
**POLICY NUMBER: 301
TITLE: ACCESS TO PERSONNEL RECORDS**

The official Personnel folder of an employee and/or volunteer shall be disclosed to the individual or his/her representative designated in writing, his/her supervisor, and the Division Directors of the agency. Review may also be approved for someone other than those listed above, such as investigative agencies of the government, for example the FBI. All requests must be made in writing to the Human Resources Manager. The Human Resources Manager or designee will provide a room for viewing the folder(s) and will remain with the records while being viewed.

Division Directors and/or supervisors will be allowed to view personnel files on a “need to know” basis and only the files of their own employees or employees who may possibly transfer into their program.

Approved individuals may view the official personnel folder under the following conditions:

- Viewing must take place in the presence of the Human Resources Manager or designee
- No documents are to be removed from the folder.
- Information in the folder is to be held in strict confidence.

Employees may examine or request corrections be made to documents such as the Performance Appraisal form or Notice of Disciplinary Action. If the employee believes that corrections should be made, the HR Director will contact the employee’s supervisor for discussion if the documentation originated in the employee’s program. If, after review, the requested correction is denied, the individual will be allowed to write a “concise” statement outlining his/her position (correction or rebuttal) and it will then be included as part of the file for future use.

The policy of the Human Resources Department is that any information or knowledge gained by administration staff members through payroll or personnel files may not be released or discussed, formally or informally, with any other individual except on official agency business and only to those with a need-to-know in their official capacity. Abuse of this confidentiality policy will be grounds for appropriate disciplinary action up to and including termination.

Inactive employees may not view their personnel file or receive documents once they have departed. The HR Manager, however, will seek advice of legal counsel with regard to requests received from a terminated employee’s attorney or the court system.

POLICY NUMBER: 301
TITLE: ACCESS TO PERSONNEL RECORDS

Continued

The employee's official personnel record (file folder) will be maintained for as long as the employee remains an active employee on the payroll records. Personnel files for separated employees are retained for a period consisting of the year in which their employment ends plus five (5) calendar years. Special situations may warrant retaining a record for a longer period of time in order to comply with government regulations. Payroll records are maintained for at least seven (7) years.

The HR Manager will seek advice of legal counsel with regard to requests from an active or separated employee's attorney or the court system and may be disclosed pursuant to a court order or legally issued subpoena commanding the release of those records.

**CATHOLIC CHARITIES OF THE
DIOCESE OF PALM BEACH
EFFECTIVE: JULY 1995
REVISED: APRIL 2008**

**MANUAL: PERSONNEL
SECTION 300**

POLICY NUMBER: 302
TITLE: ATTENDANCE AND PUNCTUALITY STANDARDS

The Catholic Charities expects employees to come to work consistently and on time.

- 1. Attendance**
Regular attendance on the job is a basic requirement for satisfactory performance. If an employee's absence record is excessive, he/she may be subject to disciplinary procedures. The result is that an employee may be discharged whenever satisfactory attendance is not achieved and maintained.

- 2. Punctuality**
An employee is considered late if he/she is not in the work area ready to work at the start of his/her scheduled shift. Excessive lateness is subject to disciplinary action and/or discharge.

POLICY NUMBER: 302
TITLE: ATTENDANCE AND PUNCTUALITY STANDARDS

Continued

3. Reporting Absences

If an employee is unable to report to work at the start of the workday, his/her illness extends beyond a single day, one must call his/her supervisor daily, under normal circumstances. An employee's absence for three (3) consecutive workdays, without notification or approval by the supervisor, will, under normal circumstances, be considered abandonment of one's position

4. Return to Work

When the employee returns from an absence due to injury or an illness of more than five (5) day's duration, the employee may be requested to present written clearance from a physician before reporting to work.

5. Physician Documentation

Whenever a supervisor believes absences due to illness or injury have become excessive, a physician's documentation of the illness or injury may be required.

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DIOCESE OF PALM BEACH
EFFECTIVE: JULY 1995
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**MANUAL: PERSONNEL
SECTION 300**

POLICY NUMBER: 303
TITLE: CONFLICT OF INTEREST / ETHICAL BEHAVIOR

Employees are expected to devote their best efforts and attention to the full time performance of their jobs. They are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of Catholic Charities. A conflict of interest exists where the employee's loyalties or actions are divided between Catholic Charities' interests and those of another. Both the fact and the appearance of a conflict of interest should be avoided. Where a conflict of interest exists, the employee should fully disclose this fact to his/her supervisor. An employee who is unsure whether a certain relationship or activity constitutes a conflict of interest should consult their supervisor for clarification.

Failure to adhere to this policy will result in discipline, up to and including dismissal.

**CATHOLIC CHARITIES OF THE
DIOCESE OF PALM BEACH
EFFECTIVE: JULY 1995
REVISED: APRIL 2008**

**MANUAL: PERSONNEL
SECTION 300**

**POLICY NUMBER: 304
TITLE: EMPLOYEE STATUS**

Employee status is based on the number of budgeted work hours per week and the regular or temporary nature of employment.

CLASSIFICATION OF EMPLOYEES

Regular Full Time: An employee whose budgeted workweek is thirty-seven and one half (37 1/2) hours or forty (40) hours for a residential program.

Regular Part Time* An employee whose budgeted work-week is less than thirty-seven and one half (37 1/2) hours.

Temporary: An employee hired for a period of six (6) months or less. He/she can be in exempt or non-exempt positions, full-time or part-time, however, as these positions are temporary in nature individuals employed in this classification will receive no benefits. If the position is converted into a permanent position the employee will need to complete the 30 day waiting period before benefits begin.

Benefit Eligibility for PT Employees by Hours Scheduled Per Week

No. or Hrs Scheduled per Week	Benefits Eligible to Receive
30 or more per week	Health Insurance Dental Insurance Term Life Insurance Long Term Disability Short Term Disability Sick Leave (pro-rated) Vacation (pro-rated) Holiday Pay (if a scheduled work day) Bereavement Leave (pro-rated) Jury Duty (pro-rated) 403 (b) Plan Pension Plan (when fully vested)

POLICY NUMBER: 304
TITLE: EMPLOYEE STATUS

Continued

No. or Hrs Scheduled per Week	Benefits Eligible to Receive
15 – 25 hours per week	Sick Leave (pro-rated) Vacation (pro-rated) Holiday Pay (if a scheduled work day) Bereavement Leave (pro-rated) Jury Duty (pro-rated)
10 – 14 hours per week	Pension Plan (when fully vested)
9 hours or less per week	No benefits

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**MANUAL: PERSONNEL
SECTION 300**

POLICY NUMBER: 305
TITLE: EMPLOYMENT CLASSIFICATION

Exempt employees are defined as being *Professional, Administrative, or Executive* in nature if the applicable criteria of the Fair Labor Standards Act are met. As such, exempt employees are not subject to the minimum wage or overtime payment provisions as defined by the Act.

Nonexempt (hourly) employees are eligible to receive overtime pay, if applicable, in accordance with the provisions of state and federal law.

**POLICY NUMBER: 306
TITLE: JOB POSTINGS, PROMOTIONS AND TRANSFERS**

It is the policy of Catholic Charities to give qualified applicants, who are already employees, preference in applying for vacancies within the agency. The agency will announce vacancies internally through a "Job Bulletin" to determine the eligibility of employee applicants prior to (or simultaneously with) soliciting applicants from outside the Agency. The "Job Bulletin" notice will be sent to all programs to be posted for a period of not more than five (5) consecutive work days. To be considered, an employee must have completed his ninety (90) day mutual adjustment period and three (3) months of regular status employment or a total of six (6) months in his/her present position (although, this requirement may be waived at the Division Director's discretion in unusual circumstances). If an employee is involved in a corrective action process, he/she may not be considered. When an employee desires to be considered, they must submit a written application and/or resume to the Program Administrator and a copy to the Human Resources Manager. The employee must also notify their present supervisor of their intentions. The Program Administrator will review and give consideration to the comparative ability, training, attendance, work performance, and other factors and qualifications it deems relevant as they relate to all applicants before making a selection.

Also, in order to promote the maximal use of human resources, employees may request a transfer to another position within the agency, if such position is deemed to be more suitable for both the employee and the agency. Similar length of service requirements apply as stated above and an employee's past performance, experience, behavior, qualifications and potential are taken into consideration during this process.

When an employee is promoted or transferred into a new position, he/she may serve a new "mutual adjustment" period. Also, a new anniversary date may result from the change.

**POLICY NUMBER: 307
TITLE: ORIENTATION AND MUTUAL ADJUSTMENT PERIOD**

ORIENTATION

All new employees will be oriented to their duties and responsibilities; their program's function and purpose; and all policies, procedures, rules and regulations as they apply to their employment. Information will be provided in both a first day hire orientation as well as a General Orientation program.

MUTUAL ADJUSTMENT PERIOD

Full time and part time employees will complete a ninety (90)-day period of mutual adjustment during which the agency will determine whether retention and regular status should be granted. During this period, the employee is given the opportunity to decide if his/her position is suitable to his/her needs while the agency determines whether the employee's qualifications, behavior, specific performance and skills are appropriate to the particular position's needs. If an employee does not meet the performance standards for the position at any time during the period of mutual adjustment, the Agency has the right to discharge employment without notice or justification of cause. Likewise, if at any time during this period the employee is dissatisfied with the work setting or demands, he/she may resign without notice.

A written abbreviated performance appraisal will be completed by the employee's immediate supervisor on or before the end of the mutual adjustment period. Its contents will be reviewed in person during a confidential session. If the evaluation is satisfactory, the employee will be offered continued employment. An unacceptable appraisal will result in discharge, or, if conditions warrant, an employee's period of adjustment may be extended for an additional thirty (30) or sixty (60) days at the discretion of the employee's supervisor. Upon completion of this extension, the employee will be accepted as a regular employee or discharged.

During the mutual adjustment period, the employee will "accrue" both sick and vacation hours, although use of sick and vacation time will not be allowed until the first ninety (90) days of employment is completed. Holiday paid time off, however, will be allowed from the initial hire date.

**POLICY NUMBER: 308
TITLE: PERFORMANCE EVALUATION**

Performance evaluation has several goals: (1) to provide the employee with the knowledge of how well he/she is doing in the appointed position; (2) to ensure the continued delivery of high quality services; (3) to assist in the ongoing process of relevance of duties through the development of annual performance goals; and (4) to identify areas for continuing education.

The immediate supervisor will be responsible for the completion of a written Performance Appraisal instrument on or about each anniversary date of employment. This Appraisal will be completed on the agency's prescribed form, preceded by a verbal discussion between the employee/supervisor regarding overall performance.

This Performance Appraisal, which is based upon the employee's position description and previously set goals, becomes a permanent part of the employee's personnel file. The contents of this review are the basis for consideration of a salary increase, and potential transfer or promotion.

The employee, supervisor, Division Director, Executive Director and Human Resources Manager will sign the Performance Appraisal prior to action by the Human Resources office. A copy of the completed appraisal may be given to the employee.

**POLICY NUMBER: 309
TITLE: PERSONNEL FILE**

The official personnel records are maintained by the Human Resources Office at the Pastoral Center of the Diocese of Palm Beach. These records are the property of the Agency and are strictly confidential. An employee may examine her/his personnel file by scheduling an appointment with the Human Resources Manager. At a minimum, the following items will be part of each employee's record:

Employment:

Employee Data Form(s)
Emergency Contact
Application for Employment and/or Resume
Job Description Acknowledgement
Orientation Checklist
Abuse Reporting Information Receipt
Confidentiality Agreement
Pension Booklet Receipt
Worker's Compensation Handbook Receipt
Beneficiary Designation
Health Care Plan Forms
Pension Plan Forms

Education:

License Copies/Verification
Diploma Copies/Verification
Continuing Education Certificates/Verification
In-service Education
Certification Training for HIV/AIDS, CPR, First Aid (if applicable)

Screening:

Affidavit of Good Moral Character
FDLE Check
Local Sheriff's Check
Fingerprint Card
Background Check (these are kept in a separate location)
References

Performance:

Performance Appraisals
Disciplinary Action Documentation

Payroll:

Employee Work Schedule
Employee Data Form for Changes (Salary/Hours etc.)
I-9 Receipt Form (I-9 with appropriate backup documentation filed in I-9 binder)
W-4 completed and signed

Health Information: Contents of this section contain medical information which will be held confidential (in a separate folder) according to Section 504 of the Federal Rehabilitation Act of 1973. Examples are items regarding Worker's Compensation claims, FMLA request forms, disability payment copies, physicals, drug test info, etc.

**POLICY NUMBER: 310
TITLE: SECONDARY EMPLOYMENT**

Employees are not to engage in outside activities which interfere or conflict with their working hours, necessary overtime hours, or time required to complete Catholic Charities assignments and responsibilities. Additionally, employees shall not engage in outside activities which might affect the objectivity and independence of their judgment and/or conduct in performing their duties for Catholic Charities, or which might reflect in a negative manner upon Catholic Charities. Employees are required to inform their supervisor of any secondary employment at the time of hire or within five (5) business days if they engage in secondary employment after having become a Catholic Charities employee.