

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

**MANUAL: PERSONNEL
SECTION 800**

**POLICY NUMBER: 801
TITLE: ACCESS TO CATHOLIC CHARITIES PROPERTY**

Catholic Charities reserves the right to access employee offices, work stations, telephones, filing cabinets, desks, computers and diskettes, and any other Catholic Charities property at its discretion, with or without advance notice or consent.

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

**MANUAL: PERSONNEL
SECTION 800**

**POLICY NUMBER: 802
TITLE: EMPLOYEE AWARDS**

Active employees are prohibited from receiving Catholic Charities sponsored awards for work performed as part of their stated job description during working hours.

The only exception to this policy is the Catholic Charities Employee of the Year Award. However, this award is sponsored by the Personnel Committee of the Catholic Charities Board of Directors with selection determined by the Committee. The award is given out at the Catholic Charities Annual Dinner held the end of June each year. Submission of candidates for this award should be submitted to the Personnel Committee no later than April 1st of each year.

Upon retirement an award can be given for meritorious years of service.

**POLICY NUMBER: 803
TITLE: MAINTENANCE OF OFFICE EQUIPMENT**

As technology permeates the workplace, all employees are expected to operate equipment in a manner suited to its use. Care must be taken to preserve equipment through adherence to operations manuals and proper periodic cleaning. Maintenance contracts will be maintained on capital items deemed to be too costly for frequent replacement.

Abuse or blatant misuse of any equipment or agency property may result in corrective action.

**POLICY NUMBER: 804
TITLE: MATERIAL DONATIONS AND GIFTS**

MATERIAL DONATIONS

Materials (including, but not limited to, clothing; furniture; food; cars; etc.) donated to Catholic Charities or any of its programs will be distributed for agency or client use as appropriate. At no time will any donated items be sold or otherwise conveyed to an employee of the agency. Violation of this policy will subject the employee to disciplinary action up to and including discharge.

GIFTS

As stated in Policy 4001 and 4002 of the COA Manual, with reference to gift giving among employees and gifts from clients and vendors, the following apply:

- Employees and volunteers are encouraged not to accept personal gifts from other individual staff and will not give to or receive gifts from supervisory personnel. A group gift may be given for special occasions (weddings, baby showers, etc.). And a card and cake is encouraged when celebrating birthdays at the office.

POLICY NUMBER: 804
TITLE: MATERIAL DONATIONS AND GIFTS

Continued

- A small, non-monetary token of appreciation from clients and/or vendors may occasionally be accepted by staff. These gifts must be valued under twenty dollars. Staff and volunteers must inform his/her supervisor of the gift. If the gift is consumable, staff is encouraged to share it with others in the office.

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

**MANUAL: PERSONNEL
SECTION 800**

POLICY NUMBER: 805
TITLE: PARKING

As a benefit to each employee, parking at program locations will be made available given the parameters of each environment. At no time will employees be required to regularly pay for parking at a program location.

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

**MANUAL: PERSONNEL
SECTION 800**

POLICY NUMBER: 806
TITLE: PERSONAL APPEARANCE

A person's appearance reflects not only his/her self-image, but also that of the employer. Therefore, each employee must present him/herself in a positive business manner when representing the Agency. Each employee must wear clothing suitable to assigned tasks. This includes good personal hygiene and clean clothes. Discretion must be exercised in each situation, taking into consideration the formality or informality of the setting and service being provided.

POLICY NUMBER: 806
TITLE: PERSONAL APPEARANCE

Continued

During the normal course of business, the following clothing is not considered appropriate:

- Jeans*
- Sneakers*
- Shorts*
- Low-cut shirts/dresses
- Excessively revealing skirts, dresses or shorts
- Tee shirts or any see-through material

Each Program Administrator is responsible for setting parameters for his/her program or activity, as well as enforcing the positive presentation of employees.

*Some positions (such as maintenance personnel at the Villas or group leaders working in the after school program) allow for the wearing of jeans and sneakers due to the nature of the job. Check with your Program Administrator if you think this applies to you. If you are allowed to wear these items of apparel please make sure that are in good condition, i.e. not ragged or full of holes. Also, shorts should be worn no more than two inches above the knee.

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

**MANUAL: PERSONNEL
SECTION 800**

POLICY NUMBER: 807
TITLE: PERSONAL PROPERTY

Catholic Charities will not be responsible for employee's personal property that is lost, damaged, stolen, or destroyed.

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

**MANUAL: PERSONNEL
SECTION 800**

**POLICY NUMBER: 808
TITLE: POLITICAL ACTIVITY**

As an IRS 501(c)(3) classified organization, Catholic Charities is prohibited from expending human or financial resources to support political candidates or parties. Employees may not use the authority of their position to secure support for, or oppose a candidate, party or election. An employee's political actions outside of working hours are not within the purview of agency authority.

All Catholic Charities employees who travel to Tallahassee as a representative of the diocese for the purpose of meeting with legislators or attending committee hearings should notify and coordinate with the Florida Catholic Conference (1-850-222-3803). The Florida Catholic Conference represents the Bishops of Florida on matters of public policy and serves as liaison to government and the legislature.

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

**MANUAL: PERSONNEL
SECTION 800**

**POLICY NUMBER: 809
TITLE: REST/LUNCH PERIODS**

Employees are entitled to two - fifteen (15) minute paid rest breaks and an unpaid thirty (30) minute lunch period at the discretion of program administrator on a daily workday basis. The rest breaks cannot be taken combined with the meal period or added together in lieu of taking a lunch period; and neither rest periods nor lunch periods may be "saved" for use as either early departure at the end of the workday or compensatory time.

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

**MANUAL: PERSONNEL
SECTION 800**

**POLICY NUMBER: 810
TITLE: SHELTERING CLIENTS**

Providing shelter or temporary residence for clients in an employee's private residence is strictly prohibited. Clients should be referred to appropriate community agencies.

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

**MANUAL: PERSONNEL
SECTION 800**

**POLICY NUMBER: 811
TITLE: SOLICITATION, DISTRIBUTION AND BULLETIN BOARD**

Employees may engage in solicitation on Catholic Charities premises only during their non-working time and the non-working time of their coworkers and only with the permission of their Director. Non-working time means during meals and breaks and before or after work.

Employees may distribute or circulate authorized literature only during non-working time and only in non-work areas. For authorization to distribute literature, an employee should consult his/her supervisor. An employee should also consult his/her supervisor if he/she is not certain whether an area is a work or non-work area.

Solicitation or distribution in any way connected with the sale of any goods or services for profit is strictly prohibited anywhere on Catholic Charities property at any time. Similarly, solicitation or distribution of literature for any purpose to non-employees is strictly prohibited on Catholic Charities property at any time.

Catholic Charities and its entities maintain bulletin boards for the purpose of communication with employees. Postings on these boards are limited to Catholic Charities related material. All posting requires prior approval. For approval of postings, an employee should consult his/her supervisor.

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

**MANUAL: PERSONNEL
SECTION 800**

**POLICY NUMBER: 812
TITLE: STANDARDS OF CONDUCT**

Employees are expected to conduct themselves in a moral and ethical manner consistent with Catholic principles. They are to treat co-workers, supervisors, volunteers, and all persons with respect, regardless of their human diversity. In addition, they are to be attentive to issues involving sensitive or confidential information. And lastly, they are expected to report for work regularly and on time and to avoid excessive or unnecessary absences.

All employees should note that, because of the Church's particular function in society, certain conduct could lead to disciplinary action, including dismissal, even if it occurs outside the normal working day and outside the strict confines of work performed by the employee for Catholic Charities.

All employees are given a copy of the Diocese of Palm Beach Code of Pastoral Conduct for Church Personnel at their time of hire. The employee must sign the Agreement and Signature page (10) of the document which is kept in the employees personnel file.

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

**MANUAL: PERSONNEL
SECTION 800**

**POLICY NUMBER: 813
TITLE: TELEPHONE/CELL PHONE COURTESY**

Employees represent Catholic Charities when they make calls or answer telephones while on duty. Good telephone etiquette should be followed at all times. The following telephone procedures should be used:

- Answer promptly
- Clearly give name and department
- Transfer calls tactfully
- Give precise answers
- Be courteous and polite

POLICY NUMBER: 813
TITLE: TELEPHONE/CELL PHONE COURTESY

Continued

- Always advise caller when placing a call on hold
- Keep caller advised of status of call
- Take messages accurately (name of caller, telephone number, etc.) if the call has to be returned
- Hang up carefully – always say good-bye
- Return messages within one (1) working day
- Change your voice mail message if you are going to be out of the office for an extended time (also leave an “out of office” message on your email).

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

**MANUAL: PERSONNEL
SECTION 800**

POLICY NUMBER: 814
TITLE: USE OF AGENCY VEHICLES

The use of agency vehicles is strictly limited to those activities necessary to complete the objective of a particular program. Whenever possible, these vehicles will be driven during normal business hours, given exceptions for agency activities offered outside the normal work week or work day. Only individuals appropriately licensed/insured and/or administratively approved on an annual basis are allowed to operate said vehicles. This approval includes clearance by Gallagher Bassett Services of current driver license status to activate insurance coverage. Any personal use of agency vehicles is strictly prohibited and will be grounds for disciplinary action up to and including discharge.

Employees must advise their program administrator of any change of status regarding their license or insurance coverage.