their job responsibilities and to make sure that they are consistently available at times that are convenient to the offices, institutions and people they serve. No overtime or additional compensation is provided to exempt employees.

2.7.7 Make-Up Time

To increase flexibility of work schedules, employees in non-exempt positions who have missed work for

personal reasons may request “make up” time. “Make up” time allows an employee to work the missed hours on another day during the same work week. Hours worked as “make up” hours are compensated at the normal rate of pay, not as overtime hours.

In order to qualify for make-up time an employee must meet the legally established requirements. Employees may work up to 10.5 hours in a single day without earning overtime. To qualify for make-up time, the law requires the following:

1. Employees must complete, in advance, a written request for every occasion they request make-up time. A copy of the request should be attached to the time card when submitted to the payroll office.
2. The supervisor may not solicit or encourage employees to take make-up time.
3. The make-up time must be in the same workweek in which the employees lost work time for personal reasons.
4. Employees must be paid overtime rates for all hours in excess of 10.5 hours worked in a workday and 40 hours in a workweek.

2.7.8 Required Work on a Designated Holiday

Occasionally it is necessary for a non-exempt employee to work on a holiday designated by the Seminary & University. When an employee is requested by their direct supervisor or department head to work on a holiday, the non-exempt employee and the department head must mutually agree on the form of compensation for the time worked on the holiday. Compensation may be either in time off on another day or in pay.

If the employee and the department head decide the employee takes another day off for the holiday, the employee will be paid only his/her regular rate of pay for the holiday worked. If the employee and the department head decide the employee will not take another day off, the employee will be paid double time for the day—full holiday pay as well as full pay for the hours worked on the holiday.

2.7.9 Mileage Reimbursement

When using a personal vehicle for authorized business purposes, travel (apart from the normal commute to and from work) is reimbursed at the prevailing IRS mileage rate. Parking fees (not fines), bridge tolls, train, bus or subway tickets are also reimbursable upon presentation of receipts showing the nature and amount of the expense. Mileage must be recorded on the standard form (available in the Finance Office) and approved by the supervisor.

Employees are reminded that to be eligible for mileage reimbursement, employees must have on file with their supervisor a copy of their valid driver’s license.

Authorized mileage reimbursement is for mileage required in connection with Seminary & University business over and above the mileage of the employee’s normal daily commute. The IRS calculation for reimbursement is the excess of mileage to the destination, less the normal miles used in commuting to and from work. For example, suppose an employee leaves from home and goes to an institution for Seminary & University related purposes. The employee then comes to the Seminary & University, after which the employee returns home. Assume the trip to the institution, the Seminary & University, and then back home is 25 miles, and also assume the normal commute (to and from) the Seminary & University is 16

miles. In this case the employee should claim 9 miles for reimbursement. If an employee does not return to the Seminary & University but goes straight home and the total business trip is only 9 miles, then there is no reimbursement, since the business trip is less than the daily commute. For further information on mileage allowance, see “Memo on Employee Mileage Allowance,” available in the Office of Human Resources.

2.7.10 Voting Time

Employees are permitted to take up to two hours from work without a loss of pay to vote if they are unable to do so outside of normal work hours. Notification for election leave must be submitted to the supervisor at least two days in advance of the election date. The time off to vote should be recorded on the time card as: “Other Paid.” The supervisor must approve the time card.

2.7.11 Awards or Gifts

Any honorarium, gift or award with respect to a program or product produced by St. Patrick’s Seminary or its departments becomes the property of the Seminary & University, which may elect to retain or donate the monetary honorarium, gift, or award to whomever it chooses.

Individual awards (i.e., a special talent, producer, director, artist, photographer, writer, computer programmer, program developer) become the property of the employee if the award is presented to the individual.

2.7.12 Stipends/Honorariums

- a. When an employee gives a workshop at a Seminary & University event within the scope of his/her responsibility at St. Patrick’s, she/he is not to accept a stipend, without regard to the department or office offering the stipend. It is understood that the employee makes use of his/her regular weekly work schedule for the preparation and presentation involved.
- b. When an employee uses his/her regular weekly work time to prepare and give programs, workshops, or consultations for any non-St. Patrick’s group, the stipend given for this work is to be given to the appropriate Seminary & University office.
- c. When an employee uses time other than his/her regular weekly work time (i.e., employee’s paid vacation time), to prepare and give programs, workshops, or consultations for any outside group, the stipend given belongs to the employee doing the work.
- d. Workshops, programs, or consultations are to be approved by one’s supervisor. Any clarifications concerning this policy should be directed to the president/rector or the vice president for administration.
- e. For non-stipend presentations, an employee may claim reimbursement for transportation expenses with the production of a receipt, provided such expenses are not reimbursed by the organization requesting the speaker.
- f. For extended teaching or work assignments at non-Seminary & University institutions, arrangements concerning compensation should be worked out with one’s administrator first, and then with the president/rector or vice president for administration.

2.8 WORK POLICIES AND PROCEDURES

2.8.1 Annual Goal Setting and Evaluation

Each year, the supervisor is expected to provide a written evaluation of each employee reporting to the

supervisor. The standard procedure is for the supervisor to meet with each employee or with the department at the beginning of the fiscal year. At this meeting the supervisor outlines the goals for the coming year. The supervisor can do this either in the group, if the goals are generally applicable in the same way to most members of the group, or the supervisor can meet individually with employees reporting to the supervisor. Once the goals have been made established, the supervisor should provide to each employee a piece of paper explicitly stating the goals for that year.

The goals establish the basis upon which the supervisor evaluates the performance of each employee in the supervisor's unit or department. In the course of the year it is helpful for the supervisor to indicate verbally to the employee the success the employee is having in reaching the agreed upon goals.

Before the conclusion of the fiscal year, the supervisor must provide a written evaluation of each employee's performance. The evaluation should be shown to and discussed with the employee. If the employee desires, he can object to some aspect of the evaluation and provide a written statement (on the form) to that effect. Both the supervisor and the employee should sign the evaluation form, after which it is sent to the office of human resources, to be included in the employee's file.

2.8.2 *Harassment*

No member of the Seminary & University community may sexually harass another. Any employee or student will be subject to disciplinary actions for violation of this policy. This is in compliance with the policy of the Archdiocese of San Francisco on matters pertaining to sexual misconduct and also with the policy of the United States Province of the Society of Saint Sulpice.

a. Misconduct Involving Suspicion of Abuse of Minors

All SPSU personnel, employees, and volunteers must read and acknowledge the Archdiocese of San Francisco Policies and Procedures concerning the prevention and reporting of childhood sexual abuse before commencing their appointments.

Where an employee has a suspicion of abuse of a minor (by any person, whether seminarian, staff, faculty, or any other person), the employee is obliged to make a report. The employee (who is also the reporting person) shall immediately contact the local police and/or child protective services as set forth in the Archdiocesan policy handbook, and then report the matter directly to the Archdiocesan Victim's Assistance Coordinator and the president/rector. This duty of reporting cannot be delegated to others.

Allegations of a serious nature not involving abuse of a minor shall also be reported by the employee to the president/rector, the vice rector, or the provincial superior to the Sulpicians. For advice and guidance, whoever receives the report will pass the information on to SPSU's legal counsel and to the Sulpicians' attorney, if a Sulpician is involved. Reports, whether written or oral, are to be treated as confidential and private, and wherever possible, measures shall be taken to insure the confidential nature and privacy of the individuals involved. Where appropriate, a record of the report and its resolution may become a part of the individual's permanent file. Any questions concerning this policy should be directed to the President/Rector.

b. Anti-Harassment Policy

In order to provide a productive and pleasant educational and working environment, and to maintain an atmosphere characterized by respect and fraternal charity, St. Patrick's Seminary & University is

committed to providing a workplace free of sexual harassment and other kinds of illegal harassment.

c. Harassment Defined

Harassment is the negative treatment of another, including verbal, written, physical, or visual conduct that creates an objectively intimidating, offensive, or hostile working environment, on the basis of a protected classification such as race, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care leave status or veteran status. Negative evaluations of work performance do not usually qualify as harassment; neither do statements of policies properly reflecting Catholic teaching.

Sexual harassment is harassment based upon sex, including gender, pregnancy, childbirth or related medical conditions.

d. Examples of Harassment

Harassing conduct may take many forms such as slurs, jokes, statements, letters, notes, gestures, pictures, or cartoons. Sexual harassment includes all these sorts of conduct as well as unwanted sexual advances. Examples of sexual harassment include:

- Requests for sexual favors;
- Conversations containing offensive sexual comments;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals in response to refusals to give sexual favors;
- Leering, sexual gestures, displaying sexually suggestive objects or pictures;
- Comments, epithets, slurs, and jokes of a sexual nature or about an individual's body; or
- Touching, shoving, or assaulting another individual.

e. Persons Covered

The Seminary prohibits harassment of employees and students by managers, supervisors, co-workers, faculty, staff and other students. Similarly, all employees are prohibited from harassing any non-employees, and the Seminary will also attempt to protect employees from harassment by non-employees in the workplace. It is unlawful and forbidden by Seminary policy for males to sexually harass females or other males, and for females to sexually harass males or other females. This policy also prohibits student-to-student harassment whenever it is related to Seminary activity or attendance.

f. Reporting

Any staff member who believes that he/she has been subject to sexual harassment should report the incident immediately to the Office of Human Resources or the vice president for administration. If another employee has been subjected to sexual harassment and a staff member has knowledge of this, the staff member should report the alleged harassment to the appropriate person.

If the immediate prescribed contact person is involved in the incident, the violations should be reported to the President/Rector. Faculty, staff and students are also free to raise the issue with another same-sex supervisor, if they prefer to do so. The complaint should include details of the incident(s), names(s) of individual(s) involved, and the name(s) of any witness(es). Reports may be verbal, but written statements may later be taken in an effort to protect the rights of the individuals involved.

g. Investigation

All reports of harassment will be investigated thoroughly with as much confidentiality as possible. In order to assure a prompt, effective, and pastoral investigation and response, the applicable Seminary investigator way, as the circumstances warrant, make use of experts in such areas as physical, mental and spiritual health, social work, canon law and civil law.

h. Non-Retaliation

The law and the Seminary's policy prohibit retaliation against any employee, student or other person for making a complaint or for cooperating in an investigation.

i. Discipline and Liability

If the Seminary & University determines any member of the St. Patrick's community has harassed another person, the harassing person will be disciplined and the Seminary & University will take remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. Disciplinary action may range from warnings to immediate termination or expulsion, depending on the circumstances. Clergy are subject to appropriate canonical punishment or action. Any employee, student, or cleric who engages in harassment, including any supervisor or manager who knew about the harassment and took no action to stop it, may by law be held personally liable for monetary damages. The Seminary does *not* pay damages assessed personally against any person.

j. Sexual Harassment and Retaliation Are Illegal

Sexual harassment and retaliation for opposing sexual harassment or for participating in investigations of sexual harassment are illegal. This is also true for the other types of harassment prohibited by this policy.

In addition to notifying the Seminary & University about any harassment or retaliation, employees may complain to the California Department of Fair Employment and Housing (DFEH) and the Equal Employment Opportunity Commission (EEOC). For more information please see the notices concerning reports to the DFEH or EEOC in the employee posting area, consult the telephone book for relevant phone numbers, or the website www.dfeh.ca.gov/.

2.8.3 Attendance

Employees are expected to be ready and available for work each day. The normal work hours of the Seminary & University are from 8:30 a.m. to 5:00 p.m., (with an hour of unpaid meal period, Monday through Friday. If an absence is anticipated the employee should request the approval of the absence in advance and have it authorized by their supervisor.

Unauthorized absences, depending on the circumstances, may be grounds for disciplinary action, including termination of employment. For employees taking an unauthorized absence, they must call their supervisor by their designated start time to report their absence and the reason for the absence. If the employee has been absent due to illness or injury, the office manager or supervisor may request a statement from the employee's physician confirming the illness or injury to the employee or others.

2.8.4 Personnel Records

Both state and federal laws require employers to keep current and accurate personnel records. A file is established for all employees at the time of hire and maintained in the Office of Human Resources.

Personnel files should include the following information:

Full name of employee	Copies of degrees/certifications
Title of position held	Signed letter of agreement
Position/job description	Performance appraisals
Salary	Emergency information form
Benefit information	Yearly record of vacation and sick leave accrual
Completed job application	Insurance/retirement enrollment verification forms
Resume	Background check verification
Salary	I-9 Form (filed in separate employee file)
Changes in job title and/or job description	Signed safe environment training certificate
	Proof of insurance, if necessary for reimbursement

The Seminary & University maintains the confidentiality of personnel records. Only authorized supervisors and management personnel have access to personnel files. Employees are welcome to review the materials in their own personnel file within a reasonable time following a written request to the Director of the Office of Human Resources. Employees who disagree with materials contained in their personnel files are encouraged to provide their perspective in writing, and this document will be placed in their personnel file. If the employee's file contains a complaint about which the employee has not been informed by the supervisor, the employee can submit documents objecting to the complaint itself or the basis for the complaint, and these documents will be included in the permanent file.

[NOTICE for administrators: The wording in this paragraph represents a slight change in what has previously been stated.]

2.8.5 *References*

Except as permitted or required by law, unless permission is given by the employee or former employee, the Seminary & University will not normally release to third parties any personnel information except name, employment dates and position. See section 6.4 for employees seeking personal references from former supervisors at St. Patrick's Seminary & University.

2.8.6 *Personal Appearance*

The Seminary & University is a professional office and employees provide a public service. Employees often come into contact with many persons from both the Church community and the general public. All employees are expected to be neat in appearance and dress in a manner consistent with the responsibilities of their position. Department heads are responsible for determining the appropriate attire for the offices they oversee.

2.8.7 *Solicitation, Collections, and Sales*

Approaching fellow employees in the workplace regarding activities, organizations, or causes, regardless of how worthwhile, important, or benevolent, can create unnecessary apprehension and pressures for fellow employees. This conduct is inappropriate. The Seminary & University has established rules, applicable to all employees, to govern solicitation and distribution of written material during working time and entry onto the premises and work areas. An exception is that employees may, with the approval of their supervisor, utilize designated bulletin boards to announce sales or collections. All employees are expected to comply strictly with these rules.

1. No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom the activity is directed;
2. No employee shall distribute or circulate any written, electronic, or printed material in work areas at any time during his or her working time, or during the working time of the employee or employees at whom the activity is directed;
3. Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Seminary & University property.

As used in this policy, “working time” includes all time for which an employee is paid and/or is scheduled to be performing services for the Seminary & University; it does not include break periods, meal periods, or periods in which an employee is not, and is not scheduled to be, performing services or work for the Seminary & University.

2.8.8 Confidentiality

Most employees at the Seminary & University have access to information that must not be shared, discussed, or given to anyone but authorized personnel. This type of confidential information, data and knowledge must be protected by all who have access to it. Employees are required to hold and protect the confidential information in a fiduciary capacity for the exclusive benefit of the Seminary & University. Without the prior written consent of the administrator of human resources and the vice president for administration, employees may not disclose it to any person or entity other than in the course of performing their authorized duties. If employees have questions about the confidentiality of any information, they should ask their supervisor. Additionally, after employees terminate, they must not disclose at any time to any person or entity any confidential information whether or not it constitutes a trade secret under applicable law.

Confidential information may include but is not limited to:

1. Archdiocesan position papers, memoranda and letters;
2. Attorney/client communications;
3. Business records and plans;
4. Financial information and statements;
5. Donation and benefactor records;
6. Any financial, management, or personnel records or information related to priests, religious, deacons, lay employees, volunteers, clients, parishioners, students, or anyone else associated with the Seminary & University.

2.8.9 Personal Telephone Calls or E-mail Messages

Telephones and email systems are for conducting Seminary & University business. Employees should use moderation when making personal calls or writing e-mail messages and normally restrict such calls or messages to break time or lunch hour.

If it is necessary to make a personal long-distance or message unit call, employees should a cell phone or have such calls charged to their home phone.

2.8.10 Inter/Intranet, Office Voicemail & E-mail Systems

Seminary & University provided inter/intranet and electronic mail access is to be used for business purposes. Such systems are the property of the Seminary & University and their purpose is to facilitate

more effective communication and business. The Seminary & University has adopted “The Archdiocese of San Francisco Policy Regarding Use and Monitoring of Internet, E-Mail, and Other Technology” as its own. Please refer to Exhibit ? for the policy.

2.8.11 Personal Advantage/Conflict of Interest

Employees and independent contractors engaged by the Seminary & University may not use their position with the Seminary & University for undue personal advantage or in a manner that would create a conflict of interest. Employment by the Seminary & University carries with it a responsibility to model appropriate ethical conduct. Employees must refrain from taking part in, or exerting influence in any transaction in which their own interests may conflict with the best interests of the Seminary & University. Please refer to Exhibit? for the policy.

Employees shall not receive any gift or other consideration from any entity with whom the Seminary & University does business. These rules do not preclude the offering or acceptance of birthday or Christmas remembrances, business lunches or other gifts of nominal value (not to exceed \$200.00 individually or \$600.00 in aggregate gifts from all sources in a calendar year).

2.8.12 Secondary Employment and Private Businesses

The Seminary & University does not preclude employees from working at another job as long as it does not conflict with the mission and activities of the Seminary & University or reflect inappropriately on the Archdiocese or the Roman Catholic Church. The Seminary & University reserves the right to determine when an employee’s outside activities represent a conflict with Archdiocesan or Seminary & University interests and to take whatever action is necessary to resolve the situation.

Employees must, therefore, inform the Seminary & University about their place and hours of outside employment. Engagement in such private practice by employees must not interfere in any way with the performance of duties with the Seminary & University.

Employees may not benefit directly or indirectly from a third party who furnishes products, materials or services to the Seminary & University. Independent contractors and employees may not accept referrals to their private business from the Seminary & University and/or its departments, nor will they encourage anyone affiliated with the Seminary & University to seek or contact them for private business.

Anyone involved in private enterprise must use their own facilities including stationery, office equipment, telephone and answering service separate and apart from the Seminary & University.

Referrals, clients, or other information obtained through Archdiocesan work or contacts belongs to the Seminary & University and not the individual employees.

2.9 REVISION OF STAFF HANDBOOK AND PERSONNEL POLICIES

Personnel policies are reviewed periodically by the administrator of human resources. With the approval of the President/Rector, changes are introduced in a timely manner and appropriate changes are made in this staff handbook. A complete review of the staff handbook is undertaken approximately every six years.

III. PERFORMANCE POLICIES

3.1 WORKPLACE VIOLENCE

3.1.1 Statement of Policy

Violence in the workplace is a growing nationwide problem, and the costs of workplace violence are great in human as well as financial terms. For these reasons, a firm, balanced policy is necessary.

The safety and security of the Seminary & University employees is of vital importance. Acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect the Seminary & University, or which occur on the Seminary & University property, are not tolerated.

This prohibition against threats and acts of violence applies to all persons involved in the operation of the Seminary & University including, but not limited to, the Seminary & University personnel, contract and temporary workers, and anyone else on the Seminary & University property. Violations of this policy, by any individual, lead to appropriate disciplinary and/or legal action.

3.1.2 Definitions

Workplace violence is any intentional conduct that is sufficiently severe, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property.

Inappropriate violence may alter employment conditions or create a hostile, abusive, or intimidating work environment.

Examples of workplace violence include, but are not limited to, the following:

- Threats or acts of violence occurring on the Seminary & University premises, regardless of the relationship between the Seminary & University and the parties involved in the incident.
- Threats or acts of violence occurring off the Seminary & University premises involving someone who is acting in the capacity of a representative of the Seminary & University.
- Threats or acts of violence occurring off the Seminary & University premises involving an employee of the Seminary & University if the threats or acts affect the business interests of the Seminary & University.
- Threats or acts of violence occurring off the Seminary & University premises of which an employee of the Seminary & University is a victim, if the Seminary & University determines that the incident may lead to an incident of violence on the Seminary & University premises.
- Any other threats or acts resulting in the conviction of an employee under any criminal statute relating to violence or threats of violence that affect the legitimate business interests of the Seminary & University.

Specific examples of conduct which may be considered threats or acts of violence under this policy include, but are not limited to the following:

- Threatening physical or aggressive contact directed toward another individual
- Threatening an individual or his/her family, friends, associates or property with physical harm
- The intentional destruction or threat of destruction of the Seminary & University property or another's

- property
- Harassing or threatening phone calls
- Surveillance
- Stalking
- Veiled threats of physical harm or like intimidation

Workplace violence does not refer to occasional comments of a socially acceptable nature. Such comments may include references to legitimate sporting activities, popular entertainment or current events. Rather, it refers to behavior that is objectively offensive, threatening or intimidating to a reasonable person.

3.1.3 Enforcement

Any person who engages in a threat or violent action on the Seminary & University property may be removed from the premises as quickly as safety permits and may be required, at the Seminary & University's discretion, to remain off Seminary & University premises pending the outcome of an investigation into the incident.

When threats are made or acts of violence are committed by a Seminary & University employee, the vice president for administration reviews the matter and makes a recommendation to the president/rector, who makes the final judgment as to what actions are appropriate, including possible disciplinary action and/or medical evaluation. No provision of this policy shall alter the at-will nature of employment with the Seminary & University.

Once a threat has been substantiated, it is the Seminary & University's policy to put the threat maker on notice that he/she will be held accountable for his/her actions and then follow through with the implementation of a decisive and appropriate response.

Under this policy, decisions may be needed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing. No existing Seminary & University policy or procedure should be interpreted in a manner that prevents the above from occurring.

3.1.4 Safety

The safety and health of employees is very important to the Seminary & University. Accordingly, no one is required to work at a job that is known to be unsafe. Employees are expected to share the responsibility for safety and to advise a supervisor if they observe any unsafe situation. Once notified, the supervisor is responsible for reporting and/or correcting any unsafe condition within work area.

3.1.5 On the Job Injury (Worker's Compensation)

Employees injured at the Seminary & University or on a job-related duty, or who witness an accident at the Seminary & University, should immediately report the injury and its cause to their supervisor and the Office of Human Resources. Workers' Compensation claim forms are available from the Office of Human Resources and should be completed preferably on the day of the injury but certainly by the day after the injury and submitted to the insurance carrier. Injuries requiring basic first aid must also be reported to the supervisor and the Office of Human Resources even if medical treatment is not necessary so injuries can be properly reported if complications develop. Work related injuries are normally covered by Workers' Compensation insurance.

When an employee is restricted because of a workplace injury, the employee may remain off work until one

of the following circumstances occurs:

1. The employee is released to return to work without restrictions.
2. The employee is released to return to work with restrictions and work, which is consistent with those restrictions, is available.
3. Medical evidence establishes that the employee is permanently disabled from returning to usual duties.
4. The employee indicates the intent not to return to work (either by direct communication to the employer or by actions inconsistent with the intent to return to work, for example, by moving out of the area or by accepting other employment).
5. The employee's position is no longer available for reasons not related to the employee's absence (e.g., a reduction in force).

Time off required for a workplace injury may be designated as leave under FMLA or CFRA, as appropriate.

A work-related disability leave is unpaid, except that employees may receive benefits under St. Patrick's Seminary & University workers' compensation program or the state disability insurance, and may elect to use accrued vacation and personal days. Accrued sick leave will be used during a work-related disability leave in accordance with St. Patrick's Seminary & University sick leave policy. Benefits will be coordinated so that the employee will not receive more than 100 percent of regular pay.

3.1.6 Drug and Alcohol Free Workplace

The Seminary & University promotes and enforces a drug-free environment by prohibiting the illegal use, sale, distribution, or possession of narcotics, drugs, or controlled substances while on the job or on Seminary & University property.

Any violation of this policy results in disciplinary action up to and including termination.

The use of prescription drugs and/or over-the-counter drugs may also affect employees' job performance with the Seminary & University. Any employee who is using prescription or over-the-counter drugs which may impair his or her ability to safely perform the job or may affect the safety or well-being of others must submit a physician's statement that the prescription drug use will not affect job safety. The employee is not required to identify the medication or the underlying illness. Various federal, state, and local laws protect the rights of individuals with disabilities and others with regard to the confidentiality of medical information, medical treatment, and the use of prescription drugs and substances taken under medical supervision. Nothing contained in this policy is intended to interfere with individual rights under, or to violate, these laws.

The use of alcohol during working hours is prohibited except when used for a Eucharistic Celebration for the Seminary & University or when employees are participating in a formally sanctioned social event at which the consumption of alcohol is permitted.

3.1.7 Smoke Free Workplace

The Seminary & University maintains a smoke-free environment in all of its offices, meeting rooms, stairwells, etc., in accordance with California law. Smoking outside the Seminary & University buildings is permitted provided it occurs at least 25 feet from windows and doors of buildings.

3.1.8 Work Area

Employees are expected to keep their immediate work area neat and clean. The presence of personal decorations, such as pictures and plants, is acceptable as long as it does not distract from overall office appearance or working conditions, as determined by the supervisor. The Seminary & University is not responsible for the loss of such personal possessions through fire, theft, or other loss. Thus, employees are encouraged not to place keepsakes, treasures, or items of value in their work area.

3.1.9 Securing Seminary Property

The Seminary & University reserves the right at all times and without prior notice to inspect and search all Seminary & University property for the purpose of promoting safety and security in the workplace or compliance with state and federal laws. These inspections may be conducted during or outside of business hours and in the presence or absence of the employee.

In addition, in order to ensure the safety and security of employees and guests, and to stop suspected wrongdoing or breach of the Seminary & University's policies, the Seminary & University reserves the right to question any employee or other individual entering onto or leaving the Seminary & University premises, and to search any containers or items that the individual may be carrying.

The Seminary & University also may require employees while on the job or on the Seminary & University's premises to agree to reasonable inspection of their personal property.

3.2 PROTECTION FROM SUBPOENAED EMPLOYEE RECORDS

The law requires parties in civil litigation seeking to subpoena an employee's personnel records to certify that the employee was previously notified about the subpoena. If such certification is not provided, SPSU will not provide the subpoenaed documents until it has received the employee's written authorization. The law also provides a procedure for employees to object to the subpoena and to obtain protective order from the court preventing the employer from complying with the subpoena and disclosing the records.

IV. BENEFITS

4.1 ELIGIBILITY

The benefits listed below are, unless otherwise specifically excluded, available to all employees who are actively working at least 20 hours per week. Employees who work less than full time will have some benefits pro-rated. For example, employees who work 2/3 time will be eligible to accrue vacation at 2/3 of the vacation accrued by full time employees.

If an employee has questions concerning his or her benefits, the employee should contact the Office of Human Resources.

4.2 INSURANCE

4.2.1 *State Unemployment Insurance (SUI)*

The California State Unemployment Insurance (SUI) provides for temporary assistance to eligible individuals who have lost their jobs through no fault of their own. It is not based on need and is not considered welfare. Though exempt from this law for its employees, the Seminary & University voluntarily provides coverage for all eligible employees. Eligibility for benefits and the extent of coverage are determined by the State Employment Development Department (EDD). Claims may be filed at the EDD office.

A recent employee who is eligible and wishes to apply for Unemployment Insurance must do so on his or her own.

4.2.2 *State Disability Insurance (SDI)*

Disability Insurance is payable when eligible employees are unable to work extended periods of time due to sickness, illness, or injury that prevents them from doing their regular or customary work. This program is for illness or injury that is not work related. Eligibility is determined by the state. This disability may not be caused by the employee's job (for information about Worker's Compensation see below). Employees may not receive both Unemployment Insurance and State Disability Insurance benefits for the same period of time. The SDI premium is deducted from employees' pay. The State of California determines the SDI premium rate at the beginning of each calendar year.

Claim forms for disability insurance should be obtained from the EDD office immediately after the disability occurs, because there is a time limit for filing. A person is normally eligible for this benefit on the first day of hospitalization or from the seventh working day of the illness that has prevented the person from working the previous six days.

Employees or their supervisor must notify the Office of Human Resources when filing for State Disability Insurance (SDI).

The Seminary & University's policy is to integrate available sick leave pay with State Disability Insurance benefits. For example, if an employee earns \$10.00 per hour and becomes disabled, the SDI benefit may pay that employee \$6.00 per hour. If that employee has available sick leave, the Seminary & University would integrate the SDI benefit up to a maximum of \$4.00 additional per hour. This would enable an eligible employee to receive his/her approximate current hourly rate while disabled so long as sick leave is available.

Sick leave benefits paid by the Seminary & University will be reduced by the amount of state disability benefits to which the employee is entitled, if the employee actually files for disability benefits. The integration of sick leave benefits with State Disability Insurance (SDI) will be made after the employee receives his/her SDI benefit. Employees must forward a copy of their SDI benefit payment to the Seminary's payroll office within a month of making the first regular payment. Payment by the Seminary & University will cease once sick leave benefits are exhausted.

4.2.3 Workers' Compensation

As was indicated above in section 3.1.5, all employees of the Seminary & University are covered by Workers' Compensation Insurance for a job-related illness or injury. Premiums are paid by the employer. Any job-related illness or injury must be reported immediately to your supervisor and the Office of Human Resources. Benefits will be paid according to California law.

4.2.4 Social Security

Employees are covered under the Federal Social Security Program (FICA). Individual benefit amounts vary depending on the employee's earnings. The Social Security program also includes a disability benefit. Employees who become disabled may be entitled to Social Security benefits regardless of their age. Dependents may also be entitled to Social Security benefits.

Taxes to cover this program are withheld from the employee's gross pay. Additionally, the employer contributes an amount equal to each employee's contribution. There are currently no exemptions to FICA. Any Social Security Office can provide further information.

4.2.5 COBRA Coverage

The Seminary & University offers employees or dependents who are affected by a "Qualifying Event," such as termination of employment, death of a spouse or divorce, the opportunity to continue medical and/or dental coverage for a limited period of time under the provisions of the COBRA statute. COBRA enrollment and premiums in group medical plans are the sole responsibility of the employee. It is the employee's responsibility to notify the Seminary & University of a "Qualifying Event."

4.3 BENEFITS AND PLANS

The Seminary & University cares about its employee's health and well-being as well as that of their families. It understands the importance of planning for future retirement. In order to provide professional assistance in matters and benefits, the Seminary & University makes use of the many good plans available through the Archdiocese of San Francisco.

4.3.1 Medical, Dental, Vision and Life Insurance Plan

The Seminary & University offers eligible employees and eligible dependents an opportunity to participate in medical, dental, vision, and life insurance plans. The cost for these plans is an employer/employee shared expense; the respective payments by the Seminary and the employee are specified to participants in writing. The employee's share will be deducted from his/her pay on a pre-tax basis. Employees should consult the specific benefit plan documents for more complete information about eligibility and details of the plan. In each case, the specific benefit's Summary Plan Description is the authoritative document.

Should an employee elect medical benefits, coverage begins on the first day of the calendar month

following hire (e.g., if the employee begins work on November 20, the effective date of coverage is December 1). Coverage ends on the last day of the month of termination (e.g., if an employee terminates employment on December 20, coverage ends on December 31).

Information on these insurance programs is discussed during the new employee's orientation and is available on the Reta Trust website. Generally, employees can make changes in their health plans once a year, during open enrollment. The decisions employees make during open enrollment are binding for the Plan Year unless they have a change in family status.

The technical term for a change in family status affecting benefits is "Qualifying Life Event." Relevant changes in family status include marriage, divorce, birth, adoption of a child, or a change in their spouse's employment status as defined by Section 125 of the Internal Revenue Code.

Employees who have experienced a qualifying life event must notify the Human Resources Office within 31 days of the qualifying life event and provide the necessary supporting documentation consistent with the requested change. If the notification is not submitted within 31 days, the requested change cannot be accepted. Employees who do not notify the Office of Human Resources of the life event changes within the 31-day window will have to wait until the next benefits open enrollment period to make changes to their health plans.

4.3.2 Long Term Disability

At no cost to eligible employees, the Seminary & University also provides income protection in the event of the employee's disability caused by a covered illness or injury. Disabled employees can receive a benefit up to 66 2/3% of their monthly salary. For more information, please check with the Office of Human Resources.

4.3.3 Pension Plan

The Seminary & University provides a pension plan for eligible employees that is funded by the employer. For details concerning the pension plan, eligibility and vesting, please refer to the Summary Plan Description or contact the Office of Human Resources.

4.3.4 Tax Deferred Savings Plan – 403 (b)

The Seminary & University makes available to eligible employees a voluntary savings program. This program allows employees to supplement retirement income on a tax favored basis by payroll deduction. This savings plan takes advantage of IRS rules, which allow certain employer groups, such as religious organizations, to establish a voluntary pre-tax savings program.

4.3.5 Flexible Spending Accounts

Eligible employees can participate in a voluntary benefit plan that allows them to set aside a fixed portion of their pre-tax earnings each payday. The amount to be withheld from each paycheck has to be specified at the beginning of the tax year.

St. Patrick's has two programs or accounts that qualify as flexible spending accounts:

- The Flexible Medical Spending Account is used to pay for certain unreimbursed medical expenses.
- The Flexible Dependent Care Spending Account is used to pay for certain unreimbursed dependent

care expenses.

For further details please see the Office of Human Resources.

4.3.6 Catholic Cemetery Burial Benefit

Full and part time active and retired lay employees are eligible for a 10% discount on the price of a grave, crypt or niche at the three Archdiocesan cemeteries: Holy Cross, Colma; Holy Cross, Menlo Park; and Mt. Olivet, San Rafael.

The discount will be given only on the price of a grave, crypt or niche for the employee's use. However, employees who purchase a large family plot to include interment of parents, spouse, or children will be given the discount on all graves within the plot. Note that the purchase must be for a family unit, not individual graves.

Proof of employment must be provided via St. Patrick's employee payroll number. For retired employees, proof of retirement must be available.

No other discounts or allowances are available. Once employees sign a contract with the Cemetery, it will be honored regardless of resignation or other reasons for termination.

V. VACATION DAYS AND LEAVES

5.1 HOLIDAYS AND HOLY DAYS

The Seminary & University's paid holidays are determined annually. The following is a list of the holidays typically observed by the Seminary & University:

New Year's Day	Thanksgiving Day
Martin Luther King, Jr. Day	The day after Thanksgiving
President's Day	Christmas Eve
Good Friday	Christmas Day
Memorial Day	The week between Christmas &
Independence Day	New Year's Day
Labor Day	

The Seminary & University, at its discretion, may declare other holidays or remove existing ones.

To be eligible for holiday pay employees must be on the payroll on the holiday. Eligible regular part-time employees will be paid for a holiday only if it falls on a day they would normally work. The employee will be paid for the number of hours they would normally work on that day as their holiday pay.

5.2 PERSONAL DAYS

Regular full-time employees are eligible for four personal days with pay during each fiscal year. For those employees who are hired later in the fiscal year, personal days will be prorated. These days may be used as necessary for personal, business or family needs which cannot be dealt with during non-working time.

Eligible employee will be credited all four personal days at the beginning of each fiscal year subject to the payroll policy set forth in section 2.7.2. The fiscal year runs from July 1 until June 30. Unused personal days do not carry over from one year to the next. Arrangements for taking personal days must be made in advance with an employee's supervisor.

5.3 VACATION

The Seminary & University provides eligible employees paid time away from work for vacation.

Accrual for vacation leave is determined by continuous (i.e., no more than 12 months break in service) years of verifiable benefited employment (i.e., full-time and/or regular part-time) with St. Patrick's Seminary & University. Full-time or regular part-time employees who are regularly scheduled to work at least 20 hours per week on an ongoing basis earn vacation leave according to the following schedule:

EXEMPT EMPLOYEES

YEARS OF CONTINUOUS SERVICE	DAYS PER YEAR	DAYS PER MONTH
1 through 4 years	10 days	0.83 days per month
5 through 9 years	15 days	1.25 days per month
10 through 14 years	20 days	1.67 days per month
15 through 19 years	25 days	2.08 days per month
20 years and over	30 days	2.50 days per month

NON-EXEMPT EMPLOYEES

YEARS OF CONTINUOUS SERVICE	DAYS PER YEAR	HOURLY ACCRUAL
1 through 4 years	10 days	0.0384 hours accrued per regularly scheduled hour worked
5 through 9 years	15 days	0.057 hours accrued per regularly scheduled hour worked
10 through 14 years	20 days	0.076 hours accrued per regularly scheduled hour worked
15 through 19 years	25 days	0.093 hours accrued per regularly scheduled hour worked
20 years and over	30 days	0.115 hours accrued per regularly scheduled hour worked

Regular part-time employees accrue vacation time in proportion to the amount of time per week they regularly work. For example, over any given period, an employee who works 20 hours per week (53% of full-time) would accrue 53% of the vacation accrued by a full-time worker.

No employee may accrue more than two years of his/her annual vacation accrual (i.e., if an employee is entitled to accrue 15 days of vacation per year, he/she may accrue up to a cap of 30 days of vacation). Vacation accrual shall cease when the employee’s earned vacation reaches his/her cap. An employee will not accrue any more vacation time until the employee uses sufficient vacation time to bring him/her below the vacation accrual cap. Employees with more than two years of their accrued annual vacation on the books at the time that this staff handbook becomes effective would not lose any accrued days. However, they would no longer accrue vacation until they have used sufficient accrued vacation to bring them below the maximum.

Except under unusual circumstances, each employee is encouraged to take his/her vacation leave within twelve months after the beginning of the new fiscal year. While a failure to use the vacation within such time frame shall not result in the forfeiture of the vacation, such failure may result in encouragement to use the vacation. Employees will not be paid additional monies in lieu of taking earned vacation, except on termination of employment. Employees transferring from one office to another at the Seminary & University may transfer their accumulated vacation leave.

Employees must request vacation time and dates sufficiently in advance of the proposed vacation to assure that office-scheduling needs are met. Similarly, employees should not schedule a vacation at times that are seasonally critical for the work of the department.

5.4 SICK LEAVE

Employees who are ill should take time off to get well. Under certain circumstances the Seminary & University provides eligible employees paid time off during periods of disability or illness.

Sick leave is earned by regular full-time employees at the rate of 10 days per fiscal year (0.83 days per month for exempt employees and 0.0384 per hour worked for non-exempt). All unused sick leave not used during the fiscal year can be carried over to the next fiscal year up to a maximum of 60 work days. Employees with more than 60 days accrued sick leave on the books at the time that this staff handbook becomes effective would not lose any accrued days. However, they would no longer accrue sick days until they have used sufficient accrued days to bring them below the 60 day maximum.

Those hired after the start of a fiscal year will have their sick leave determined on a pro-rata basis until the next fiscal year begins. Regular part-time employees accrue sick leave in proportion to the amount of time they work. Employees who terminate will not be paid for unused sick leave benefits.

Sick leave can be used for the following reasons:

1. If an employee is ill, injured, temporarily disabled, or for a doctor's, dentist's, or other health care provider appointment;
2. An employee may use his/her annual sick leave accrual (i.e., the amount that would be accrued during twelve months) to attend to the illness of his/her child, spouse, or parent. This includes foster, step and adopted children and parents. All restrictions placed on employees for the use of sick leave also apply to the use of sick leave for their family members. The Seminary & University will not discipline, discriminate against, or discharge employees who take advantage of their right to use sick leave to care for a family member.

The Seminary & University reserves the right to require employees, before returning to work, to present a doctor's written confirmation indicating they are able to work without presenting a danger to themselves or others.

Time off due to sickness or injury, even if compensated, will not be considered hours worked for calculation

of overtime pay. Sick leave does not accrue when an employee is on any unpaid leave.

When ill and unable to come to work, the employee is to notify the supervisor or the office within the first hour of the working day. The employee should also keep the supervisor informed about when the employee expects to return to work.

Employees transferring from one Archdiocesan entity to another may not transfer accumulated sick leave to the new place of employment. Employees transferring between Seminary & University offices may transfer their accumulated sick leave.

5.5 JURY DUTY

The Seminary & University encourages employees to fulfill their civic obligations. If called to serve on jury duty, employees are to notify their supervisor immediately.

Employees who are summoned for jury duty will be paid their regular rate of pay for a maximum of ten working days per year. Employees are to report to work on any days or partial days that they are not required to report or are excused from Court by 1:00 P.M. or earlier. The Seminary & University reserves the right to request the court to postpone service or to excuse employees from jury duty based upon its need for the services of an employee at a particular time.

Employees are required to record jury duty on their time card and attach a copy of their jury duty receipt so they may be paid for jury time.

5.6 MILITARY LEAVE

5.6.1 *The Employer's Responsibilities*

An employer must grant a leave of absence when employees:

- Are summoned by the government for duty;
- Voluntarily sign up for duty;
- Participate in training;
- Must undergo an examination for fitness.

These leaves may last from a few hours to five years or longer. Applicants and employees affiliated with the military or public health service are protected from discrimination. Employers may not fire, refuse to hire, discipline or otherwise discriminate against individuals because they are in the service or if they want to serve.

An employer must reinstate those on military leave if their service was completed in less than five years as long as they follow the requirements in the next section below. Another type of leave, qualifying exigency leave (e.g. to arrange child care), covers regular members of the Armed Forces as well as Reservists and National Guard. Qualifying exigency leave also covers situations where an employee's relative is deployed to a foreign country. Employers must also grant a 26-week leave to care for relatives with military injuries. Such a leave includes the situation where the military injury is an aggravation of a pre-existing condition. Such a leave must be granted for up to five years after the person leaves the military, and whether or not

the injury manifests itself before or after discharge (e.g. post-traumatic stress disorder).

5.6.2 *The Employee's Responsibilities*

If the employee's service is completed in less than five years, the employee will generally be eligible for reinstatement to the former position or the position that he or she would have obtained as long as the person:

- Has given reasonable notice in advance of the leave;
- Receives a discharge characterization required by applicable law;
- Gives notice in accordance with the applicable law when the leave will end.

5.6.3 *Pay and Benefits for Employees on Military Leave*

Generally, military leave is unpaid, however employees may (but are not required to) use their paid vacation time or other paid time when they are on leave. The employee's level of seniority will be the same as if they had not been on leave.

The employer must pay for the continuing health benefits during the leave if required by law. If the employer has no such responsibility under the law, the employee shall be responsible for all such payments.

Other than the benefits specifically mentioned in this section, employees on military leave are entitled to the same benefits that are given to other employee who are on leave of absence. Pension contributions must continue to be made as in the past and service in the military is considered service with the employer for purposes of vesting and benefit accrual. If employees serve in the California National Guard and become disabled for 52 weeks or less, employers may not terminate their health benefits, life insurance, disability insurance or seniority status.

5.6.4 *Leave for Military Spouses/Others Specified by Law*

In keeping with California Law, any employee who is a spouse or other person specified by law of a deployed military service member is entitled to take up to ten days of unpaid leave when the service member is on leave from a military deployment, as defined by California Law, provided that eligibility, notification and other legal requirements are met.

5.7 LEGAL SERVICES

Regular, full-time employees are allowed up to three days unpaid leave per year to appear in court as principal in a legal action or a prospective parent in adoption proceedings. Employees are also allowed unpaid leave to appear in response to a summons by a court. The request for leave must be accompanied by a copy of the summons/notice of hearing, and both must be submitted to the supervisor as soon as the summons/notice is received.

5.8 BEREAVEMENT

Employees who lose a relative usually need time to make funeral arrangements, attend services and attend to their own needs and the needs of their family. The Seminary & University will provide employees paid leave from work according to the following guidelines:

- Death of a spouse, child, or parent – up to 5 consecutive work days
- Death of a sibling or legal guardian – up to 3 consecutive work days
- Death of a close family member or friend which includes grandparent, mother or father-in-law, brother or sister-in-law, stepparent, step brother or sister, aunt, uncle, niece, nephew, or grandchild – up to 2 consecutive work days

According to the family need, employees may use accrued sick or vacation time to extend absences for bereavement.

When an employee attends the funeral or burial of a spouse, child, parent, or sibling more than 150 miles away, an additional day may be added.

If the department head authorizes the Seminary & University staff to attend a funeral (e.g., of a co-worker), employees attending the funeral service should record that time as “other paid.” This policy applies to all employees.

5.9 SCHOOL VISITS AND ACTIVITIES

In accord with state law, each employee is allowed up to 40 hours off per year for the purpose of participating in school activities of their children in licensed day care facilities and kindergarten through grade 12. Ordinarily, this time off is unpaid, but employees may use personal leave days or vacation time, if available. The employee is limited to no more than eight hours off for this purpose in any one calendar month of the school year. Reasonable advance notice is required and the employee may be required to provide documentation from the school concerning the employee’s participation.

5.10 OTHER UNPAID LEAVES OF ABSENCE

Under certain circumstances St. Patrick’s Seminary & University will grant employees an unpaid leave of absence. This unpaid leave could be for personal or medical reasons.

5.10.1 Request for Personal Unpaid Leave

A request for a leave of absence is to be submitted in writing to the department director as far in advance as possible. The Seminary & University does not usually authorize an unpaid leave of absence. Any requests for an unpaid leave will be reviewed, among other things, in light of whether schedules can be maintained, except in an emergency situation or when otherwise required by law. Employees must be specific about the reasons for a requested leave of absence and must indicate an expected return to work date.

Employees who have been continuously employed by the Seminary & University for at least twelve months may request an unpaid leave of absence. All accrued vacation and personal days must be used prior to granting an unpaid leave of absence. Unpaid leaves of absence are limited to a minimum of one week and a maximum of three months.

Prior to the leave, requests for an unpaid leave of absence or an extension of an existing leave of absence must be reviewed by the office of human resources and receive ultimate approval by the vice president for administration or the president/rector.

Employees on an authorized unpaid leave of absence will generally be entitled to return to their position, or a similar position, as long as they do not exceed the agreed upon time frames. However, the Seminary & University reserves the right to eliminate a position for legitimate business reasons and lay off anyone in that position, even if on an approved leave of absence, except where prohibited by law.

5.10.2 Continuation of Benefits

Employees on an unpaid leave of absence do not accrue vacation or sick leave benefits or holiday paid time off. Employees are entitled to continue paying their own insurance premiums as well as their dependent coverage at their own expense. Accruals for sick leave and vacation will be reinstated if/when employees return to paid status.

5.11 FAMILY CARE AND MEDICAL LEAVE

In accordance with relevant laws, the following policy applies to all employees of St. Patrick's Seminary & University.

To be eligible for family care and medical leave under this policy, an employee must be employed by St. Patrick's Seminary & University for at least 12 months and must have worked at least 1,250 hours during the 12 month period immediately preceding the commencement of the leave. To qualify for a family care or medical leave, the employee or a member of his family must have experienced a serious health condition.

As soon as an employee learns of the need for a family care or medical leave, the employee must notify the administrator in charge of human resources to request a leave. For foreseeable events (such as the birth, adoption, or foster care placement of a child or for planned medical treatment) at least 30 days' advance notice is required. For unforeseeable events or emergencies, the leave request must be made as soon as possible.

A request for leave due to the serious health condition of the employee or the employee's child, spouse or parent must be accompanied by a certification signed by the health care provider, which includes the following information:

1. The date, if known, on which the serious health condition began.
2. The probable duration of the condition.
3. If the requested leave is to care for a family member, an estimate of the amount of time the health care provider believes the employee needs to care for the family and a statement that the family member's condition warrants the employee's participation in providing care to the family member.
4. If the leave is for the employee's own serious health condition, a statement that, due to the employee's serious health condition, the employee is unable to work or is unable to perform the essential functions of the employee's position.

Any request for an extension of an approved leave must be made before expiration of the approved leave. Any request for an extension of medical leave must be supported by an updated certification from the health care provider.

An eligible employee may be granted family care and medical leave of up to 12 workweeks in a 12-month period. If leave is due to the employee's own serious health condition or to care for an employee's child, spouse, parent, or other person specified by law who has a serious health condition, leave may be taken on

an intermittent or reduced work schedule basis if medically necessary. The employee must make reasonable efforts to schedule leave so as not to disrupt operations. If leave is requested on an intermittent or reduced work schedule basis, the employee may be transferred to an alternative position with equivalent pay and benefits that better accommodates recurring periods of leave.

Leave to care for a newborn or newly placed child must conclude within one year of the birth or placement of the child.

Family care and medical leave is unpaid, except that those employees on leave may elect to use all accrued paid vacation and paid personal days. Employees who are on leave due to the employee's own serious health condition must use all accrued sick leave in accordance with St. Patrick's Seminary & University sick leave policy. Employees on leave due to their own serious condition may apply for State Disability Insurance (SDI) benefits and for benefits under the Archdiocesan Disability Insurance Plan. SDI and group disability benefits may be integrated with other paid time off.

Health insurance benefits will continue to be provided during leave to the same extent and under the same conditions as if the employee were not on leave. The total combined amount of employer-paid health insurance available for any combination of family care, medical and pregnancy disability leave will not exceed 12 workweeks within a 12-month period. (Exceptions may apply for leaves due to work-related injury or illness.) Employees must pay the premiums for health care coverage throughout their leave of absence.

Seniority and benefits do not accrue during leave, except to the extent that paid time is used.

An employee who takes up to 12 workweeks of leave in a 12-month period under this policy will be reinstated to the same position or to an equivalent position, unless the employee would not otherwise have remained employed for reasons unrelated to the leave.

An employee returning from leave taken because of the employee's own serious health condition must provide medical certification that the employee can safely perform the essential functions of the employee's position.

5.11.1 Pregnancy-Disability Leave

In addition to available time off to bond with an anticipated birth or newborn child available under Family and Medical Leave Act and California Family Rights Act (see, Family Care and Medical Leave), an employee who is unable to work because of pregnancy, childbirth or related medical conditions is eligible to take a pregnancy-related leave. There is no length of service requirement for a pregnancy-related leave.

Pregnancy-disability leave is for a reasonable period of time for disability caused by pregnancy, childbirth or related medical conditions, up to a maximum period of 12 weeks for each pregnancy. Twelve weeks means the number of days the employee would normally work within four months. Leave availability for part-time employees is calculated on a proportional basis. (If there is a need for a leave of absence longer than 12 weeks, the employee may request additional time off under the personal leave policy.)

An employee does not have to take pregnancy disability leave in one continuous period. If medically necessary, an employee may take leave on an intermittent or a reduced work schedule and benefits that better accommodate recurring periods of leave. Where the employee's health care provider certifies that a transfer to a less strenuous or hazardous job or duties is medically advisable, the transfer will be made if it

can be reasonably accommodated.

For employees who are eligible for leave under Family Care and Medical Leave, the first 12 workweeks of pregnancy disability leave are counted as medical leave under the policy for health insurance continuation purposes.

Pregnancy disability leave is not counted against the amount of leave provided under the California Family Rights Act, which means that, in addition to the up to four months of pregnancy disability leave, an eligible employee may take up to 12 workweeks of CFRA family care leave.

An employee must notify the department director at St. Patrick's Seminary & University and the human resources department of her need for a pregnancy-related disability leave as soon as she knows, with reasonable certainty, the expected date on which her leave will begin. The notice must be at least 30 days in advance of the need for leave, if practicable. The employee must make a reasonable effort to schedule any planned medical treatment so as to minimize disruption to St. Patrick's Seminary & University operations, subject to approval of the employee's health care provider. A request for pregnancy disability leave must be accompanied by a certification signed by the employee's health care provider, which includes the following information:

1. The date on which the employee became disabled due to pregnancy.
2. The probable duration of the period of disability
3. A statement that, due to the disability, the employee is unable to work at all or is unable to perform the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other factors.

Any request for an extension of an approved leave must be made before expiration of the approved leave and must be supported by an updated certification from the health care provider.

Pregnancy disability leave is unpaid, except that employees on leave are required to use all available sick leave and may elect to use accrued vacation time and personal days during leave. When an employee becomes disabled, she may apply for State Disability Insurance benefits and for benefits available through Archdiocesan Group disability Insurance. SDI and group disability benefits may be integrated with other paid time off.

For employees who are eligible for medical leave under Family Care and Medical Leave, health insurance benefits will continue to be provided for the first 12 workweeks of pregnancy disability leave to the same extent and under the same conditions as if the employee were not on leave. The total combined amount of employer-paid health insurance available for any combination of family medical care leave and pregnancy disability leave will not exceed 24 workweeks within a 12-month period, after which the employee can elect to continue health insurance coverage under COBRA. Employees who are not eligible for medical leave under Family Care Medical Leave may also elect to continue health insurance coverage under COBRA.

Seniority and benefits do not accrue during leave, except to the extent that paid time is used. Employees on leave are not eligible for paid holidays that occur during leave.

Before returning to work, an employee must provide a statement from her health care provider certifying that the employee can safely perform the essential functions of her position.

An employee who takes up to 12 weeks of pregnancy disability leave will be reinstated to the same position she held before her leave began, unless the employee would not otherwise have remained employed for reasons unrelated to her leave. If reinstatement to the same position is deemed impossible, the employee will be reinstated to a comparable position for which she is qualified, if available.

Instead of pregnancy disability leave, an employee may request a temporary transfer to a less strenuous or hazardous position during a pregnancy. A request for a transfer must be accompanied by medical certification. SPSU will grant the request if it can be reasonably accommodated and a suitable alternative position is available.

5.11.2 Paid Family Leave Insurance Program

An employee who takes time off work to care for a child, spouse, parent, or domestic partner with a “serious health condition” or to bond with a new child of the employee is entitled to receive a maximum of 6 weeks of partial wage replacement benefits in any 12-month period. More specific aspects of this government program include the following:

- “Serious health condition” is defined as an illness, injury, impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential health care facility, or continuing treatment, or continuing supervision by a health care provider;
- Eligible employees will receive up to 55 percent of lost wages during specified leaves;
- Employees establish eligibility by filing with the state’s Employment Development Department a claim for benefits supported by a certification from a health care provider;
- Wage replacement benefits are subject to a waiting period of 7 consecutive days, during which no wage replacement benefits are payable; and
- Employers may require that employees take up to 2 weeks of earned but unused vacation leave prior to the employees’ initial receipt of wage replacement benefits (if an employer does require the use of vacation, the portion of vacation leave that does not exceed one week is applied to the 7-day waiting period).

Paid Family Leave Insurance provides wage replacement for wages lost due to certain unpaid leaves. It does not provide job protection or right of return.

5.12 ADMINISTRATIVE LEAVE

Employees may be placed on administrative leave when situations occur that require investigation or inquiry and management determines that placing employee(s) on leave pending investigation or inquiry is in the best interests of the Seminary & University and/or employee(s). Administrative leave can be with or without pay, depending on circumstances. An employee placed on administrative leave will be informed of the reason for the leave in writing and the pay status during the leave, and will receive instructions regarding being available during leave for communications with management.

[NOTICE to administrators: The above paragraph on administrative leave was not in the previous version of the staff handbook.]

5.13 ACCOMMODATION OF DISABILITIES

If an employee suffers from a disability that affects one or more major life functions, and is unable to perform his or her essential job functions on account of the disability, the employee should inform the Seminary & University that an accommodation is necessary. The Seminary & University will enter into a dialogue with the employee, usually in conjunction with the employee's medical care provider, to consider if an accommodation is reasonably necessary to perform his or her job duties. If the accommodation does not impose an undue hardship on the Seminary & University, it will be granted.

[NOTICE to administrators: The above paragraph on disabilities was not in the previous version of the staff handbook.]

VI. TRAVEL AND DISPUTE RESOLUTION

6.1 TRAINING EXPENSES

Provided a supervisor has sufficient budgeted funds, the supervisor can sponsor an employee to participate in attending conventions, convocations, or workshops that treat materials closely related to the work the person performs at St. Patrick's.

Time spent by employees in such training is considered time worked. This time must be recorded on the time card as "Training" or "Paid Other." The supervisor must sign off on the time card before it goes to the Director of the Office for final approval.

Employees who take time off to attend training not sponsored or authorized by the Seminary & University must use vacation or personal days or unpaid leave.

The employee must ask their supervisor for the time off and must let the supervisor know if they wish to use vacation time or take unpaid leave.

College or university accredited courses that help improve an employee's performance at the Seminary & University require prior approval by the president/rector or the vice president for administration to be eligible for reimbursement. The Seminary & University will reimburse the employee for one-half the tuition expense, but only after the employee has satisfactorily completed the course.

6.2 OUT-OF-AREA BUSINESS TRAVEL

6.2.1 Procedures and Costs

The Seminary & University encourages employees' continuing education and their participation and leadership in professional associations and ministry networks, sometimes requiring travel outside of the Seminary & University.

In considering the benefits of such travel, employees and their supervisor should also consider the costs involved, both time away from ordinary job responsibilities and indirect financial outlay.

Before employees accept organizational leadership positions requiring travel and time away from work, they must consult with their supervisor, discussing the benefits and costs of participation. Specific approval of the supervisor and the department head is required.

Prior to arranging business travel, including attendance at workshops, conventions, convocations, or meetings, employees must obtain the approval of their supervisor and receive authorization from their department head.

Upon return from the business trip, employees will brief their supervisor in writing on the activities and benefits of the trip.

Out of area travel expenses must be kept within approved department budgets.

6.2.2 Travel Advances

Employees will be reimbursed for approved travel. Only in unusual circumstances, such as trips that require substantial pre-trip payments, will travel advances be granted. Approval for such advances is required from the director of finance.

6.2.3 Travel Arrangements

Employees should make travel arrangements themselves, and reservations should be made as far in advance as possible in order to achieve maximum savings.

Employees should fly coach class or other lowest fare available. Any upgrade in class will be at the employee's personal expense. The Seminary & University will cover the cost of any flight cancellation or change penalties incurred for valid work-related reasons. However, supervisors must approve such changes in flight arrangements.

Employees who include personal travel, or incur costs pertaining to spouse, family or friends joining them as part of their business travel will be responsible for paying any added costs. In the case of airfare, this will be determined by subtracting the best round trip fare to the business destination from the cost of the full itinerary.

Employees will be reimbursed for transportation costs to and from the airport that exceed normal commuting costs, which might involve taxi or shuttle fares. Employees should choose the least expensive travel alternative.

6.2.4 Lodging

Employees traveling on business should choose moderate accommodations. When attending conventions or meetings, it is appropriate to stay at the "official" hotel of the gathering. Employees should not incur a hotel charge that is higher than that of the official hotel. Single occupancy or shared accommodations are acceptable provided moral norms are adhered to.

When family members or friends accompany employees on a business trip, charges beyond the cost for single occupancy accommodations will be paid by the employee.

6.2.5 Ground Transportation

With prior approval, employees traveling on Seminary & University business may rent a car when a less expensive means of transportation is unavailable or when automotive rental will best facilitate the completion of business. Lower priced rental alternatives should be chosen.

Charges for use of taxis, shuttles, buses and other means of transportation are reimbursable.

6.2.6 Telephone Calls

Employees will be reimbursed for work-related telephone calls as well as a brief call home each day while traveling outside the area. When possible, calls should be placed on a telephone credit card rather than billed through the hotel.

6.3 EXPENSE REIMBURSEMENT

6.3.1 Expense Reporting for Reimbursement

Accurate and complete travel expense reports with itemized receipts are required for all reimbursable travel

expenses. Credit card statements in lieu of original receipts are not sufficient for reimbursement. Expense reports require the signed approval of one's supervisor.

6.3.2 *Reimbursable Expenses*

Employees should request reimbursement for expenses within thirty calendar days of the expenditure. A supervisor must provide written approval of a reimbursement request prior to it being submitted to the Finance Office for payment. The request for reimbursement must include appropriate details and receipts of expense being submitted for reimbursement, such as purpose of business meal, persons in attendance, where meal, and what subjects were discussed. Unused tickets are to be returned for credit or refund and the receipt given to the Finance Department for credit to the appropriate budget.

6.3.3 *Non-Reimbursable Expenses*

Expenses not related to the business activity are not reimbursable. Examples of non-reimbursable expenses include, but are not limited to, the cost of movies, tours or other entertainment, bar bills, the cost of reading materials, meal expenses of personal guests, and losses due to theft or misplacement.

6.4 PERSONAL REFERENCES

When a supervisor or department director receives a request for a reference concerning a former employee of the Seminary & University, the supervisor should contact the Human Resources Department.

It is the policy of St. Patrick's Seminary & University to verify only dates of employment, position held and to confirm salary, except as permitted by the employee, former employee or by law. The lack of any further information should not be interpreted as either favorable or non-favorable reference.

The person requesting the information should provide a written request so the request can be verified. A person may directly approach a supervisor and request a letter of endorsement. If the supervisor chooses to write such a letter, the supervisor must use personal stationery and indicate in the letter that the recommendation is not written in the supervisor's capacity as an employee of St. Patrick's. The supervisor or recommender should clearly state he or she is providing a personal evaluation.

6.5 DISPUTE RESOLUTION PROCESS

6.5.1 *Disputes Involving Policy Decisions*

Disputes and complaints arise from time to time within an employment relationship. An unresolved complaint or dispute relating to the interpretation of any of the policies set forth in this handbook, with the exception of an employee's termination from employment or allegations of discrimination, sexual or other harassment, or retaliation must use the following process:

1. Employees must notify their supervisor, in a timely fashion, of any grievance considered applicable for handling under this policy. The problem-solving procedure is the exclusive remedy for employees with disputes about policies or practices at the Seminary & University with the exception of allegations of harassment, discrimination and termination. Such allegations of harassment, discrimination and termination may be resolved informally under this Dispute Resolution Procedure but otherwise must be resolved using the Alternative Dispute Resolution Policy.
2. Employees should initially approach their immediate supervisor and attempt to resolve the matter.

The supervisor will endeavor to respond to the complaint within ten working days.

3. If step one fails to adequately resolve the complaint, the employee may approach their department head or the person to whom their supervisor reports. At this point, the concern must be in writing and must contain a brief statement of the facts of the grievance, the basis of the objections, and the desired remedy. The written grievance must be submitted within ten working days of completing step one above and be given to the upper level supervisor.
4. The upper level supervisor investigates the concern. This supervisor then meets with all parties involved. When the upper level supervisor finishes his/her investigation a response, in writing is prepared. Once the written response is prepared it will be given to the employee involved in the dispute within ten working days.
5. If the solution proposed by the upper level supervisor is not satisfactory, the employee may appeal the decision to the next higher administrator. This is the final internal level of review and decision-making. Once the written complaint is received, the next higher administrator investigates and prepares a response within ten working days. Any further grievance or dispute regarding termination, harassment, or discrimination is subject to the Alternative Dispute Resolution Policy.

Only issues involving employment terms and conditions and/or meaning and application of the written personnel policies may be submitted for review. Grievances that question, dispute, or challenge the teachings and principles of the Roman Catholic Church may not be submitted for review, and will not be reviewed.

6.5.2 Alternative Dispute Resolution Policy

As an expeditious and economical way to settle serious employment disputes relating to, or arising out of, termination of employment, or alleged discriminatory conduct (but not matters involving sexual abuse or harassment), without the need to go through the courts, the Seminary & University requires its employees to submit such disputes to final and binding arbitration as set forth more fully in the Archdiocese of San Francisco's Alternative Dispute Resolution Policy. (See Exhibit ?).

Covered disputes include without limitation, alleged violations of federal, state and/or local laws as long as the laws do not pertain to sexual harassment or sexual abuse. Binding arbitration is also required for the following: claims based on any purported breach of contractual obligation or breach of the covenant of good faith and fair dealing; claims of wrongful termination or constructive termination; and claims based on any purported breach of duty arising in tort, including violations of public policy. All such disputes shall be settled exclusively by final and binding arbitration; only an arbitrator, neither a judge nor a jury, will hear such disputes.

6.6 BLOWING THE WHISTLE ON DISHONEST OR FRAUDULENT CONDUCT

6.6.1 The Usual Way to Address Dishonest or Fraudulent Conduct

Please note that this section of the Staff Handbook does not address issues of sexual abuse or sexual harassment. Rather the focus in this section is on dishonest or fraudulent conduct, usually involving money or illicit use of goods or services.

If an employee notices another employee or supervisor who engages in dishonest or fraudulent activity, the

employee should ask to meet with his or her own supervisor in private and inform the supervisor about the alleged activity. Normally the employee who brings this to a supervisor's attention will also share the evidence he or she has to alleging the fraudulent activity.

In many cases, approaching the supervisor with the information will be sufficient to handle the issue. The supervisor will act on the information and take appropriate action. By reason of their position, managers or supervisors are required to take effective action against any fraudulent or dishonest activity occurring in units or departments over which the supervisor has direct or indirect responsibility.

If after a reasonable amount of time, the supervisor does not appear to have taken any action to punish and correct the fraudulent activity, the employee can speak again with the supervisor to find out what steps the supervisor has taken. A second meeting with the supervisor may or may not result in the supervisor taking effective action to stop the dishonest or fraudulent conduct.

6.6.2 Alerting an Outside Group and Asking Them to Address the Issue

There are two types of cases in which an employee or a supervisor may choose to become a whistleblower, that is, a person who seeks to stop fraudulent activity by an employee or supervisor through a somewhat anonymous appeal to an independent group charged by St. Patrick's Seminary with investigating such issues.

The first case is simply a continuation of the one described in the previous section. The employee or the supervisor has already alerted his or her supervisor about the fraudulent activity, but, in response to the allegation of fraud, no actions have been taken either by the direct supervisor or by a more senior supervisor, even though a reasonable amount of time has passed. In such a case, the employee or supervisor might reasonably think the more senior supervisor is protecting the person allegedly involved in fraudulent activity.

The second case involves alleged fraudulent or dishonest activity on the part of the employee's own supervisor, who may be a senior administrator, or the friend of one's own supervisor. Because the two supervisors work so closely together, the person who suspects fraud or serious dishonesty may not wish to approach his or her own supervisor. Indeed in such a case, the employee or supervisor may jeopardize his or her employment if the employee directly challenges the activities of the supervisor.

In either of these cases, it is appropriate for an employee to invoke an outside group to address the issue more effectively. That is, the employee can become a whistleblower by contacting the outside, independent group and presenting the complaint and evidence to people in that company. As is the practice with other institutions, St. Patrick's Seminary has engaged an independent company to receive reports of fraudulent or dishonest activity. An employee concerned about possible fraud or dishonest activity can contact this firm via telephone or email.

Here is the pertinent contact information for the independent company hired by St. Patrick's:

Name of the independent company:	Fulcrum Financial Inquiry, LLP
E-mail address:	www.fulcrum.com/stpatricks.htm
Mailing address:	Whistle Blower Department 888 S. Figueroa Street, Suite 2000 Los Angeles, CA 90017

Phone: 1-213-787-4108
(collect calls are accepted)

After contacting the firm, the employee should identify what the alleged fraudulent or dishonest activity is and offer reasonable evidence that justifies the charge. The employee must also identify himself and give at least a general description of the position he or she holds at St. Patrick's.

6.6.3 Response of the Independent Group

The outside group has the responsibility to make sure the allegations are reasonable and some plausible evidence has been given by the whistleblower to justify the allegations. If in the judgment of the outside group, the charge and evidence are reasonable, by prior agreement they are to contact a senior administrator at St. Patrick's or a member of St. Patrick's Board of Trustees. One or more of the three possible people will then be contacted by the administrator at Fulcrum: the Vice Rector, the Vicar for Finance at St. Patrick's or the Chair of the Finance Committee of St. Patrick's Board of Trustees. One of these will then vigorously pursue the allegations while protecting as much as possible the anonymity of the whistleblower.

6.6.4 Retaliation Against the Whistleblower Is Prohibited

In the investigation of the fraudulent or dishonest activity, every effort is made to protect the anonymity of the whistleblower. Nonetheless, for a variety of reasons the identity of the whistleblower often becomes known either to management or to the employees themselves.

Whether or not the original allegations of the whistleblower are substantiated, by law no employee, supervisor, or senior administrator is allowed to retaliate against a whistleblower in any way. The whistleblower performs a service to the community and is to be respected for being alert to possible or actual wrongdoing. If there is retaliation against a whistleblower and senior administration becomes aware of it, they are bound to take quick and effective action. If the retaliation can be proved in court, there is liability on the part of the person who retaliated and also on the part of St. Patrick's Seminary if it knowingly allowed such retaliation to take place.

[NOTICE to administrators: The entire section 6.6 on whistle blowing is recent policy. It was not in the previous staff handbook nor prior to this year was it a policy of the Seminary. It was first published as St. Patrick's policy in a March 17, 2014, email sent to all faculty, employees, and seminarians.]

VII. TERMINATION OF EMPLOYMENT

7.1 RESIGNATION

St. Patrick's Seminary & University expects all employees resigning after expiration of the introductory period to give notice in writing at least two weeks and preferably one full month before the resignation date.

The Seminary & University asks personnel in administrative positions for as much additional notice as possible in order to ensure adequate time to secure qualified replacements.

7.2 TERMINATION FOR CAUSE

Without prejudice to the "at will" status of employees, the Seminary & University also reserves the right to dismiss any employee for cause. If an employee is discharged for any of the reasons listed below in this section, termination will occur after efforts to communicate and correct the deficiency have been made both verbally and in writing. Such efforts may include placing the employee on disciplinary probation. This needs to be done in writing.

In order to insure proper documentation and accurate handling of the matter, the relevant supervisor should consult with the administrator of human resources prior to any termination.

Termination for cause may result from:

- Unsatisfactory job performance.
- Inability or unwillingness to work cooperatively as part of the staff.
- Excessive or unreasonable absenteeism or lateness.
- Failure to comply with the Seminary & University's personnel policies.

In some circumstances immediate dismissal may occur, including but not limited to the following:

- Flagrant misconduct.
- Failure to comply with Seminary & University personnel policies when such failure amounts to insubordination or a serious breach of discipline.
- Use, possession, dispensing, or being under the influence of illegal substances, or alcohol during working hours.
- Misappropriation or misuse of funds.
- Falsification of work records, regardless of when the falsification occurs.
- Conviction of a crime or misdemeanor involving moral turpitude.
- Any act of violence or threatened violence.
- Behavior that seriously violates the official teachings of the Catholic Church.

A non-probationary employee so dismissed will have the right to notice of the reasons for termination.

7.3 TERMINATION OR TRANSFER DUE TO INSTITUTIONAL NEED

Under certain conditions (including, but not limited to, those related to financial resources, reorganization of

programs, priorities of departments, or change in administrative structure) it may become necessary to transfer or lay off employees. Should this occur, the primary consideration will be whether there is a need for the position, relative to other positions. Efforts will be made to determine whether the affected employees are eligible for open positions in other Seminary & University offices. Employees who transfer to another position will receive the salary designation for the new job classification.

In the event of termination due to a layoff (not including voluntary terminations described above) regular employees will receive:

1. At least four weeks notice that their position is being eliminated;
2. Severance pay, in the amount of 1 week's additional salary upon termination for every year of active service (partial year will be prorated) employed by the Seminary & University as a lay employee, unless another comparable Seminary & University position is offered to the employee prior to the severance date. Example: If an employee had worked 10 full years at the Seminary & University and was earning \$500/week (gross) in salary, the severance pay would total \$5,000.00, less appropriate deductions;
3. Severance pay will only be paid once for every year of active employment;
4. For the purpose of calculating severance pay, employment in any Archdiocesan school, parish, or agency will be counted. Employees are required to sign a release document provided by the Seminary & University's office of human resources in order to receive severance pay.

If an employee has been laid off due to restructuring or budgetary cuts and the position reopens within six months, that former employee will be informed of and offered the reopened position if at the time of layoff the employee indicated that he or she wished to be notified of such opportunity.

7.4 RETURN OF EMPLOYER PROPERTY

On or before the last day of active employment, employees must return all property belonging to the Seminary & University, including but not limited to keys or fobs, credit cards, pagers, parking stickers, gate openers, cell phones, computer equipment, and all working materials, property, tools, and/or supplies. Additionally, terminating employees will return to the Seminary & University all records, data, plans, programs, passwords, letters, client lists, or other documents or materials of any nature which are in their possession or control which they obtained during their employment with the Seminary & University.

7.5 PAYCHECK

Employees giving a minimum of 72 hours (three working days) notice of intent to resign will be paid their pay and accumulated vacation for all hours worked on the last day of active work.

Employees who resign without prior notice must receive their last paycheck and accumulated vacation pay within 72 hours (three working days) from the last day of work.

7.6 EXIT INTERVIEWS

Employees who leave the Seminary & University for any reason are expected to participate in an exit interview with the Office of Human Resources and/or their Department Head. This provides an excellent opportunity for employees to speak candidly about their employment experience at the Seminary & University.