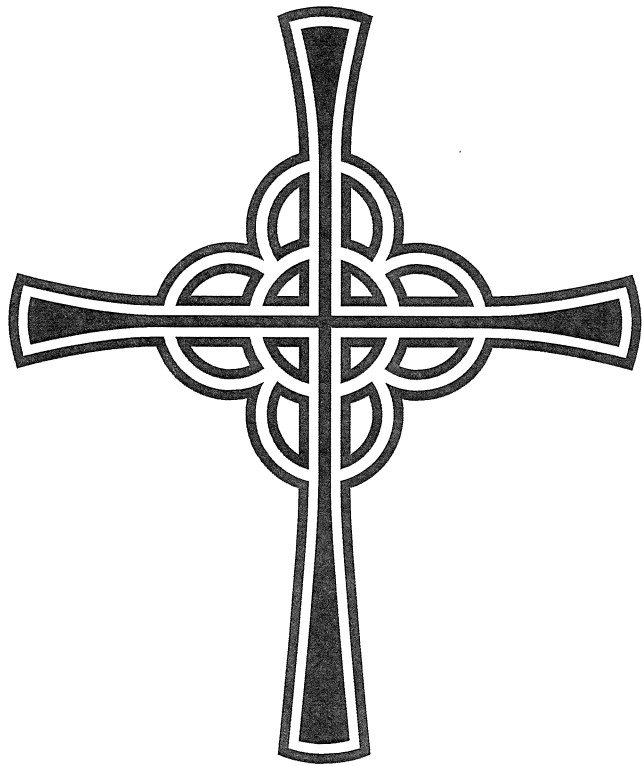


Christ Church Cathedral



Employee Handbook

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WELCOME TO CHRIST CHURCH CATHEDRAL

Welcome to your employment at Christ Church Cathedral. We are committed to maintaining positive employee relations that promote personal development and achievement. The purpose of this handbook is to define the policies and procedures that govern the personnel practices of Christ Church Cathedral, and to outline the rights and responsibilities of our employees. This employee handbook is a reference book, which contains a set of general guidelines, policies and procedures designed to assist you in performing your job.

ABOUT THIS HANDBOOK

The policies and procedures expressed in this Handbook are subject to change at any time at the discretion of the Dean and Vestry. Supplements setting forth authorized changes will be published and added to this Handbook as needed. However, changes in policies and procedures are effective immediately, whether or not written notification of such changes has been provided to employees.

The administration of personnel policies and procedures is the responsibility of the Dean. The Dean will consult with the Vestry regarding personnel matters as necessary.

If you have any question about your benefits, or about any employment policy or any procedure, or any matter relating to your employment, you are encouraged to speak with the Dean or the Parish Administrator. Christ Church Cathedral maintains an open communication policy that allows you the opportunity to discuss and resolve any problem you may have at work directly with the Dean or the Parish Administrator.

It is important that Christ Church Cathedral have current information on all employees. The Parish Administrator should be notified immediately regarding any change in address, telephone number, person to contact in case of emergency, etc. In addition, you should inform the Parish Administrator of any change in marital status or changes in immediate family (e.g., a new child) for purposes of employee benefits.

The contents of this handbook are presented as a matter of information and do not create or constitute a contract, expressed or implied, between Christ Church Cathedral and any of its employees.

Christ Church Cathedral reserves the right to modify, change, disregard, suspend, or cancel at any time, without written or verbal notice, all or part of this Handbook, as circumstances may require.

WHAT YOU CAN EXPECT FROM US

It is a standard of Christ Church Cathedral to treat every employee with dignity and respect. As an equal opportunity employer, we always endeavor to select the best qualified individuals, without regard to race, color, religion, age, sex, national origin, ancestry, disability, marital status, medical condition, veteran status, and any other condition unlawful by federal, state, or local laws. Your rights as an employee of Christ Church Cathedral include but are not limited to:

- The right to know how you are performing in your job.
- The right to provide input in the planning of the work that affects you.
- The right to a competitive compensation and benefits plan.
- The right to be considered for a promotion to an available position for which you are eligible and qualified.
- The right to resolve problems without fear of reprisal.

ORIENTATION

As a new employee, your first day with the Cathedral begins with an orientation process. You will be introduced to this handbook, our standards, our overall philosophy, meet other employees and learn about your role as an employee.

YOUR PROBATIONARY PERIOD

All non-clergy employees are hired for an initial 90-day probationary period. The employee's job is not guaranteed for the entirety of the probationary period or for any period of time thereafter. At the end of the probationary period, the employee shall be notified as to whether he or she will be retained beyond the probationary period. In the event the employee is retained beyond the probationary period, the employee shall become eligible to participate in the flexible benefits program. For all employees, either Christ Church Cathedral or the employee may terminate the employment relationship at any time for any reason.

During this orientation/probationary period, the following shall apply:

- a. The employee will be a probationary-at-will employee for the 90 calendar day orientation period, meaning that the employee's employment may be terminated with or without cause.
- b. The Cathedral's fair discipline policy does not apply; and
- c. The decision as to whether the employee has completed the 90 calendar day orientation period successfully shall be within the sole discretion of the Cathedral.

TRAINING AND DEVELOPMENT

The Cathedral encourages each employee to be the best he/she can be and is committed to assisting in his/her professional development. This results in job enrichment, personal growth, and enhancement of individual career development. We may periodically require employees to attend special short training programs on topics such as sexual misconduct or child abuse. Any employees required to attend such programs will be paid at their normal compensation rate for such attendance and Christ Church Cathedral shall pay any registration fees.

PERFORMANCE REVIEWS

Within Christ Church Cathedral, we believe it is important for you to know how well you are performing in your position. The Dean shall conduct annual performance evaluations of all full-time employees and of all employees involved in the mission of Christ Church Cathedral. The following are some of the factors that will be discussed as part of your review:

- Professionalism
- Dependability
- Quality of work performance
- Attendance and Punctuality
- Efficiency
- Safety Record
- Technical Competency

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT OF POLICY

Christ Church Cathedral is an Equal Employment Opportunity Employer. This means Christ Church Cathedral is committed to providing equal opportunity for the participation of all qualified persons in all job classifications without regard to race, color, sex, age, religion, national origin, disability, or any other factor, the consideration of which is prohibited by law. This policy extends to all employment decisions and personnel actions including recruitment, hiring, training, promotion, transfer, compensation, benefits, and all other terms and conditions of employment. All employment decisions are made based on the applicant's qualifications and ability to perform the essential functions of the job in question. Christ Church Cathedral is committed to making reasonable accommodations whenever necessary to allow qualified persons with disabilities to enjoy equal employment opportunity. By law Christ Church Cathedral may, and does, select employees who are involved in carrying on the religious activities of the Church on the basis of their religion, such as members of the clergy, the Youth Ministry Director, the Choir Director, and religious instructors, including the Christian Formation Director.

The Cathedral Dean is responsible for Christ Church Cathedral's compliance with this policy. The Dean is available for consultation with any employee regarding any question or problem related to this policy.

Compliance with this important Christ Church Cathedral policy is the responsibility of all Cathedral employees. Every Christ Church Cathedral employee is expected to make a personal commitment to equal employment opportunity.

POLICY ON HARASSMENT AND PROFESSIONAL CONDUCT

Christ Church Cathedral is committed to the maintenance of a positive work environment that promotes professionalism, common courtesy and mutual respect among supervisors and employees at all levels of the Christ Church Cathedral organization. We will not tolerate harassment of any employee by any other employee, supervisor, vendor, or member. With this policy the Cathedral not only prohibits unlawful harassment, but also other unprofessional and discourteous actions.

PROHIBITION OF SEXUAL HARASSMENT

Sexual harassment is strictly prohibited by Christ Church Cathedral. No person employed by Christ Church Cathedral shall be made to submit to sexual advances or to suffer a sexually hostile, intimidating or offensive work environment that unreasonably interferes with such person's work performance. Prohibited sexual harassment includes, but is not limited to, sexually suggestive remarks or propositions, verbal abuse of a sexual nature, graphic verbal commentaries about a person's body, sexual and degrading words used to describe a person, and the display of sexually suggestive objects, cartoons or pictures. It is a violation of Christ Church Cathedral's policy for any supervisor or other employee to engage in such actions; to use his or her authority in making sexual advances toward employees over whom such person is authorized to make or recommend employment decisions; to take, recommend or refuse to take action because of sexual favors; or to take or fail to take action as a reprisal against any employee for rejecting sexual advances or for reporting sexual harassment. It is also a violation of Christ Church Cathedral's policy for a supervisor to allow an employee to be sexually harassed by another supervisor or co-worker, or by a parishioner, volunteer, or contractor of Christ Church Cathedral. No supervisor or other employee shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect such person's job, evaluation, wages, advancement, assigned duties, hours of work, or any other condition of employment or career development.

Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. The following is a partial list of conduct that would be considered sexual harassment:

1. **VERBAL** - Repeated sexual innuendos, sexual epithets, derogatory slurs, sexually explicit jokes, obscene or sexually suggestive comments about a person's body, offensive or unwelcome flirtations, unwanted sexual advances and propositions, threats, or suggestive or insulting sounds;

2. **VISUAL/NON-VERBAL** ~ Derogatory or sexually explicit posters, cartoons, photographs, magazines, drawings, or other printed items; suggestive objects or pictures; e-mails, screen savers, or other electronic communications; graphic commentaries; leering or obscene gestures; and
3. **PHYSICAL** ~ Unwanted physical contact, including touching, interference with an individual's normal work movement, or assault.

PROHIBITION OF WORKPLACE HARASSMENT

Workplace harassment on the basis of race, color, creed, religion, national origin, age, or disability is also strictly prohibited. Prohibited workplace harassment also includes actions that are motivated by hostility toward a person's gender or that are gender-based even though such actions may not be sexual in nature. No person employed by Christ Church Cathedral shall be made to suffer a hostile, intimidating or offensive work environment that unreasonably interferes with such person's work performance as the result of conduct of a supervisor or co-worker of Christ Church Cathedral that is motivated by race, color, creed, religion, national origin, age, disability or gender. Prohibited acts of workplace harassment include, but are not limited to, racial, ethnic or gender-based jokes and other similarly rude and offensive jokes or stories; racial, ethnic or gender-based slurs; and any name-calling or acts of physical violence or intimidation that are based on an employee's race, color, creed, religion, national origin, age, disability or gender. It is a violation of Church policy for any supervisor or employee to engage in such conduct or for any supervisor or employee in a supervisory position to allow an employee to be harassed by another supervisor or co-worker, parishioner, volunteer, or contractor of Christ Church Cathedral, on the basis of race, color, creed, religion, national origin, age, disability or gender.

CONSEQUENCES OF SEXUAL AND WORKPLACE HARASSMENT

Christ Church Cathedral will take appropriate disciplinary action, up to and including discharge from employment, against any supervisor or employee who engages in prohibited sexual or workplace harassment or who allows such harassment to take place in violation of this policy.

COMPLAINT PROCEDURE

Any employee who believes that he or she has been subjected to acts of sexual or workplace harassment should immediately, or as soon as practicable, inform the Dean. In addition, should the employee believe that it is inappropriate or impracticable to inform the Dean, then he or she may contact the Senior Warden of the Vestry. In addition, any supervisor who receives a complaint of sexual or workplace harassment or who observes or is otherwise made aware of conduct that may be in violation of this policy must report such complaint or conduct immediately to the Dean. To the extent possible, complaints of sexual and workplace harassment will be treated confidentially, investigated, examined impartially, and resolved promptly by Christ Church Cathedral.

Christ Church Cathedral strictly prohibits retaliation against any person by another employee for using this complaint procedure, reporting harassment, or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing.

Each employee will receive under separate cover a copy of Interim Policies and Procedures Concerning Allegations and Incidents of Sexual Misconduct, and will sign a receipt for it. If you do not receive this document, it is your responsibility to contact the parish administrator. This document, prepared by the Diocese of Louisiana, is the mandatory policy document for all parishes in the diocese. In order to continue as an employee of Christ Church Cathedral, one must sign a statement of receipt of the document.

DRUG FREE WORKPLACE STANDARD

The use or abuse of alcohol or controlled substances (illegal drugs) is a danger to all of us. It is therefore a standard of Christ Church Cathedral to maintain an alcohol and drug-free work environment. The use of alcohol or illegal drugs is a frequent contributor to workplace accidents, with resulting loss of life, personal injuries, or damage of property. Therefore, we strictly prohibit all employees from using, possessing, selling, purchasing, distributing, or being under the influence of controlled substances. Violations of this standard will not be tolerated and will lead to strict disciplinary action up to and including termination of employment. Employees who have drug or alcohol problems are encouraged to seek assistance voluntarily. The Cathedral may order that an employee be tested for the presence of alcohol or illegal drugs for reasonable cause.

AN EPISCOPAL NATIONAL POLICY ON ALCOHOL AND DRUG ABUSE

The following resolution was adopted by the 68th General Convention of the Episcopal Church in the United States, and by the Vestry of Christ Church Cathedral.

The Episcopal Church acknowledges the need for exercising a healing ministry and for offering guidance to problem drinkers or chemically dependent persons and to members of their families. Alcoholism and other drug abuse are recognized as treatable human disorders, which are manifested by a three-fold impairment of the body, mind and spirit. Christ Church Cathedral concurs with health authorities that alcohol and other substance abuse is a major health concern of our society. It affects not only the alcoholic or abuser's health and self-confidence, but also inter-personal relationships with family, co-workers, friends and counselors. It may affect any individual, regardless of financial situation, education, employment, race, or creed.

Christ Church Cathedral calls on all clergy and lay people to take to heart the seriousness of the illness of alcohol and drug abuse and its manifestations as a disrupter of family, economic and social life; and urges all church people to do everything in their power to offer forth the love of Christ in His healing ministry to those afflicted persons and families.

DIOCESAN COMMITTEES ON ALCOHOLISM AND DRUG DEPENDENCE

The General Convention of 1979 encouraged each diocese to appoint a Diocesan Committee on Alcoholism and Drug Dependence to implement a program on alcohol and drug abuse. Such committees are responsible for developing a diocesan policy and planning a diocesan resource center for education, information, counseling, and training. Clergy and lay counselors are encouraged to pursue continuing education in these fields. Congregations are encouraged to provide members with opportunities to learn more about the nature, prevention, treatment and pastoral care of alcoholics and drug abusers and their families. Trained consultants should be made available to interested clergy and congregations to facilitate this education process. Through education and usage of appropriate resources, intervention is made possible to stop the progress of the disorder before it runs its full destructive course.

Christ Church Cathedral endorses the many programs offering treatment and support to persons suffering from the illnesses of alcoholism and drug addiction. Clergy and vestries are encouraged to further their assistance to Alcoholics Anonymous, Al-Anon, Al-a-teen Groups, Adult Children of Alcoholics Groups, Narcotics Anonymous, and to chemical dependence programs and halfway houses as well as becoming knowledgeable concerning all local resources offering intervention treatment and continuing care for these persons

EMPLOYEES OF THE CHURCH

Alcoholic or drug dependent employees of Christ Church Cathedral should be treated with pastoral care and concern. Church health insurance policies should include provision for the treatment and care of persons afflicted with these illnesses. Treatment intervention for the person and family along with counseling and continuing support during recovery should be coordinated by the clergy and other support groups in the parish. Every effort should be made to offer job protection and re-employment with sick leave during hospitalization to alcoholics and drug abusers accepting treatment. Those refusing treatment will not be offered this protection.

ALCOHOLIC BEVERAGES IN THE LOCAL PARISH

The Episcopal Church has never endorsed the prohibition of using beverages containing alcohol among adult members. Scripture offers Jesus' example of the use and serving of wine in His first miracle at Cana and in the institution of the Holy Eucharist. If an adult member elects to use alcohol, however, moderate usage is expected. Church members should be educated regarding those conditions that might consequently compromise the health and safety of one's self or others. Christ Church Cathedral also supports and has a responsibility to those people who abstain from the use of alcoholic beverages for whatever reason.

Many churches do not serve alcoholic beverages at social functions, but, for those which do, the following guidelines are given:

- All applicable federal, state and local laws should be obeyed, including those governing the serving of alcoholic beverages to minors.
- Alcoholic beverages and food containing alcohol must be clearly labeled as such
- Whenever alcohol is served, non-alcoholic alternatives must always be offered with equal attractiveness and accessibility.
- The service of alcoholic beverages at church events should not be publicized as an attraction of the event.

The group or organization sponsoring the activity or event at which alcoholic beverages are served must have permission from the parish for this plan. Such groups or organizations must also assume responsibility for those persons who might become intoxicated and must provide alternative transportation for anyone whose capacity to drive may be impaired.

Recognizing the effect of alcohol as a mood-altering drug, it would be advisable to consider the nature of the function at which alcoholic beverages are proposed to be served.

Chemical usage other than alcohol is clearly controlled under federal, state and local laws and, as such, should be forbidden at any church function.

In addition to the Policy Statement above, the Commission recommends to General Convention the passage of the following:

RESOLVED, The House of . . . concurring, that the 68th General Convention of the Episcopal Church, commending the work of the National Episcopal Coalition on Alcohol (NECA) and the service of Alcoholics Anonymous and other programs addressing the problem of chemical dependency, calls on local congregations to develop and engage in programs of education and training in treatment techniques and reminds clergy and laity of Christ Church Cathedral's pastoral responsibility for victims of these maladies.

The Dean is responsible for ensuring compliance with state and local laws.

COMMUNICATION

The Cathedral encourages open communication as a means of resolving all employee grievances. If at any time you have a grievance or complaint that may occur in the course of employment, you should feel free to discuss it with the Parish Administrator or the Dean. If you are dissatisfied with the resolution of the matter and you wish to pursue it further, you may contact the Senior Warden of the Vestry.

PAY PRACTICES AND PROCEDURES

WORK SCHEDULES

The office hours are from 9:00 AM to 5:00 PM Monday through Friday and 9:00 AM until noon on Saturday. Saturday hours are covered by a receptionist only. A 30-minute paid lunch break is allowed to hourly employees; a one-hour lunch break is allowed to salaried employees.

OVERTIME PAY POLICY

Exempt salaried employees and clergy members are not paid extra for overtime. Non-exempt and hourly employees who work more than 40 hours during any work week, will be compensated at the overtime rate of 1 ½ times their regular hourly pay for all hours in excess of 40. Paid holiday hours are not counted in the 40 base hours.

All hourly and non-exempt salaried employees must have the approval of the Dean prior to commencing any overtime work.

PAYCHECK DISTRIBUTION

Paychecks reflect earnings through the date of the paycheck, or the date of direct deposit. All employees are paid semi-monthly, on the 15th and the last day of the month. If one of these days falls on a weekend or holiday, then direct deposit or paycheck date will be the last business day prior. Attached to your paycheck is a stub that itemizes your earnings and deductions for the period covered by the paycheck and year-to-date. It is your responsibility to carefully review your paycheck stub for accuracy. Any discrepancies or questions regarding the information contained on your paycheck stub should be brought to the attention of the Parish Administrator or the Treasurer immediately.

VACATION, HOLIDAYS, AND LEAVE POLICIES

VACATION

For all full time employees other than Program Staff (those who work on Sundays) the vacation policy is as follows. During the first year of employment, employees are eligible for two weeks (ten days) of paid vacation. This time can be taken all at once or throughout the year, with the approval of the Parish Administrator or the Dean. Upon the completion of one full year of employment, employees are eligible for three weeks (fifteen days) of paid vacation. One of these weeks may be split into days that are taken throughout the year. The other two weeks must be taken as full calendar weeks (Monday through Friday) or as two-day and three-day splits. Vacation days for clergy members shall be as set forth in their contracts approved by the Dean. Additional vacation days may be approved at the discretion of the Dean.

Vacation time must be taken in the year it is earned or it will be forfeited. Employees will not be compensated for unused vacation time at the end of the calendar year.

HOLIDAYS

Christ Church Cathedral observes twelve days of paid holidays for personnel other than Program Staff as follows:

- New Year's Day
- Martin Luther King, Jr. Day
- Mardi Gras
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Thanksgiving Day and the Friday after Thanksgiving
- Christmas Day & the day after

If any of the above holidays fall on a Saturday or Sunday, another day shall be substituted at the discretion of the Dean. Employees who are absent without an approved excuse on the working day before or after a paid holiday are not eligible for holiday pay. For purposes of this holiday pay policy, excused absences are limited to absences due to an approved vacation, jury duty, military leave, bereavement leave or sick leave (if proper procedures have been followed).

LEAVE FOR ILLNESS:

SICK LEAVE AND MATERNITY LEAVE

Full time employees who must be absent from work because of illness or injury, or due to pregnancy, childbearing and maternity care for newborn children, may use paid sick leave and, after that is exhausted, may use accrued earned vacation time in order to be paid. Otherwise, sick leave and maternity leave is without pay.

Full time employees are allowed six calendar days of paid sick leave per year.

For ordinary illnesses that are not extended, the maximum sick leave allowed in any calendar year is two weeks (ten calendar days). Employees who must be absent from work because of pregnancy, childbearing or maternity care for newborn children, or an extended illness, may take up to six weeks of leave for that condition.

Employees must comply with the absenteeism rules described below, by calling in to report the reasons for their absence.

RULES CONCERNING SICK LEAVE

Employees who must be absent from work because of illness, injury, or other circumstances that qualify for sick leave, must notify the Parish Administrator as soon as the need for such leave becomes apparent or as soon as practicable thereafter. A doctor's certificate may be required for absences of three or more consecutive work days. The Parish Administrator or the Dean also may require, at his or her discretion, a doctor's certificate for absences of less than three consecutive work days. Unused sick leave is not carried over to the following calendar year. Sick leave is not to be considered as additional compensation or vacation time. Sick leave is available only in the event of illness or disability. Employees will be subject to disciplinary action if sick leave is abused.

BEREAVEMENT LEAVE

A full time employee may take up to three days of bereavement leave, as necessary, to make arrangements for and to attend the funeral services of immediate family members. "Immediate family" is defined to include parents, a spouse, children, brothers and sisters. The Dean has the discretion to allow bereavement leave for services for immediate family to be with pay.

If you must be absent from work due to the death of one or more of the relatives listed above, you should contact the Parish Administrator before the scheduled work date begins.

Employees who wish to attend funeral services for relatives not listed above or for friends, co-workers or for the relatives of friends or co-workers must obtain the approval of the Parish Administrator. In such other cases of bereavement leave, employees may use vacation time in order to be paid. Otherwise, the leave is without pay.

JURY DUTY

Hourly/non-exempt employees who are called for jury duty will receive their regular pay less any jury duty pay for one day you are absent due to jury duty or attendance in court. Hours excused for jury duty are not counted in the computation of overtime.

Salaried/exempt employees will be paid his or her salary while serving on jury duty. Salaried/exempt employees who are subpoenaed to testify as a witness in court will also be required to use vacation time in order to be compensated for time off from work.

This policy does not apply if the employee is a party to the litigation or proceeding. You are responsible for notifying the Parish Administrator if you are called to jury duty, and you must provide the Parish Administrator with a copy of your jury duty notice or summons and discharge notice.

MILITARY LEAVE

Christ Church Cathedral complies with all state and federal law requirements applicable to leave for purposes of military service, including military reserve and National Guard duty.

ABSENTEEISM AND TARDINESS

Regular and prompt attendance is essential to the operation of Christ Church Cathedral. When an employee is hired, he/she agrees to work the schedule for the work week, which includes forty (40) hours per week, or less for part-time employees, plus any overtime that is required.

If for any reason an employee has to miss a day of work, the following procedure, must be strictly adhered to:

1. It is your responsibility to personally notify the Parish Administrator. Notification by someone else, such as a friend, family member, or co-worker, may be grounds for classifying the absence or tardiness as unexcused.
2. If an employee is sick for three (3) days or more, he/she must return to work with a written doctor's or health care provider's excuse.

Employees who are absent for three consecutive work days without notifying the Parish Administrator is considered to have abandoned their job and their employment. Unexcused absences of one or two days in certain circumstances may justify discharge. Excessive absenteeism or repeated tardiness whether excused or unexcused, also may result in discharge.

DRESS CODE

Christ Church Cathedral employees' dress should be a matter of common sense and good judgment within the framework that attire should be at a level of formality consistent with the activity of Christ Church Cathedral, and the job responsibilities of the employee. Office employees should dress professionally. The Rector is the final arbiter of appropriate dress for employees.

SMOKING

Smoking in Cathedral Buildings is not permitted at any time.

TELEPHONE

General - All incoming calls are channeled through the Church's office. Your cooperation with the following guidelines will be appreciated.

- A. Please hold the number of personal outside calls to a minimum and try to limit the duration of such calls.

B. No personal, long distance phone calls are to be charged to Christ Church Cathedral.

C. Cathedral computers are to be used for Cathedral business purposes only.

BACKGROUND CHECKS

By applying for work at Christ Church Cathedral, all applicants consent to Christ Church conducting such pre-employment background checks that it determines are appropriate. After a conditional offer of employment is extended, Christ Church Cathedral may conduct background checks including but not limited to inquiries with previous employers and educational institutions, drug, alcohol and physical checks, criminal record checks, and arrest record checks.

STANDARDS OF CONDUCT

The following non-exclusive rules of conduct have been adopted for the mutual benefit and protection of Christ Church Cathedral and the rights and safety of all employees. Disciplinary action up to and including discharge from employment will be taken against employees who engage in the following actions:

1. Conduct that conflicts with or is offensive to the Mission of Christ Church Cathedral.
2. Unexcused or repeated absence or tardiness from work.
3. Failure to exert normal effort on the job.
4. Unauthorized use of any Church property.
5. Immoral or indecent conduct.
6. Threatening, intimidating, cursing or using abusive language toward others.
7. Creating or contributing to unsafe or unsanitary conditions.
8. Smoking in Church buildings.
9. Posting, removing, or in any manner defacing notices or other signs on bulletin boards without specific authorization of the Parish Administrator.
10. Unauthorized use, possession or removal of Church property or any confidential information of any kind.
11. Performing work on personal projects without the Parish Administrator's authorization or while on Church time.
12. Poor quality or quantity of work.
13. Any violation of Christ Church Cathedral Equal Employment Opportunity or Sexual and Workplace Harassment policies.
14. Failure or refusal to follow the instructions of a supervisor.
15. Neglect, deliberate damage, destruction or abuse or misuse of property owned or held by Christ Church Cathedral or any employee.

16. Reporting for or being at work in an impaired state or under the influence of any intoxicants, narcotics or other dangerous drugs, marijuana, or any hallucinogenic agents.
17. Use, possession, distribution sale or offering for sale of any intoxicants, narcotics or other dangerous drugs, marijuana or any hallucinogenic agents on Christ Church Cathedral premises. Possession includes having such substances, or their metabolites, in your body system.
18. Failure or refusal to submit to any drug or alcohol test requested by Christ Church Cathedral
19. Horseplay and/or practical jokes or other acts which are disruptive or cause offense, injury, or damage.
20. Intentional falsification of an employment application or other church records or use of falsified documents.
21. Actual or attempted theft, fraud, or misappropriation of property including the aiding or abetting of the same.
22. Failure or refusal to permit inspection of items such as lockers, vehicles, packages, lunch boxes, brief cases, or handbags when requested to do so.
23. Possession of or carrying of weapons while at work or while on Cathedral premises without written permission of the Dean.
24. Any other act which, at the discretion of the Dean is detrimental to the interests, safety, and well-being of other employees or Christ Church Cathedral.

25. Child Abuse:

Christ Church Cathedral, in accordance with the Louisiana Family Law Code, must report any suspected cases of physical, sexual, or emotional abuse and/or neglect of children under the age of eighteen. The definitions of such abuse are as follows:

1. **Physical Abuse** - Any physical, non-accidental injury or injuries sustained by a child as a result of malicious acts by a parent or guardian who has permanent or temporary custody or responsibility for supervision of the child.
2. **Child Neglect** - Any act or acts by any parent or other person who has the permanent or temporary custody, care, or responsibility for supervision of the child, who fails to take the action necessary to provide adequate nutrition, clothing, shelter, or medical care.
3. **Sexual Abuse** - Any act or acts by any parent or other person who has permanent or temporary care, custody, or responsibility for supervision of the child involving sexual molestation or exploitation. These acts include, but are not limited to, incest, rape, sodomy, carnal knowledge, and any other unnatural or perverted sexual practices.
4. **Emotional Abuse** - Any act or acts by a parent or other person who has the permanent or temporary care, custody, or responsibility for the supervision of the child which is excessive, aggressive, or places unreasonable demands on the child. These include, but are not limited to, constant teasing, belittling, or verbal attacks, or insufficient support or guidance.

All cases of suspected child abuse or neglect must be reported immediately by any employee to the Dean or the Senior Warden, who will then ascertain the validity of the facts. It is each employee's responsibility to comply with this policy.

All employees who supervise volunteers who are responsible for the care and custody of children shall ensure that the volunteers are adequately trained to comply with this policy.

According to the law, the Dean or the Senior Warden must then report the case to the Department of Human Services or the Orleans Parish Sheriff's Department. A written report must then be filed with the Department of Human Services which contains the name and address of the child, the name and address of the person responsible for the care of the child, and any other pertinent information.

26.No employee shall borrow money from Cathedral members.

27.No full-time employee may do work at Cathedral members' homes without the Dean's permission.

NON-EMPLOYEES AND VISITORS

Christ Church Cathedral recognizes the need for employees to briefly visit with family members and other visitors during working hours, from time to time, on a limited basis. Employees who have guests or visitors at the Cathedral are responsible for their conduct. The employee must ensure that his or her visitor complies with all applicable policies.

CARE AND CUSTODY OF CHILDREN

All employees who are responsible for the care and custody of children, and volunteers who are responsible for the care and custody of children, shall maintain children within their supervision, and children within their supervision are not to be allowed to wander about unsupervised, until released to a parent, guardian, or member of Christ Church Cathedral known by the employee to be authorized to have temporary custody over a particular child. All employees who supervise volunteers who are responsible for the care and custody of children shall ensure that the volunteers are adequately trained to comply with this provision.

CONFIDENTIALITY AND DISCLOSURE

Communication is a vital part of any organization. It is important not to disclose or remove information or materials that are confidential or unique to Christ Church Cathedral. Any disclosure of confidential church or employee information to an unauthorized individual or personnel will result in disciplinary action up to and including termination.



Christ Church Cathedral

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New Orleans, LA 70115

Christ Church Cathedral

EMPLOYEE ACKNOWLEDGMENT FORM

I acknowledge that I have received a copy of the Christ Church Cathedral Employee Handbook on the date shown below, and I understand my obligation as a Christ Church Cathedral employee to read and become familiar with the policies and procedures contained in the handbook.

I understand that as a condition of my employment I accept and agree to abide by the policies contained in the Handbook.

I understand that the purpose of this Employee Handbook is to define the policies and procedures that govern the personnel practices of Christ Church Cathedral.

I understand that this Employee Handbook is not a contract between Christ Church Cathedral and me, and that it is a reference book that contains a set of general guidelines, policies and procedures, designed to assist me in performing my job.

Employee's Signature: _____ Date: _____

Employee's Printed Name: _____

Note to Employee:

Please detach this Acknowledgment Form, sign it, and return it to the Parish Administrator.

