



CEDAR VALLEY

CATHOLIC SCHOOLS

To provide an exceptional Catholic education to every student,
built on the foundation of faith, discipline, knowledge and service

2020-2021 Employee Handbook

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I. INTRODUCTION

Introductory Statement

This handbook is designed to acquaint you with the Cedar Valley Catholic Schools (hereafter referred to as CVCS) System and your site. It provides you with information about working conditions, employee benefits, and some of the policies affecting your employment. This handbook complements the Catholic Educator Handbook & Annual Contract Supporting Documentation of the Archdiocese of Dubuque for contractual employees. This handbook complements any other directives of the job agreement and job description for non-contractual employees.

It is your responsibility to read, understand, and comply with all provisions of this handbook. It outlines many of your responsibilities as an employee and the programs developed by the CVCS System. No employee handbook can anticipate every circumstance or question about policy. The CVCS System reserves the right to revise, supplement, or rescind any policy (ies) or portion therein as it deems appropriate, at its sole and absolute discretion. In the event of a conflict between Archdiocesan policy and local policy and this employee handbook, the policies of the Archdiocese of Dubuque shall control; therefore, as you read this handbook you should be aware that:

CVCS can deviate from this handbook at any time without notice to employees.

CVCS can amend, modify, add to, eliminate, or otherwise change this handbook at any time without notice to employees.

CVCS has the right, at its sole discretion, to apply or not to apply the policies or procedures contained in the handbook, depending on the facts and circumstances of each case.

The handbook is as complete as CVCS can reasonably make it. It is not necessarily all-inclusive because situations may arise that require actions or conduct not stated in the handbook.

CVCS can revise or revoke the handbook in its entirety at any time without notice.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of this employee handbook.

Sincerely,

Cedar Valley Catholic Schools Board of Education

Employee Welcome Message

Welcome to CVCS! We are an accredited non-public school system through the State of Iowa Department of Education. We have four schools, two child care locations with accreditation through Iowa Department of Human Services and one central office, located throughout the Waterloo metro area.

- Blessed Sacrament Early Childhood Center PreK 3 & 4 & Year Round Child Care Center (DHS)
 - 600 Stephan Ave, Waterloo 50701
- Saint Edward Elementary –K-5th & Before/After School Child Care Center (DHS)
 - 139 E Mitchell Ave, Waterloo, 50702
- Blessed Maria Assunta Pallotta Middle School – Grades 6th-8th
 - 3225 W 9th St, Waterloo, 50702
- Columbus Catholic High School – Grades 9th-12th
 - 3231 W 9th St, Waterloo, 50702
- Cedar Valley Catholic Schools Central Office
 - 3231 W 9th St, Waterloo, 50702

I. Philosophy

A. Mission Statement of the Archdiocese of Dubuque

The Catholic schools within the Archdiocese of Dubuque are committed to partnering with parents for the spiritual and educational formation of students.

Catholic Faith-based programs:

- Instill a love and knowledge of the Catholic faith.
- Integrate instruction with Catholic values.
- Lead students and families to active participation in their parish communities.
- Provide opportunities for worship, service and prayer.
- Support a safe and nurturing environment where students encounter Jesus Christ.

Academic Excellence:

- Promotes life-long learning and advances the development of the whole person to the fullest extent.
- Forms students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.
- Fosters a culture of academic excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective and an emphasis on community and service.

B. Local Mission Statement/Philosophy

Mission:

To provide an exceptional Catholic education to every student, built on the foundation of faith, discipline, knowledge and service.

CVCS Vision:

Cedar Valley Catholic Schools will be the first choice of families who believe God, community, leadership and service are the foundation of a learning environment.

Cedar Valley Catholic Schools Credo:

1. We believe that Catholic education is a lifelong journey of faith formation and personal conversion.
2. We believe that the four tasks of Catholic education are to proclaim the message, call to worship, build community, and serve others. Our faith formation and education must be infused with Gospel values, enriched by Catholic tradition and identity.
3. We believe that Catholic education must provide a wide range of choices that address the diverse needs of our community.
4. We believe that Catholic education must provide the highest standards of faith formation and academic excellence in an attractive and accessible learning environment.
5. We believe that our administrators, educators and staff must be fully prepared, supported, and justly compensated.
6. We believe that we must commit ourselves to a spirit of collaboration and to the just stewardship of our resources so that every Catholic child has access to Catholic education.
7. We believe in welcoming the participation of our non-Catholic neighbors who wish to share in the unique advantages of Catholic education.
8. We believe that parents are the primary educators of their children, and that Catholic education depends upon the active participation and support of parents in the faith formation of their children.
9. We believe that Catholic education must help students develop the necessary skills and values to become responsible citizens with a lifelong commitment to the Church and community.

II. EMPLOYMENT

Nature of Employment

This handbook is intended to provide employees with a general understanding of CVCS personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook; it will answer many common questions concerning employment with CVCS; however, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind.

In order to retain necessary flexibility in the administration of policies and procedures, CVCS reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook. The only recognized deviations from the stated policies are those authorized and signed by the Chief Administrator of CVCS.

The policies regarding employment developed, implemented and changed by the Archdiocese of Dubuque are incorporated herein by this reference; such policies and this handbook should be read in a consistent fashion to the extent possible; in the event of a conflict between such policies and this handbook, the policies of the Archdiocese of Dubuque shall control.

Business Ethics and Conduct

The successful operation of the CVCS system is built upon the principles of the Catholic Church, fair dealing and the ethical conduct of our employees. Careful observance of the spirit and letter of all applicable laws and regulations, including the policies of the Archdiocese of Dubuque, as well as a scrupulous regard for the highest standards of conduct and personal integrity, is required at all times.

In general, the use of good judgment, based on high moral and ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor.

Compliance with this policy of ethics and conduct is the responsibility of every CVCS employee. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Immigration Law

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

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

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

Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact your administrator for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of CVCS business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms; however, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to their building administrator or the CVCS Board of Education as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with CVCS. Employees must inform the administrator of any outside employment and of any changes in that employment. All employees will be judged by the same performance standards and will be subject to the school’s scheduling demands, regardless of any existing outside work requirements.

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

Outside employment that constitutes a conflict of interest is prohibited.

Non-Disclosure

The protection of confidential information is vital to the interests of Cedar Valley Catholic Schools. Such confidential information includes, but is not limited to, the following examples:

1. compensation data
2. parish/school family lists
3. student information
4. financial information
5. pending projects and proposals

Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

III. EMPLOYMENT STATUS AND RECORDS

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from governing provisions of federal and state wage and hour laws. CVCS may change an employee’s EXEMPT or NON-EXEMPT classification only upon written notification.

In addition to the above categories, each employee will belong to one of the following employment categories:

- FULL-TIME employees are those who are scheduled to work at least 37.5 hours per week on a weekly basis and are not in a temporary or introductory status. Generally, they are eligible for CVCS’s benefit package, subject to the terms, conditions, and limitations of each benefit program.
- PART-TIME employees are those who are scheduled to work less than 37.5 hours per week on a weekly basis. Part-time employees may qualify for certain benefits as outlined in the benefits section of this handbook.
- TEMPORARY employees are those who are not full or part-time employees. This includes employees who work fewer than 35 hours per week and do not have a regular weekly schedule. While temporary employees receive mandated benefits, such as workers’ compensation insurance and Social Security, temporary employees are ineligible for all other CVCS benefit programs.

Access to Personnel Files

CVCS maintains a personnel file on each employee. Professional files containing such information as the employee’s job application, resume, records of training, copies of required certification/licensure, disciplinary records, and documentation of performance appraisals are maintained at the CVCS central office. Payroll files are also retained at the CVCS central office.

Personnel files are the property of CVCS, and access to the information is restricted. Generally, only supervisors and management personnel of CVCS who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the CVCS central office. With reasonable advance notice, employees may review their own personnel files in the CVCS office and in the presence of an individual appointed by CVCS to maintain the files and as provided by Iowa law. An employee shall not have access to employment references written for the employee.

Personnel Data Changes

It is the responsibility of each employee to promptly notify the school office and the CVCS central office of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, insurance and retirement plan beneficiaries, educational accomplishments, as applicable, and other such status reports should be accurate and current at all times.

Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve and maintain a satisfactory level of performance and to determine whether the new position meets their expectations. CVCS uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or CVCS may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If CVCS determine that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period. Upon satisfactory completion of the introductory period, employees enter one of the three (3) employment classifications described earlier in this handbook.

Contractual employees are subject to the Annual Contract Supporting Documentation of the Archdiocese of Dubuque.

Employment Applications

CVCS relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, daily basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Performance evaluations are scheduled approximately every 12 months.

Employee Transfer

Vacant positions will be on the CVCS website, Teach Iowa and email out to staff. Employees within the introductory period or current employees whose overall performance is currently evaluated as unsatisfactory will not be allowed to request a voluntary transfer. Eligible employees who desire to apply for such vacancies shall file their request in writing via email (within five days of the posting date) with the CVCS HR Director in the CVCS central office. The employee shall receive an interview with the school where there is a vacancy, but the principal of the school reserves the right to determine who will be placed in the position based on the needs of the position.

Employee Reduction & Rehire

The process of staff reduction and rehiring will be in accordance with the Archdiocesan Catholic School Board (ACSB) policy 4111.22 as described in the Annual Contract Supporting Documentation.

IV. EMPLOYEE BENEFIT PROGRAMS

Eligible employees of CVCS are provided certain benefits. A number of the programs (such as Social Security and workers' compensation) cover all applicable employees in the manner prescribed by law.

Benefit eligibility is dependent upon a variety of factors, including employee classification. The Operations & Human Resource Director can identify the programs for which you are eligible. Details of many of these programs can be found by contacting CVCS Human Resource Director or the Archdiocese of Dubuque website: www.dbqarch.org/offices/human-resources.

The following benefit programs are available to eligible employees through the Archdiocese of Dubuque:

1. Health Insurance
2. Life Insurance, AD&D Life, Supplemental Life and Dependent Life
3. Dental Insurance
4. Flexible Spending Account
5. Long-Term Disability Insurance
6. 401(k) Retirement Plan

*Some benefit programs require contributions from the employee.

Additional benefits:

Salary Supplement

CVCS employees eligible for benefit dollars may elect to receive their monies as a salary supplement. This option is taxable income.

Workers' Compensation Insurance

CVCS provides workers' compensation insurance at no cost to employees.

Employees who sustain work-related injuries or illness should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately.

Dependent Tuition

CVCS employees eligible for the benefit dollars may elect to use their monies for tuition payments for dependent children at CVCS centers. This option is taxable income.

Employee Tuition Discount Program

All qualified, **full time**, certified and non-certified employees who want to utilize this benefit MUST file for STO assistance by the 1st round deadline.

Once an STO award is determined, your years of service for one family employee (longest tenure) will determine the discount after STO award.

- Those completing 1 year of service at CVCS will be given a 10% discount per student after STO
- Those completing 2 years of service at CVCS will be given a 15% discount per student after STO
- Those completing 3 years of service at CVCS will be given a 20% discount per student after STO
- Those completing 4 years of service at CVCS will be given a 25% discount per student after STO
- Those completing 5 years of service at CVCS will be given a 35% discount per student after STO
- Those completing 6 years of service or more at CVCS will be given a 50% discount per student after STO and through graduation.

All qualified, **part time**, certified and non-certified employees who want to utilize this benefit MUST file for STO assistance by the 1st round deadline.

Once an STO award is determined, your years of service for one family employee (longest tenure) will determine the discount after STO award.

- Those completing 1 year of service at CVCS will be given a 5% discount per student after STO
- Those completing 2 years of service at CVCS will be given a 7.5% discount per student after STO
- Those completing 3 years of service at CVCS will be given a 10% discount per student after STO
- Those completing 4 years of service at CVCS will be given a 12.5% discount per student after STO
- Those completing 5 years of service at CVCS will be given a 17.5% discount per student after STO
- Those completing 6 years of service or more at CVCS will be given a 25% discount per student after STO and through graduation.

ALL current full time & part time certified and non-certified employees (20 hours or more per week) will be allowed to use this benefit.

(This benefit will only apply to students who attend K-12th Cedar Valley Catholic Schools.)

- There is a cap of four student discounts per family.
- There can be no appeals to the tuition discount benefit.
- If an employee leaves prior to completing their contract obligations, all discounts will be prorated.

** This program is subject to a year by year review; therefore, it is subject to change with 90 days notice.

V. LEAVES OF ABSENCE

Certified Full-time Staff

- Contract Duration - 190 Day (student contact days, conference days, Professional/Career Development Days) all based on FTE %. Certified staff will be paid over twelve (12) months starting with August through July on the last business day of each month. *Hours are at the discretion of the building administrator.
- Sick Days – must be used in ½ or full day increments. 12 Sick Leave Days - accumulative to 90. All faculty members will carry-over their current total number of accumulated sick days. The maximum number of accumulated sick days will be 90. Faculty members who currently have more than 90 will not accumulate sick days until they drop below 90. Once the employee drops below 90 days, their cap will be 90 days. Five sick days may be converted to one personal day. No more than ten sick days (two personal days) can be converted each school year.
- Personal Days - Must be used in ½ or full day increments. Two Personal Days per year - Personal days must be used by May 1. (Exceptions are at the discretion of the building administrator)

Certified Part-time Staff

- Contract Duration - 190 Day (student contact days, conference days, Professional/Career Development Days) all based on FTE %. Certified staff will be paid over twelve (12) months starting with August through July on the last business day of each month. *Hours are at the discretion of the building administrator.
- Sick Days - Must be used in ½ or full day increments. Sick Leave Days - accumulative to 90. All staff members will carry-over their current total # of accumulated sick days. The maximum number of accumulated sick days will be 90. Those staff members who currently have more than 90 will not accumulate sick days until they drop below 90. Once the employee drops below 90 days, their cap will be 90. Five sick days may be converted to one personal day. No more than ten sick days (two personal days) can be converted each school year. Pro-rated schedule is as follows:

.5 Contract = 6 sick days	.6 Contract = 7 sick days	.7 Contract = 9 sick days
.8 Contract = 10 sick days	.9 Contract = 11 sick days	
- Personal Days - Must be used in ½ or full day increments. Two Personal Days per year. Personal days must be used by May 1. (Exceptions are at the discretion of the building administrator)

Non-Certified, Full-time Staff

- Annual Position Duration – (*Employees who work $\geq 37 \frac{1}{2}$ hrs/week)
 - 260 day/12 month (Vacation & 12 Leave Days) Effective on anniversary date, and must be used in ½ day increments. Employees will receive vacation as follows:
 - After one year of employment – 10 days
 - After five years of employment – 15 days

- After ten years of employment – 20 days
 - 240 day/11 month – 11 leave days
 - 220 day/10 month – 10 leave days
 - 190-175 days/9 month – 9 leave days
- Leave Days - Must be used in ½ or full day increments. Leave Days per year – accumulative to 90. All employees will carry-over their current total number of accumulated leave days. The maximum number of accumulated leave days will be 90. Both paid and unpaid days must be approved by the building administrator or director.

- Paid Holidays

*New Year’s Day	Good Friday	Memorial Day	
July 4 th	Labor Day	Thanksgiving Day	Friday after Thanksgiving
**Christmas Eve	**Christmas Day		

* If New Year’s Day falls on a weekend, the Friday before the holiday is your paid holiday.

** If the holiday falls on a Saturday, the Friday before the holiday is your paid holiday.

** If the holiday falls on a Sunday, the following Monday is your paid holiday.

Non-Certified, Part Time Staff

- Annual Position Duration – (*Employees who work between 20 - 37 hrs/week)
 - 260 Day/12 month – 7.5 leave days
 - 240 day/11 month – 7 leave days
 - 220 day/10 month – 6.5 leave days
 - 190-175 day/0 month – 6 leave days
- Leave Days - Must be used in ½ or full day increments. Leave days may not be accumulated.

Bereavement Leave

3 leave days allowed per event - Upon giving notice to their supervisors, employees are eligible for bereavement leave at the time of the death of family members (spouse, children, siblings, parents, grandparents, grandchildren, parents of spouse, brother, sister, son or daughter-in-law, or significant religious community relationships). **An earned leave day may be used for bereavement leave for a non-family member (see above list) with prior approval of building administrator/director.**

Jury Duty

CVCS encourage employees to fulfill their civic responsibilities by serving jury duty when required. Employees called for jury duty will have time off from work as long as needed in court. Employees will receive pay based upon their normal work schedule; however, any per diem compensation from the court shall be given to the CVCS central office.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

Family and Medical Leave

CVCS complies with Archdiocesan Family and Medical Leave policy 4119.11.

The current Family and Medical Leave provisions as defined by the Archdiocese of Dubuque apply with respect to any employee who has been employed by programs governed by the Archdiocesan Faith Formation Commission or the Archdiocesan Catholic School Board for at least 12 months and has worked for at least 1250 hours during the previous 12 month period. For purposes of determining eligibility for leave under the Act, it is the twelve-month period preceding the commencement of the leave that is used in computing whether the employee has been employed a sufficient number of hours.

An eligible employee may request leave for any of the following reasons:

1. To care for the employee’s child after birth, or placement for adoption or foster care. Entitlement to leave

expires twelve months after the birth, adoption or placement of the child.

2. To care for the employee's spouse, son or daughter incapable of self-care because of a mental or physical disability, or parent who has a *serious health condition.

3. For a *serious health condition that makes the employee unable to perform the employee's job.

*Note: A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, residential medical care facility, or continuing treatment by a health care provider.

Leave granted under this policy shall not exceed twelve work weeks in one school year (July 1-June 30) as defined by the state of Iowa. The duration of any individual leave under this policy shall not exceed twelve work weeks or, in the case of a serious health condition, the duration of the serious health condition, whichever is less.

In pre-approved and mutually agreed upon circumstances, the employee may be entitled to take the leave on a reduced hour or intermittent basis. Also, under certain circumstances, the employer may elect to extend the period of leave taken by instructional employees.

An eligible employee entitled to leave under this policy must provide not less than 30 days notice before taking the leave if the need for the leave is foreseeable, unless it is not reasonably possible to do so. The employee has an obligation to schedule treatments for the employee or a family member so as not to disrupt the operations of the program.

The employer may require proof of the necessity for the leave if the leave is requested because of illness of the eligible employee, the employee's spouse, child, or parent. The employer also has the right to obtain a second opinion from an independent medical professional at its own expense. In the case of conflict between the employee's medical provider and the opinion provided to the employer, the dispute shall be submitted for a third opinion, which shall be final and binding on both the employer and the employee.

During the period of a leave granted under this policy, the employer will continue to maintain an eligible employee's health insurance benefits; however, any employee who pays a portion of the premiums must make arrangements to pay his or her portion during the leave and must make timely payments. If the employee fails to return to work following the authorized period of leave, the employer shall be entitled to reimbursement from the employee for any health insurance premiums paid by the employer on behalf of the employee during the period of leave, unless the failure to return is the result of a serious medical condition of the employee, the employee's spouse, child under the age of 18, or parent.

All leave granted under this policy shall be unpaid, except to the extent that available paid leave is substituted for unpaid leave as defined below.

1. The employer will not require, but an eligible employee may elect, to substitute any available vacation or paid personal leave for unpaid leave taken to care for the employee's child after birth, or placement for adoption, or foster care. Any leave so substituted will be applied against the twelve work week limit of leave under this policy. The employee may not substitute accrued paid sick leave for unpaid leave.

2. The employer will not require but an eligible employee may elect to substitute any accrued vacation or paid personal leave for unpaid leave taken to care for the employee's spouse, son or daughter under the age of 18 or 18 or older and incapable of self-care because of a mental or physical disability, or parent who has a serious health condition. Any leave so substituted shall be applied against the twelve work week limit of leave under this policy. The employee may not substitute accrued paid sick leave for unpaid leave.

3. The employer will require an eligible employee requesting leave covered by this policy to substitute any accrued paid vacation leave, paid sick leave, or paid personal leave for any unpaid leave when the leave is requested because of the employee's own serious health condition.

An eligible employee who has taken a leave under this policy shall return to his or her previous position or to an equivalent position with the same terms and conditions of employment that the employee would have been

entitled to in the absence of a leave taken under this policy.

This policy is explanatory only. It is designed to implement the Family and Medical Leave Act of 1993 (“FMLA”), Public Law 103-3, 107 Stat. 6, and shall not be construed or interpreted to provide rights any broader or narrower than those provided by law under said Act. **Please refer to the Employee Rights and Responsibilities under the Family and Medical Leave Act at the back of this handbook for additional information.**

An employee who may need extended time off for any reason should contact the CVCS Human Resources for additional information.

Military Leave

CVCS is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is a Cedar Valley policy that no employee, or prospective employee, will be subjected to any form of discrimination on the basis of that person’s membership in or obligation to perform service for any of the Uniformed Services of the United States. No person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under this policy.

VI. TIMEKEEPING/PAYROLL

Timekeeping

Accurately recording time worked is the responsibility of the hourly employee. Time sheets are to be signed by one’s supervisor if computerized timekeeping is not available. Federal and state laws require CVCS to keep an accurate record of time worked in order to calculate employee pay and benefits. Overtime work or hours outside of your normally scheduled hours must always be pre-approved by your supervisor in writing.

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

Pay Days

CVCS pay period runs from the 20th of each month to the 19th of the following month for non-exempt staff.

All CVCS employees are paid on the last business day of the month unless such dates fall on Saturday or Sunday. In those cases, employees will be paid the preceding Friday.

Administrative Pay Corrections

CVCS takes all reasonable steps to ensure that employees receive the correct compensation, and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Operations & Human Resource Director so that corrections can be made as quickly as possible.

Pay Deductions and Set Offs

The law requires that CVCS make certain deductions from every employee's compensation. Among these are applicable federal, state, local income taxes, Medicare, and Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security “wage base.” CVCS matches the amount of Medicare and Social Security taxes paid by each employee, dependent on the Federal Government percentages.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Operations & Human Resource Director can assist in having your questions answered.

VII. WORK CONDITIONS AND HOURS

Work Schedules

Supervisors will advise employees of the times their schedules will begin and end. Staffing needs and operational

demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Employees should not clock in or out in excess of **five minutes** from the start or end time.

Overtime\Comp Time

When operating requirements or other needs cannot be met during regular working hours, non-exempt employees, in accordance with federal and state wage and hour restrictions, may have the opportunity for overtime work assignments during a standard work week which runs from Sunday through Saturday. Overtime pay is based on actual hours worked and will be paid at an hourly rate equivalent to one and one-half times that earned during regular working hours.

Whenever possible, schedule adjustments can be offered within the week (Sunday through Saturday) that the extra hours were worked in order to avoid overtime pay. Hours cannot be carried-over to another week. All overtime work must receive the supervisor's prior authorization and approval in writing. Employees working overtime without approval may be subject to disciplinary action.

Employee Volunteers

A non-exempt employee is prohibited from volunteering their time performing duties the same as or similar to their normal positions. For example, a kitchen employee cannot volunteer to work in the kitchen for a fundraising dinner but can volunteer to take tickets because that is not a normal part of that employee's job. CVCS must pay any non-exempt staff person who performs an after hour duty that is closely aligned with normal duties even if they wish to volunteer those hours. Those hours would need to be included on the employee time record and approved by the supervisor.

Emergency Closings

At times, emergencies such as severe weather, fires, power failures, etc., can disrupt school operations. In extreme cases, these circumstances may require the closing of schools. Employees should contact a supervisor during such times. Your supervisor will advise you regarding this circumstance.

CVCS follows the decision of Waterloo Community Schools in such cases.

On days when the school day is delayed, staff should plan to report 30 minutes before adjusted starting time. When school is dismissed early, staff dismissal will be at the discretion of the building administrator.

Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, with many of the reasons for termination being routine. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation – Voluntary employment termination initiated by an employee. Although advance notice is not required, CVCS requests at least 2 weeks' written resignation notice from all employees.

Discharge – Involuntary employment termination initiated by the organization.

Since employment with CVCS is based on mutual consent, both the employee and CVCS have the right to terminate the employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner:

- All accrued, vested benefits such as vacation, will NOT be paid.
- Some benefits may be continued at the employee's expense if the employee so chooses. More information is available through the Human Resource Director.

Contractual employees are covered by the policies found in the Annual Contract Supporting Documentation of the Archdiocese of Dubuque. This documentation is available by contacting the Human Resource Director.

Safety

CVCS is committed to workplace safety and to providing a safe and healthy work environment for everyone.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, who fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to, and including termination, of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the school, Human Resource Director, and the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Use of Telephones

Employees should always use a friendly department appropriate greeting and speak in a courteous and professional manner in telephone communications.

Personal phone calls are to be kept to a minimum. **Use of the office phone or a cell phone for personal visiting should be done on breaks or over lunch, and is not acceptable during the work or school day while supervising students.**

Employees are required to reimburse CVCS for any charges resulting from their personal use of the telephone whether cell or landline.

Tobacco-Free Campuses

The Iowa Smokefree Air Act applies to the Archdiocese and CVCS. This policy applies equally to all employees, volunteers, students, or other visitors to any CVCS site. Smoking and any tobacco use is prohibited on all CVCS properties and at all CVCS events.

Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, note any required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees who drive system vehicles or own vehicles for work related purposes must have completed Dubuque Archdiocesan Protection Program (DAPP) online through Catholic Mutual Group. Course information is available through the school offices or CVCS central office.

While driving on school business, no cell phone use is allowed while the vehicle is running and out of parking gear. It is required that you refrain from cell phone usage when students are in the vehicle.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. Payment of fines for traffic/parking violations other than those resulting from equipment failures are the responsibility of the employee.

Business Travel Expenses

CVCS will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. The applicable supervisor must approve all business travel in advance. A Travel Authorization Form must be completed and approved by a supervisor prior to any travel. Employees whose travel plans have been approved should make all travel arrangements through the CVCS central office.

When approved, the actual costs of travel, meals (not including alcoholic beverages), lodging, and other expenses,

directly related to accomplishing business travel objectives will be reimbursed by CVCS. Employees are expected to limit expenses to reasonable amounts.

It is expected that employees will use CVCS vehicles whenever possible. At CVCS discretion, a rental vehicle may be procured. If the use of a CVCS vehicle or rental is not possible, with prior approval, a personal vehicle may be used with mileage reimbursement at the rate of \$.54 per mile or gas used, whichever is less. If a personal vehicle is used simply for the sake of employee convenience, no reimbursement will be offered. The insurance carrier of the employee is primary when a personal vehicle is used.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by CVCS may not be used for personal use without prior approval.

With prior approval, a family member or friend may accompany employees on business travel, when the presence of a companion will not interfere with successful completion of business objectives. Any expenses of a non-employee are not the responsibility of CVCS.

Employees should submit documented expenses within five days of travel being completed. Receipts for all individual expenses should accompany reports. Employees should contact their supervisor or the CVCS central office for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Computer and Internet Acceptable Use Policy

The purpose of this policy is to ensure proper use of technologies while associated with CVCS.

All users are expected to use the technology available at CVCS in a manner that is consistent with the teachings and mission of the Catholic Church and the Cedar Valley system's academic programs. Users are expected to be responsible and use technology that has been accessed appropriately. Accessing obscene, pornographic, or threatening material, or engaging in other inappropriate uses of technology, including but not limited to email, instant messaging, social networking sites, Web pages, and the use of hardware and/or software that disrupts or interferes with the safety and welfare of the school community, is prohibited, even if such uses take place after school hours or off school property.

Employees are expected to:

1. Respect and protect the privacy of themselves and others.
 - Use only assigned accounts.
 - Decline to view, use or copy passwords, data, or networks without authorization.
 - Avoid the distribution of their own or others' private information.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices as posted.
 - Report security risks or violations to a school administrator or network administrator.
 - Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
 - Conserve, protect and avoid sharing these resources with other Internet users.
 - Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
 - Refrain from copyright infringement. (Copying music, games, movies, etc., is not allowed).
 - Avoid plagiarism.
4. Respect and practice the principles of the system community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a school administrator or network administrator.

- Refuse to access, transmit, copy, or create material that violates the system's code of conduct (examples include, but are not limited to, messages that are pornographic, threatening, rude, discriminatory, or intended for harassment).
- Avoid accessing, transmitting, copying, or creating material that is illegal (examples include, but are not limited to, obscenity, stolen materials or illegal copies of copyrighted works).
- Abstain from using the resources to further other acts that are criminal or violate the system's code of conduct.
- Avoid sending spam, chain letters, or other mass unsolicited mailings.
- Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a system project.
- Abstain from posting or disseminating any harassing, demeaning, threatening, or immoral comment or visual injurious to the reputation of the school, supporting parishes, the Church, or an individual, whether the action occurs on school property or off the grounds.

*Please note that this list of uses and activities that are deemed inappropriate is not all-inclusive.

Consequences for Violation:

Violations of these rules may result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

Supervision and Monitoring:

System and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Users should have no expectation of privacy with respect to the use of CVCS's technology resources. Administrators reserve the right to examine, use, and disclose any data found on the system's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The system administration has the right of access to any electronic devices brought onto school property.

This information may also be used in disciplinary actions and may also be furnished to law enforcement as evidence of a criminal act, should one be committed.

Workplace Violence Prevention

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

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

Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on the premises of CVCS.

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

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or the administrator. This includes threats by employees, as well as threats by students, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place

yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

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

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

CVCS encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or administrator before the situation escalates into potential violence.

VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, CVCS employees are to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment; it is not intended to be all-inclusive:

1. Theft or inappropriate removal or possession of property
2. Working under the influence of alcohol or illegal drugs
3. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while operating employer-owned vehicles or equipment
4. Fighting or threatening violence in the workplace
5. Negligence or improper conduct leading to damage of CVCS-owned, student-owned or other employee-owned property
6. Insubordination or other disrespectful conduct
7. Violation of safety or health rules
8. Smoking in prohibited areas
9. Sexual or other unlawful or unwelcome harassment
10. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
11. Excessive absenteeism or any absence without notice
12. Unauthorized disclosure of confidential information
13. Violation of personnel policies
14. Unsatisfactory performance or conduct

Employment with CVCS is at the mutual consent of CVCS and the employee. It is an “employment at will” relationship. Either party may terminate this relationship at any time, with or without cause, and for any reason or no reason at all, with or without advance notice.

Drug and Alcohol Use

It is Cedar Valley Catholic School’s desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on CVCS premises and while conducting business-related activities off CVCS premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs, unless approved by the management. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or administrator without fear of reprisal.

Sexual and Other Unlawful Harassment

CVCS is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's gender, race, color, national origin, age, religion, disability, or any other legally protected characteristic, will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same gender as the harasser.

If an employee experiences or witnesses sexual or other unlawful harassment in the workplace, it must be immediately reported to the supervisor. If the supervisor is unavailable or if the harasser or the employee believes it would be otherwise inappropriate to contact that person, the employee should immediately contact the administrator. The employee can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discretely investigated. To the extent possible, employee confidentiality and that of any witnesses, and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the employee will be informed of the outcome of the investigation.

The school/program office or any supervisor who becomes aware of possible sexual or other unlawful harassment must immediately advise the administrator so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Attendance and Punctuality

To maintain a safe and productive work environment, CVCS expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and the school community. In rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify the building administrator as soon as possible in advance of the anticipated tardiness or absence.

An employee needs to notify their supervisor as early as possible when arrangements need to be made to have a substitute for all or part of a day. In the case of illness or unexpected circumstances, the call to the building administrator or designee is preferably made the evening before.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Fundraising

The building administrator and the CVCS Advancement Director and/or Chief Administrator must approve all fundraising.

Personal Appearance

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

During business hours or when representing CVCS, all employees are to present a clean and neat appearance. Employees are to dress and groom according to the requirements of the position and accepted social standards.

Your administrator/supervisors are responsible for establishing a reasonable dress code appropriate to each job. If your administrator feels the employee's personal appearance is inappropriate, the employee may be asked to leave the workplace until properly dressed or groomed. Under such circumstances, the employee will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance.

Support staff should dress in ways appropriate for their duties, while remembering the importance of setting a good example for students and presenting a good image to visitors. Dress for associates may be more casual than for teachers.

Based on departmental needs, different work areas may require different dress codes.

Expectations at All Times:

- Clothing must be clean, well-pressed, and in good repair
- Overall appearance should be neat and professional

Unacceptable at All Times:

- Distasteful or provocative clothing (as determined by administration)
- Tank tops, halter tops, or strapless shirts (unless worn under a blazer or sweater)
- Low-cut shirts/blouses that are immodest and/or revealing
- Mini-skirts or short shorts
- Only dress sandals may be worn – no flip flops
- Clothing containing offensive and/or inappropriate language or advertising or clothing displaying other local school names/mascots

Employees shall dress as professionals, in a businesslike attire in order to set a good example for students, staff and the public. Dress and grooming will not distract from the learning environment of students. Visible tattoos shall not be obscene, vulgar, profane, representative of drug/alcohol use or gang affiliation, or distracting to the educational setting.

Security Inspections

CVCS wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. CVCS prohibits the possession, transfer, sale, or use of such materials on its premises. CVCS requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of CVCS. Accordingly, any agent or representative of CVCS can inspect them, as well as any articles found within them, at any time, either with or without prior notice.

Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by CVCS may not solicit or distribute literature in the workplace at any time for any purpose.

CVCS recognizes that employees may have interests in events and organizations outside the workplace; however, employees may not solicit or distribute literature concerning these activities during working time without permission of the administrator. This includes, but is not limited to, the circulation of petitions, selling of merchandise or chances, and the distribution or posting of literature.

Progressive Discipline

The purpose of this policy is to state CVCS's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace.

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

Disciplinary action may call for any of four steps:

1. verbal warning
2. written warning
3. suspension with or without pay, or
4. termination of employment, depending on the severity of the problem and the number of occurrences.

There may be circumstances when one or more steps are bypassed as determined by, and at the sole discretion of CVCS.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed:

1. A first offense may call for a verbal warning
2. a next offense may be followed by a written warning
3. another offense may lead to a suspension
4. still another offense may then lead to termination of employment.

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

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

Contractual employees are subject to the policies of the Annual Contract Supporting Documentation of the Archdiocese of Dubuque.

Moral Grounds for Dismissal for Contract Employees (AFFC/ACSB 4119.6c):

Actions that are considered moral grounds, which may be judged as cause for dismissal include, but are not limited to the following:

1. Violations of criminal law considered as aggravated misdemeanors and felonies.
2. Teaching or publicly advocating principles contrary to the dogmatic and moral teaching of the Church and the judgment of the Archbishop. If there is a conflict as to the teaching of the Church, the judgment of the Archbishop shall be the final arbiter.
3. Violations of the teachings of social justice as taught and commonly viewed by the Catholic Church, with the judgment of the Archbishop as final arbiter. Such violations include unjust aggression against persons, abortion, unlawful discrimination, breach of contract, theft, perjury, defamation of character, and similar violations.
4. The abuse of alcohol or other chemical substances when proper treatment has been refused or has been unsuccessful and the functioning of the person has been impaired; advocating the use of alcohol or other chemical substances in an illegal or abusive manner.
5. Public violations or publicly advocating violations of the standards of sexual morality taught by the Catholic Church, with the judgment of the Archbishop as final arbiter. Such violations include cohabitation, sexual relations outside a legal marriage, advocating or practicing homosexuality.
6. Actions prohibited by the Policy for the Protection of Minors.
7. Habitual abuse by Catholic Christians of the Precepts of the Church.

Precepts of the Church

1. To keep holy the day of the Lord's resurrection; to worship God by participating in Mass every Sunday and holy days of obligation; to avoid those activities that would hinder renewal of soul and body on the Sabbath (e.g., needless work and business activities, unnecessary shopping).
2. To lead a sacramental life; to receive Holy Communion frequently and the Sacrament of Reconciliation regularly—minimally, to receive the Sacrament of Reconciliation at least once a year (annual confession is obligatory only if serious sin is involved); minimally also, to receive Holy Communion at least once a year, between the First Sunday of Lent and Trinity Sunday.
3. To study Catholic teaching in preparation for the Sacrament of Confirmation, to be confirmed, and then to continue to study and advance the cause of Christ.

4. To observe the marriage laws of the Church; to give religious training, by example and word, to one's children; to use parish schools and catechetical programs.
5. To strengthen and support the Church—one's own parish community and parish priests, the worldwide Church, and the Pope.
6. To do penance, including abstaining from meat and fasting from food on the appointed days.
7. To join in the missionary spirit and apostolate of the Church.

Problem Resolution

CVCS is committed to providing good working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the building administrator.

CVCS strives to ensure fair and honest treatment of all employees. Supervisors, administration, and employees are to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies or practices, they can express their concern through the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to building administrator after the incident occurs. If the building administrator is unavailable or employee believes it would be inappropriate to contact that person, employee may present the problem to the Chief Administrator.
2. The building administrator responds to problem during discussion or after consulting with the Chief Administrator, when necessary, and documents discussion.
3. Employee presents problem in writing to the Chief Administrator if problem is unresolved. Chief Administrator reviews and considers problem. Chief Administrator informs employee of decision and forwards copy of any written response to employee's file. The Chief Administrator has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through mutual understanding and discussion of the problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

Standards of Conduct for Personnel in Archdiocesan Entities

Updated: January 28, 2019

1. INTRODUCTION

1.1 Catholics respond to God's call to holiness by imitating the mind and heart of Jesus, his humility and charity, his pardon and service. One expression of this response is respect for the life and dignity of every human person, which is the foundation of Catholic social teaching.

1.2 We treat all people with respect for a number of reasons: they are created in the image and likeness of God; for love of them, to redeem fallen humanity, God became man, suffered, died, and rose from the dead; Jesus made love of neighbor – shown in caring about and for people in need, even enemies – the hallmark of his life and teaching.

1.3 This Gospel spirit inspires these Standards of Conduct, which are established as a set of general standards for personnel in entities of the Archdiocese of Dubuque. These Standards do not supersede canon or civil law.

1.4 For purposes of this document, "personnel" refers to all clerics (bishop, priest, deacon), religious, and laity who are engaged in any form of work for the Church as an employee or volunteer. The "Archdiocese of Dubuque" refers to all parishes, schools, and programs sponsored by it. The "entities" also covered by this policy are those that are listed in the Official Catholic Directory or the Directory for the Archdiocese of Dubuque, except those that do not have the Archbishop of Dubuque as their President.

1.5 In cases of violation of these standards, corrective action can take various forms, ranging from requiring counseling to dismissal, depending on the specific nature and circumstances of the offense, as well as the extent of the harm.

2. ADMINISTRATION

2.1 Personnel shall treat others, including co-workers, fellow volunteers, and persons to whom they provide ministry, with justice and mercy, respect and reverence.

3. CONDUCT WITH MINORS (and persons who are developmentally disabled)

3.1 Personnel should be aware of their own and others' vulnerability when alone with minors. Whenever possible, a team approach should be used when conducting activities for minors.

3.2 Personnel working with minors shall use appropriate judgment to develop trusting relationships marked by personal and professional integrity.

3.3 Personnel shall avoid establishing any exclusive relationship with a minor, and exercise due caution when they become aware of a minor desiring such a relationship. Personnel shall not have "one to one" electronic communications with minors. If there is a business or ministry purpose to communicate with minors through social media, then the minor's parents must be aware and 2 more than one adult must be included in all communications. Personnel shall not list, follow or "friend" minors (unless there exists a close familial relationship or express written permission is given by parent or guardian) or clients served by offices in a clinical, legal or similar professional capacity.

3.4 When working with minors, personnel shall avoid physical contact aimed at hurting or punishing the other, or for the sexual gratification of personnel. Physical contact between personnel and a minor should be public, appropriate, and brief.

3.5 When working with minors, personnel shall not use tobacco products, alcohol, illegal drugs, or pornography. Likewise, personnel shall not supply minors with pornography, alcohol, or illegal drugs. Personnel shall not give legal drugs to a minor without the express written permission of parent or guardian.

3.6 Personnel shall not provide any sexually explicit, inappropriate, or offensive material to minors.

3.7 A minor unaccompanied by a parent or guardian shall never be provided overnight accommodations in the living quarters of a bishop, priest or transitional deacon unless there exists a close familial relationship and an express written permission is given by the parent or guardian.

3.8 A minor unaccompanied by a parent or guardian shall never be admitted to the living quarters of employees or volunteers, or be provided overnight accommodations, unless there exists a close familial relationship, or express written permission is given by parent or guardian, or another adult is present, or in rare, emergency situations.

3.9 Personnel shall never transport a minor in a vehicle unaccompanied by a parent or guardian unless there exists a close familial relationship, or express written permission is given by a parent or guardian, or another adult is present, or in rare, emergency situations.

3.10 Personnel should know and understand Archdiocesan policies and procedures concerning allegations of sexual abuse involving minors which can be found on the Archdiocesan webpage of the Office of Protection of Children.

4. SEXUAL MISCONDUCT WITH ADULTS

4.1 It is a betrayal of trust for personnel to exploit for sexual purposes another adult, including co-workers, fellow volunteers, and persons to whom they provide ministry.

4.2 This misconduct is defined by the Sixth Commandment, as well as by the doctrine and discipline of the Church regarding chastity.

4.3 Personnel shall avoid inappropriate intimate relationships with co-workers, fellow volunteers, and persons to whom they provide ministry.

5. SEXUAL HARASSMENT

5.1 Sexual harassment involves words or actions of a sexual nature that are unwelcome to include jokes, comments, touching, or advances of a sexual nature, requests for sexual favors as a condition for employment or advancement, or display of pornography.

5.2 Sexual harassment, whether a single incident or a persistent pattern of behavior, is incompatible with Church ministry, not to mention respect for the dignity of the human person; personnel will not engage in it, or tolerate the behavior in others.

5.3 Harassment need not be sexual in nature. It also includes the creation of a hostile or intimidating work environment.

6. REPORTING VIOLATIONS OF THIS STANDARD OF CONDUCT

6.1 Personnel will hold each other accountable for maintaining the highest ethical and professional standards.

6.2 Personnel should know and comply with the regulations of the State of Iowa, applicable to their role, as it relates to child abuse, and reporting incidents.

6.3 When there is a clear indication of a violation by personnel of these Standards of Conduct, or other religious or moral principles, that constitute illegal action, the proper civil and Church authorities (Pastor, Vicar General, Archbishop) must be notified immediately.

6.4 When there is a clear indication of a violation by personnel of these Standards of Conduct, or other religious or moral principles, but which does not constitute illegal action, the proper Church authorities (Pastor, Vicar General, Archbishop) must be notified immediately.

6.5 If the person reporting is uncertain about whether a behavior is in violation of these Standards of Conduct, or other religious or moral principles, the Vicar General and/or the Archdiocesan Director of Human Resources should be consulted.

6.6 All allegations of violations of this Standard of Conduct, or other religious or moral principles, will be taken seriously, and will be dealt with according to Archdiocesan policy and procedures.

6.7 The obligation of counselors and spiritual directors to report client misconduct is subject to the duty of confidentiality. However, any agreement or duty to maintain confidentiality must yield to the need to report misconduct that threatens the safety, health or well-being of any of the persons involved, especially in the case of a minor. However, if the seal of Confession is involved, it is always to be kept inviolate.

Approved on January 28, 2019 by Archbishop Michael O. Jackels

IX. CEDAR VALLEY CATHOLIC SCHOOLS

EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

The employee handbook describes important information about Cedar Valley Catholic Schools (CVCS) system, and I understand that I should consult my building administrator regarding any questions not answered in the handbook, and clarifications as needed.

Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is not a contract of employment or a legal document.

I acknowledge that I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____