

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

**MANUAL: PERSONNEL  
SECTION 500**

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**POLICY NUMBER: 501  
TITLE: BUSINESS RELATED EXPENSES**

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Employees will be reimbursed for all approved business-related expenses, upon submission of accurate and receipted expense reports. Employees are required to submit these reports within thirty (30) days to ensure proper accounting and prompt reimbursement.

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**POLICY NUMBER: 502  
TITLE: COMPENSATORY TIME (COMP TIME)**

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Exempt employees are expected to perform his/her responsibilities without regard for the number of hours or amount of time required. However, on occasion, extraordinary job demands and time requirements exist. When these occasions occur for an exempt employee, the employee is eligible for compensatory time with the prior approval from their supervisor and Division Director.

Compensatory time is defined as assigned work time in excess of a forty (40) hour work week.

Compensatory time is limited to a maximum of two (2) days to be taken within fifteen (15) days of being approved by the Division Director. Comp time should be taken in half or full day increments. However, exceptions to the previous rules may be made at the discretion of the employee's Director. Compensatory time may not be used for unscheduled absences. One's supervisor must be notified at least two (2) days prior to the scheduling of compensatory time. The Comp Time must be indicated as approved by the employee's Program Administrator on the bi-weekly time sheet.

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**POLICY NUMBER: 503**

**TITLE: CONTINUING EDUCATIONAL ASSISTANCE**

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Educational assistance is available to an employee who has been employed for more than one year and averages more than 30 hours per pay period for twelve consecutive pay periods. Employees must meet the criteria at the time of application and at completion of the course(s). Individuals must be active employees at the time grades are submitted for reimbursement.

Courses must satisfy the following criteria in order to qualify for tuition reimbursement. The course must

- Be offered by an institution accredited by an agency such as the North Central Association or the Southern Association of Colleges & Schools (most community colleges, private and state colleges, or university and extension or correspondence divisions qualify)

AND

- Be a college credit course that would improve specific job skills within the employee's current position, as defined by the employee's supervisor or the administration.

OR

- Fulfill requirements toward a degree or program that would allow the employee to advance to an existing position at Catholic Charities.

OR

- Be a course that would fulfill a specific need of Catholic Charities as defined by the strategic plan.

Employees are eligible for tuition reimbursement for a maximum of \$1,000 per fiscal year (July 1 – June 30). Reimbursement is available following completion of the course with a passing grade.

In order to qualify for tuition reimbursement, the employee must obtain:

1. And complete the "tuition reimbursement" packet that is available in the HR department of Catholic Charities
2. Written approvals from his/her supervisor and division director
3. A final approval from CC administration at least 30 days prior to the beginning of the class, but not more than 90 days prior to the beginning of the class
4. An official transcript must be submitted to the CC Human Resources Office within 45 days of the end of the semester.

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**POLICY NUMBER: 503**  
**TITLE: CONTINUING EDUCATIONAL ASSISTANCE**

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**Continued**

Employees who find another position and submit their resignations to Catholic Charities within six months of completion of their class(es) will be expected to return 100% of the tuition reimbursement they received. Employees who leave within one year of completion of their classes will be expected to return 90% of the tuition reimbursement received. Employees who leave within two years of completion of their class(es) will be expected to return 40% of the tuition reimbursement they received. No reimbursement will be requested of an employee who leaves 2 years after completing an approved class.

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**CATHOLIC CHARITIES OF THE  
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EFFECTIVE: JUNE 2005  
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**MANUAL: PERSONNEL  
SECTION 500**

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**POLICY NUMBER: 504**  
**TITLE: EMPLOYEE SALARIES IN PROGRAMS FUNDED BY GRANTS**

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At times, a program is initiated based on funding received from a grant, an individual or from a foundation. This means that salaries will be based on the generosity of the grantor.

Two corollaries then result in these types of programs.

- A. Salaries (increases and freezes) will be based on the funding anticipated and will function independently of Catholic Charities' salary review during its budgetary process.
- B. Salary increases will be based on annual performance reviews. Each employee's increase will be awarded based on merit and is not guaranteed
- C. When an employee's salary has reached the maximum for the range of that position, the employee will be informed that his salary has been capped. At that point increases will only occur if the annual review of salary ranges results in the increased recalculation of the salary range
- D. It may be necessary due to lack of programmatic funding to reduce hours, reduce work force or any combination. When a reduction in staff is required due to a funding reduction, the following non-exclusive factors will be considered in selecting staff members who will be retained:

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**POLICY NUMBER: 504**

**Continued**

**TITLE: EMPLOYEE SALARIES IN PROGRAMS FUNDED BY GRANTS**

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- Ability to fulfill the agency's mission, goals and objectives
- The requirements of the program(s) to meet the needs of clients and community
- The performance, skills, capacities and qualifications of the staff members
- Seniority (calculated from the effective date of hire).

Staff members who are laid-off or who expect to be laid-off may request a transfer to another department, at which time their name and qualifications will be entered into the Job Bank and considered should an opening occur.

Where a staff member is laid-off or when there is a significant reduction of scheduled hours, the agency will make every attempt to give the affected staff member either: 1) a 30 calendar day written notice given to the staff member, or 2) 30 calendar days pay in lieu of notice. The agency will not provide the above referenced notice or pay when the funding source does not provide for such notification or pay in its contract with the agency.

A staff member who returns to work within one year of lay-off will recover previously accrued sick leave time.

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**MANUAL: PERSONNEL  
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**POLICY NUMBER 505**

**TITLE: GARNISHMENT AND TAX LEVY**

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Catholic Charities is required by law to honor legal garnishments and tax levies. An employee will be notified of a garnishment or tax levy (a claim on an employee's pay levied by the Federal Government) received by Agency.

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**POLICY NUMBER: 506  
TITLE: GROUP BENEFIT PLANS AND TAX SHELTERED ANNUITY**

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#### GROUP BENEFIT PLANS

Catholic Charities of the Diocese of Palm Beach offers a comprehensive package of benefits programs for employees working 30 or more hours. A separate Employee Benefits Packet containing the information on health benefits, dental benefits, life insurance, disability insurance, pension (Summary Plan Description) and other plans that are available to employees at time of hire or when a part-time employee increases to 30 hours.

#### TAX SHELTERED ANNUITY

Catholic Charities makes available to all of its regular employees participation in a tax sheltered annuity provided for not-for-profit employers. This 403(b) plan is through pre-tax payroll deductions. For more detailed information, refer to the brochure or contact the Human Resources Department.

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**POLICY NUMBER: 507  
TITLE: NOTARY PUBLIC**

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As agency needs require, certain employees may need to function in the capacity of a Notary Public. When this situation arises for the benefit of the agency and/or its clientele, costs associated with the application and renewal process will be paid by Catholic Charities. This service will be available to both employees and clients at no cost.

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**POLICY NUMBER: 508  
TITLE: OVERTIME**

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If a situation requires that a nonexempt employee work overtime, the employee's supervisor may schedule the employee to remain on the job until the work is completed. All overtime must be justified and authorized in advance by the supervisor. Overtime will be paid to nonexempt employees at straight time for overtime hours worked from 37.5 hours to 40 hours per week, and at time and one-half for over 40 hours per week.

Employees may be excused from overtime (documentation must be provided to the employee's Program Administrator) for the following reasons:

- Jury duty
- Classes in academic or technical school
- Military duty
- Personal emergencies

In calculating overtime, certain hours not worked by hourly employees will not apply and therefore not be considered as "working time" toward establishing time and one-half. These are holidays, sick leave, vacation leave, bereavement leave and jury duty. When these hours occur "straight time" may result when extra hours are worked in a particular pay week.

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**POLICY NUMBER 509  
TITLE: PAY ADVANCE**

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Employees are not permitted to borrow on their earnings in advance of pay day.

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**POLICY NUMBER: 510  
TITLE: PAY INCREASES**

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Pay increases can occur in the following situations:

- Annually at the time of an employee's performance review. The pay adjustment will be based on merit within an annual percentage rate determined by the Board of Directors.
- Significant changes in an employee's responsibilities/duties within their current job description may result in a pay increase with the approval of the Executive Director.
- Promotion to a position of greater responsibility may be a cause for a pay increase with the approval of the Executive Director.
- Employees in programs funded by grants will have an annual performance review which coincides with the ending of the grant year. Merit increases will be within the parameters of the grant and go into affect with the new contract year.

All salaries fall within a range, with most new hires starting at the beginning of the range. (In the new hire process, consideration can be given to educational qualifications and experience doing similar work to justify a starting salary above the minimum.)When an employee's salary has reached the maximum for the range of that position, the employee will be informed that his salary has been capped. At that point increases will only occur if the annual review of salary ranges results in the increased recalculation of the salary range

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**POLICY NUMBER: 511  
TITLE: PAYROLL DEDUCTIONS**

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Payroll deductions that are required by law include federal income tax, Medicare tax, and social security taxes. Any other deductions from one's paycheck, not required by law (such as contributions to the benefit plans), must be authorized in writing by the employee. Each employee's paycheck stub itemizes the amounts that have been withheld. It is the employee's

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**POLICY NUMBER: 511**  
**TITLE: PAYROLL DEDUCTIONS**

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**Continued**

responsibility to be certain that all deductions are correct and that this information is maintained for tax purposes.

Pay received on Friday will be for the prior two-week period. Employees may elect to have their pay directly deposited into up to three (3) savings/checking accounts.

Catholic Charities complies with applicable state and federal laws regarding the garnishment and assignment of wages.

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**POLICY NUMBER: 512**  
**TITLE: SOCIAL SECURITY**

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Both the employee and Catholic Charities contribute equally to the retirement fund provided by the Federal Social Security Act. The Social Security Tax (FICA) is deducted from all wages the employee receives up to the maximum set by law.

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**POLICY NUMBER: 513  
TITLE: TRAVEL REIMBURSEMENT**

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Employees traveling on agency business within the Diocese (and outside with prior approval) are eligible to receive reimbursement for mileage and tolls at the current rate as published by the Internal Revenue Service. In order to be eligible, an employee must submit a monthly Mileage Reimbursement Request form within five (5) days following the end of the month of travel. Thereafter, no payment will be made.

Travel expenses incurred as part of conference attendance out of state (or distant part of Florida) will be reimbursed as outlined above, but must be submitted on the agency Travel Expense Report.

Travel to/from home to one's place of employment is not reimbursable and must be deducted from any computations.

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**POLICY NUMBER: 514  
TITLE: UNEMPLOYMENT COMPENSATION**

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The employee's eligibility for benefits under the Unemployment Compensation Law is determined by the Florida Department of Labor and Employment Security. Claims are made through one's local unemployment compensation field office.

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**POLICY NUMBER: 515  
TITLE: WORK SCHEDULE, PAYDAY AND TIME RECORDS**

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**WORK SCHEDULE**

The standard workweek runs Monday thru Sunday. Start times are generally 8:30 a.m. until 4:30 p.m., with one half-hour for lunch each day, equaling 37 1/2 hours paid work for the week. The standard workday will be 7.5 hours of actual work, excluding lunch. Some flexibility exists for exceptions to the standard workweek (such as 8-4 or 9-5). Each employee will work out his/her schedule with his/her supervisor on a form issued upon hire, and maintain that schedule until such time as circumstances would require an amended schedule.

Residential programs, due to the need for continuous coverage will schedule employees based upon a forty (40) hour week. The standard workday will be eight (8) hours. Employees will be paid for a regular lunch period taken on the premises.

Any outside employment, or affiliation with an outside organization, which will require an employee to miss a part of the standard workweek must receive prior approval from the employee's supervisor.

**PAY DAY AND TIME RECORDS**

Pay day will be every other Friday or on a bi-weekly basis. If a payday falls on a holiday, checks will be distributed on the preceding work day.

Time records for the two week period are maintained on "time sheets" that are due into the payroll department by 10:00 a.m. Monday morning of the pay week (unless it is a week with a holiday, then time sheets are due at an earlier time that will be announced to supervisors). Time must be entered each day and approved at the end of the pay period by the program administrator/supervisor. The accuracy of time sheet records is of primary importance. Falsely reporting time worked (i.e. dishonesty) is a major infraction and grounds for dismissal.

All salaried exempt and non-exempt personnel will be responsible for signing in and out daily on the time sheet. Exempt employees may place a "W" on the time sheet each day for "worked" in place of actual hours worked. Entries should also include vacation, use of sick and personal leave, compensatory time, unpaid leave, military leave, disability, bereavement leave, jury duty, and leave of absence. Failure to maintain time sheets may result in the presumption that no time was spent at work, and therefore a check will not be issued.

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**POLICY NUMBER 516  
TITLE: WORKERS' COMPENSATION**

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Catholic Charities provides full coverage and protection for its employees in accordance with the Workers' Compensation Law. If an employee has an injury while at work, no matter how minor, the employee is to **report it immediately to his/her supervisor** who will call in the First Report of Accident or Illness to our third party claims administrator USIS. To make a report call 866-771-8747 and speak to the USIS Claim Intake Coordinator.

The Human Resources Department will be informed via email and in writing by the third party claims administrator of the accident. Workers' Compensation leave shall run concurrently with FMLA leave, if available, and such leaves both separately and jointly shall be limited to a maximum of twelve (12) weeks. If an employee who is not eligible for FMLA leave (See, Eligible Employees) has a compensable Workers' Compensation injury, the employee shall be eligible to unpaid Workers' Compensation leave not to exceed twelve (12) weeks. In no event shall FMLA or Workers' Compensation leave be cumulative

Workers' compensation benefits are not limited to twelve weeks, but rather may extend beyond the maximum leave period.