**Employee Policy Handbook** **St. Peter’s Cathedral**

CLERGY AND LAY EMPLOYEES

# Policies and Procedures

Updates and draft changes effective: November 2022

[from the Diocesan Employee Policy Handbook]

General administrative polices are adopted by the Episcopal Diocese of Montana in conformity with the Constitution and Canons of the General Convention of the Protestant Episcopal Church of the United States of America and the Canons of the Episcopal Diocese of Montana as well as Federal and State law.

~~The Episcopal Diocese of Montana~~ St. Peter’s Cathedral has modified Diocesan policies and procedures for its purpose. If a policy question arises for St. Peter’s Cathedral that is not addressed in St. Peter’s Policies and Procedures Manual, the Diocesan manual will be used.

~~The Episcopal Diocese of Montana~~ St. Peter’s Cathedral provides this Policy Handbook for its clergy (unless the Letter of Agreement has other requirements) and lay employees, as a basic guideline of benefits and services we provide for our staff, and as a guideline for standards of performance we expect in providing services to our clergy ~~and congregations in the diocese~~.

This Handbook is not considered to be an employment contract.

~~The Episcopal Diocese of Montana~~ St. Peter’s Cathedral reserves the right to modify these policies at any time and will notify employees if it does so.

Policies and procedures may be altered by the Dean in conjunction with the Chapter Personnel Committee. The Diocesan Personnel Committee recommends that each Chapter conduct an annual review (with three Chapter members) of these policies to remain consistent with all legal and canonically required policies. [This paragraph was taken from St. Peter’s Cathedral Policies and Procedures Manual and has been modified for this handbook.]

## Parish Personnel Committee

## [from St. Peter’s Policy and Procedures manual]

While congregations are independent, legal entities within Montana, the Diocesan Council recommends that each congregation have a personnel committee. Congregation personnel committees operate through the leadership of the Dean/Chapter. The committee should include the Dean, and up to three other Chapter members. The purpose of the committee is to accomplish the following activities:

* Develop and disseminate current job descriptions for paid and volunteer lay staff.
* Review changes in duties, hours, and compensation for paid lay staff.
* Review and recommend to the Chapter changes in benefits for paid personnel.
* Report annually to the Chapter on actions or recommendations pertaining to staff.
* Interpret personnel policy as requested

**Staffing**

[from St. Peter’s Policy and Procedures manual]

### Congregation/Parish Lay Staff

As individual employers, each congregation has a responsibility to define the employment atmosphere of people they employ.

**Cathedral Lay Staff:**

**Program Staff** are generally classified as “exempt” (salaried) from record keeping and overtime provisions of the federal Fair Labor Standards Act (FLSA). Exempt employees are salaried and must meet the criteria established by the US Department of Labor for classification as “exempt”. Compensatory time-off for hours worked in excess of 40 per week may be granted at the discretion of the supervisor. The granting of compensatory time to an exempt employee is not to be interpreted as hourly, non-exempt compensation.

**Support Staff** are classified as “non-exempt” (hourly). Support staff includes secretaries, other office workers and maintenance staff. The following employer requirements apply:

* Log and keep time and work records.
* Pay at least minimum wage.
* Pay overtime compensation for all hours/time worked in excess of 40 hours per week.

**Employee Classifications**:

1. Regular full-time employees are ~~those~~ employed to work a normal schedule of 40 hours per week and are salaried. Full-time employees are eligible for all benefits provided and paid for by St. Peter’s Cathedral.
2. Regular part-time employees are scheduled to work 20 or more hours per week but less than full time and are paid on an hourly basis. They are eligible for all benefits on a pro-rated basis. The Cathedral has the option of providing and paying for full benefits.
3. Part-time employees ~~are persons~~ scheduled to work less than 20 hours per week and are paid on an hourly basis. This category of employee is not eligible for employee benefits.
4. Temporary employees are ~~persons~~ hired for a limited, pre-determined period of time not to exceed one year. Temporary employees may work any number of hours up to and including full-time. They are not eligible for employee benefits. A temporary employee who subsequently becomes a regular employee will be eligible for benefits on the same basis as a newly hired, permanent employee, however, the benefits will not be retroactive.
5. Contract employees are ~~those who are~~ employed under contract between the Dean/Chapter and an individual person or company. All terms and conditions of employment are subject to the provisions of the contract negotiated between the two parties. Only licensed and bonded companies or individuals may be hired, and they must provide their own Workman’s Compensation Insurance.

**Employment**

### PROBATIONARY PERIOD

### [from the Diocesan manual]

Every newly hired employee will work a six-month probationary period. During a probationary period of employment, the employment may be terminated at the will of either the employer or the employee on notice to the other for any reason or for no reason. This probationary period may be extended for a period of not more than twelve (12) months, based on performance or for periods of absence, which would make it difficult to evaluate your work performance.

**HOURS AND WORK WEEK**

Full-time (salaried) employees work 40 hours per workweek. Part-time (hourly) employees will work the number of hours agreed to in their employment agreement. For those who work fewer than 40 hours per work week, employee benefits are pro-rated accordingly, with the exception of payment for health, dental, and life insurance premiums. If non-exempt employees are scheduled to work fewer than 20 hours per week annually, they are no longer eligible for benefits.

It is anticipated based on workload that each employee will have two days off per workweek.

**PAY PERIODS**

~~The Episcopal Diocese of Montana~~ St. Peter’s Cathedral pays staff on the 1st and 15th of each month. The salary and housing are paid ahead of time (for current employees as of 11/5/2014). For instance, the check on the first of the month covers the 1st-14th of the current month and the check on the 15th covers the 15th through the end of the current month. If the pay day falls on a holiday or weekend, the payday will be the next business day.

Non-exempt (hourly) employees are required to use a form of mutually agreed-upon timecards which must be signed by the supervisor.

**PAID HOLIDAYS**

~~The Episcopal Diocese of Montana~~ St. Peter’s Cathedral observes the following paid holidays:

* New Year's Day
* Martin Luther King Day (observed)
* President's Day (observed)
* Good Friday
* Easter Monday
* Memorial Day (observed)
* ~~Junteenth~~
* Independence Day (observed)
* Labor Day (observed)
* Thanksgiving Day
* Friday after Thanksgiving Day
* Christmas Day

The office is closed the Monday following convention to help compensate for the extra work hours on convention weekend. Employees not attending convention would be expected to work that Monday unless taking a vacation day.

**VACATION/SICK TIME (PERSONAL TIME OFF)**

Except as provided below, ~~The Episcopal Diocese of Montana~~ St. Peter’s Cathedral offers paid personal time off (PTO) to its regular, full-time employees according to the schedule below. Personal time off for part-time employees is accrued on a prorated basis. PTO will be reported to the ~~Canon for Finance & Administration~~ Administrator on a quarterly basis.

|  |  |
| --- | --- |
| ***Length of continuous service*** | ***Annual Rate of Accrual*** |
| 0 to 5 years | 20 workdays/year |
| 6 to 10 years | 25 workdays/year |
| 11 to 20 years | 30 workdays/year |
| 20 + years | 35 workdays/year |

Personal time off may be used for vacation, illness or injury of the employee or family member, medical or other personal appointments, or other personal time. Probationary employees do not accrue PTO during the probationary period. If the employee successfully completes the probationary period, the employee is awarded ten days of PTO and then begins accruing PTO at the rate described above. The maximum accrual of PTO for any employee is one and one-half times their annual rate of accrual. For example, an employee who accrues twenty workdays per year may accrue up to a maximum of thirty workdays total. Once the maximum accrual level is reached, the employee must use PTO before it will accrue again.

Each employee must take a minimum of five consecutive workdays of PTO each calendar year unless approval is given by ~~supervisor~~ the Dean due to extenuating circumstances.

PTO payout upon termination is covered under the Termination Section of ~~the handbook~~ these policies and procedures.

**OVERTIME**

Due to the demands of our ministries, occasionally the employee may be asked to work extra hours.

Non-exempt employees will be paid overtime compensation at one and one-half times the employee's regular rate of pay for hours worked in excess of forty hours in a workweek.

Exempt employees will take time off as they are able to do so, preferably within the next week of working the excess time. If time off is not taken within the next week, the employee will take time off as soon as he/she is able to do so.

**JURY DUTY**

~~The Episcopal Diocese of Montana~~ St. Peter’s Cathedral understands that occasionally employees are called to serve for jury duty in local, state, or federal courts.

Employees are expected to report to work before and after jury sessions, if reasonably practical, in order to give as much attention as possible to regular duties. Time allowed for jury duty will not be counted as time worked for computing overtime pay.

When an employee is called for jury duty, his/her regular compensation will be paid during the period of such duty. Any jury fees received by the employee should be remitted to ~~the diocese~~ St. Peter’s Cathedral, except for monies paid for expenses.

Regular part-time employees will be granted jury-leave hours calculated on a pro-rated basis commensurate with the number of hours worked per normal work week.

~~The Episcopal Diocese of Montana~~ St. Peter’s Cathedral does not offer paid jury leave hours for temporary, seasonal, or contract employees.

#### CONTINUING EDUCATION

Paid time-off for continuing education is also available for regular full-time employees. Each employee is allowed up to ten days (eight-hour days) of paid continuing education time per year in addition to personal time off. Continuing education time does not accrue and is only paid if used for approved continuing education. Such continuing education must be approved in advance by the ~~employee's supervisor~~ Dean.

[Sections on Sabbatical and Fees for Services were not included.]

#### INSURANCE

Health insurance is offered to employees who work 20 hours or more per workweek (scheduled to work 1000 hours or more per year). The ~~diocese~~ cathedral pays the full premium for single or family coverage. The diocese also pays for dental, life, and short- and long-term disability insurance. Insurance benefits are not offered for temporary, seasonal, or contract employees. Health Savings contributions are as follows:

Single plan - the total contribution is $2,800 per year for those on the single ~~plan and for~~ plan. For those on the family plan ~~it~~ the total contribution is $5,450 per year total which covers the employee plus family ~~and is the total contribution for the family plan~~. The $2,800 is not added to the amount for the family plan.

#### PENSION

~~The Episcopal Diocese of Montana~~ St. Peter’s Cathedral offers pension plans through the Church Pension Group. Lay employees who are scheduled to work 1000 hours or more per year are eligible to participate and have a choice between a defined benefit plan and defined contribution plan. There is also an option of 403(b) withholding plans. Contact the ~~Canon for Finance & Administration~~ Dean for more information and to enroll in the pension plans.

#### MILITARY LEAVE

~~The Episcopal Diocese of Montana~~ St. Peter’s Cathedral provides regular employees leaves of absence to fulfill military obligations in the U.S. Armed Forces. Such leaves will be granted in accordance with applicable state and federal laws.

Nonexempt employees who are members of National Guard or reserve units of the U.S. Armed Forces, and who are required to perform annual active-duty training, will be granted ten (10) working days leave per year for these obligations. Employees receiving less pay (base pay plus quarters and subsistence) than their normal ~~diocesan~~ cathedral rate of pay, while on annual training will be compensated by ~~the diocese~~ St. Peter’s Cathedral for the difference between their normal pay and their annual duty pay. Pay for part-time employees will be prorated based on the number of hours worked in a typical workweek.

For exempt employees, no deduction in pay may be made for temporary military leaves of up to three months, but the amount received by the exempt employee as military pay shall be offset against the amount of any pay due from the ~~Diocese~~ cathedral. Except as otherwise stated, all military leave for exempt employees and all military leave for non-exempt employees is without pay unless the employee chooses to use accumulated personal time-off.

Employees returning from active-duty status with the Uniformed Services will be reinstated in accordance with the Uniformed Services Employment and Re-Employment Rights Act (USERRA).

Employees attending voluntary training schools are to apply to the ~~Ecclesiastical Authority~~ Dean for permission to be absent from work. ~~The Episcopal Diocese of Montana~~ St Peter’s Cathedral does not offer paid military leave to temporary part-time, seasonal, or contract employees.

#### BEREAVEMENT LEAVE

**Definitions:**

* Immediate family: The spouse (or partner in the case of gay and lesbian staff), mother or father, sisters or brothers, and children, including step relationships.
* Extended family: Grandmothers and grandfathers, in-laws, aunts, and uncles.

Five days paid bereavement leave is available for employees in the event of a death in the employee's immediate family. Three days paid bereavement leave is available for employees in the event of a death in the employee's extended family. If additional time-off is necessary, it may be taken as personal time off. If no ~~personal time off~~ PTO is available, additional time-off will be unpaid.

In cases where the extended family was functioning as the employee's immediate family, the supervisor can grant a total of five days' paid leave on a case-by-case basis.

The bereaved employee shall notify the ~~supervisor~~ Dean immediately about the death in the family and obtain verbal approval for the leave. This will be followed by written documentation by the ~~supervisor~~ Dean. The employee then will record the leave as bereavement leave.

#### FAMILY LEAVE

Any employee will be granted a family leave of absence for eight weeks due to the birth of a child or placement of a child for adoption. The duration of the leave of absence will depend on the needs of the ~~Diocese~~ cathedral and the employee. Prior to the employee's departure, the employee must signify their intent to return to work at the end of the leave. If they have so indicated, the employee will be reinstated to their original position or to an equivalent position with equivalent pay and benefits, unless the ~~Diocese's~~ cathedral’s circumstances have so changed as to make it impossible or unreasonable to do so.

The family leave is used first, then the employee uses PTO leave. An extension may be granted by the ~~ecclesiastical authority~~ Dean for up to four weeks beyond the eight weeks and employee’s PTO. Employees may donate their PTO to other employees if they desire. Time beyond PTO and twelve weeks must have ~~Diocesan Council’s~~ the Chapter’s approval.

[Sections on Short- and Long-Term Disability and Immigration Compliance were not included.]

#### HARRASSMENT

It is the policy of ~~the Episcopal Diocese of Montana~~ St. Peter’s Cathedral to prohibit harassment, disrespectful behavior of any kind, or intimidationof its employees by anyone, including managers, supervisors, co-workers, clergy, andparishioners, or the general publicon the basis of sex, race, creed, color, national origin, religion, age, marital status, gender identity, sexual orientation, or physical or mental disability. ~~The Episcopal Diocese of Montana~~ St. Peter’s Cathedral endeavors to provide a work environment free from unlawful harassment and/or intimidation. Mutual respect, consideration, and courtesy are expected of every employee of the ~~Diocese of Montana~~ Cathedral.All employees will be subject to discipline, up to and including termination, for violation of this policy. Safe-Church training is offered and must be completed every four years.

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors, and other verbal, physical and/or visual contact of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

An employee who feels that he/she is a victim of harassment on the basis of sex, race, creed, color, national origin, religion, age, marital status, gender identity, sexual orientation, or physical or mental disability should report it immediately to the reporting hotline, 406-442-4175 or directly to the chancellor.

The diocesan response team will immediately conduct a thorough, objective, and complete investigation of the harassment, while protecting the confidentiality of the harassment complaint to the extent possible. The Diocese will make a determination about whether unlawful harassment occurred and will communicate this finding to the parties involved. The Diocese will then take prompt and effective remedial action if harassment has occurred in violation of this policy. The action must be commensurate with the severity of the offense and be made known to the victim. An employee who believes he or she is the victim of harassment or intimidationmay also file a complaint with the Montana Human Rights Bureau and, in some cases, the Equal Employment Opportunity Commission. In order to meet the earliest applicable deadline for filing with a government agency, the complaint should be filed within 180 days from the date of the harassment occurrence.The filing deadline runs from the date of the unlawful harassment occurrence,not from the date the complaint to the employer is resolved.

If you are not personally a victim of harassment, but observe actions against other employees, which you believe to be unlawful harassment, you are encouraged to bring them to the attention of ~~your supervisor~~ the Dean, the reporting hotline, or the chancellor. If you witness any harassment or abuse towards an individual under eighteen years of age, you are required to report the incident promptly to the police. Failure to do so may result in termination of employment.

The Diocese prohibits retaliation against any employee because he or she has made a report of alleged harassment, or against any employee, who has testified, assisted, or participated in any manner in an investigation or a report of alleged harassment.

Any manager, supervisor or clergy who becomes aware of possible harassment should promptly call the report hotline and advise the chancellor. Failure to do so may lead to disciplinary action.

[The section Open Door Policy was not included]

#### DRUG FREE WORKPLACE

~~The Episcopal Diocese of Montana~~ St. Peter’s Cathedral maintains a drug-free work environment and prohibits the unauthorized use, possession of, or distribution of illegal drugs or alcohol, or marijuana products while conducting ~~diocesan~~ cathedral business, representing the ~~Diocese~~ cathedral, or while on ~~Diocesan~~ cathedral property. Employees must report for work unimpaired from the effects of drugs or alcohol.

### SMOKE FREE ENVIRONMENT

~~The Episcopal Diocese of Montana~~ St. Peter’s Cathedral’s intent is to provide a safe and healthful work environment. The use of any tobacco or marijuana products (smoking or smokeless or vape products) is prohibited throughout our workplace, ~~Diocesan~~ cathedral property,and within any of our buildings. Smudging is allowed with prior approval of the ~~Ecclesiastical Authority~~ Dean; it must be scheduled with the ~~Ecclesiastical Authority~~ Dean.

### PET POLICY

The ~~Diocesan Office~~ cathedral office is pet friendly. The species allowed will be dependent on the current employees’ allergies and the suitability of the species in the building. Currently, pet snakes and pet spiders are prohibited. Pets, other than dogs, require prior approval of the ~~Ecclesiastical Authority~~ Dean before entering the building. Service dogs are always welcome in the ~~Diocesan Office~~ cathedral office. ~~A separate pet policy for Camp Marshall is in place: see Camp Marshall’s policies.~~

* Pets entering ~~Diocesan Office~~ the cathedral office must have proper veterinary care to promote health and prevent disease transmission to staff or other staff pets. All pets must be appropriately vaccinated. Rabies vaccination is required for all mammalian pets of vaccination age.
* Employees’ pets must be under the direct supervision of the employee. Upon entering/exiting the building, a leash or other restraint must be used. In general, pets are not allowed to wander the halls. Proper social training is expected.
* No pets may be left overnight, unsupervised in ~~the Diocesan Office~~ any cathedral building. Exceptions to this are for fish in maintained tanks or ~~a Diocesan Office~~ an official cathedral cat. Any other exceptions must be approved by the ~~Ecclesiastical Authority~~ Dean beforehand.
* The fenced-in side yard is available for dogs to exercise. ~~They must be under direct supervision and any fecal material picked up promptly by the owner.~~ When on cathedral grounds all pets must be under direct supervision, properly restrained, and any fecal material picked up promptly. The cathedral may have separate rules for the presence of pets in its buildings.
* Any damage to physical property must be repaired at the pet owner’s expense.
* Continued excessive damage may be grounds for exclusion.
* Any pets that cause excessive work distractions may be grounds for exclusion.
* Aggressive behavior will be grounds for exclusion.

### ABSENTEEISM AND TARDNIESS

Tardiness and unexcused absenteeism cause serious problems for ~~diocesan~~ cathedral operations and are cause for discipline. If an employee is unable to report to work on time due to illness or other unexpected emergency, the employee is expected to:

* Notify ~~his or her supervisor~~ the Dean as soon as possible, the expectation is within two (2) hours) of the work shift.
* Keep ~~their supervisor~~ the Dean advised as to when the employee will be expected to return to work. If an employee is unable to report due to an emergency, and is unable to make the call, the employee should have a member of his or her family call for the employee.
* Absence for two or more days without advising the ~~employee's supervisor~~ Dean will be considered a voluntary resignation. Failure to report to work without notification is considered job abandonment and without a valid excuse may be reason for immediate termination

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### EMPLOYEE BEHAVIOR

As representatives of the ~~Diocese~~ cathedral, employees have an obligation to conform to its standards of conduct. Courteous and respectful behavior toward co-workers, supervisors, parishioners, and the general public, and an appropriate attitude toward work, are required. Employees are expected to work in the best interest of the ~~Diocese~~ cathedral and to keep the premises clean and free of trash. All employees are required to comply with the ~~Diocese’s~~ cathedral's policies, rules, and procedures, and to perform assigned job duties in a satisfactory manner and within specified guidelines.

Employees are expected to respect the rights, property, and privacy of others. For example, they will not:

* Unlawfully discriminate based on race, color, religion, creed, sex, national origin, age, physical or mental disability, gender identity, sexual orientation, or marital status.
* Fight with or abuse others or behave in an offensive or inappropriate manner.
* Destroy, deface, damage, or wrongfully acquire property belonging to the Cathedral, or other employees.
* Misuse or misappropriate assets or property of St. Peter’s Cathedral, or other employees.
* Help anyone gain unauthorized entrance to ~~Diocesan~~ cathedral facilities or property.
* Disclose confidential information without authorization from the ~~Diocese~~ Dean or appropriate legal/ canonical authority.
* Violate any federal, state, or local law or ordinance, or any rules or regulations pertaining to their job responsibilities.
* Disregard safety or security procedures and regulations.
* Fail to immediately report damage to or an accident involving ~~Diocesan~~ cathedral equipment or personnel.
* Fail to maintain a neat and clean appearance; depart from accepted conventional modes of dress or personal grooming; or wear improper or unsafe clothing.
* Falsify employment or other ~~Diocesan~~ cathedral records.
* Commit any crime on ~~Diocesan~~ St. Peter’s premises or involving ~~Diocesan~~ cathedral property.
* Violate ~~Diocesan~~ St. Peter’s Cathedral policies and procedures.
* Threaten ~~Diocesan~~ cathedral employees, parishioners, or the general public.
* Use profanity or behave rudely toward co-workers, clergy, parishioners, or the public.
* Communicate untrue statements or writings about ~~the Diocese~~ St. Peter’s Cathedral, its clergy or coworkers.

[The section Discipline/Discharge for Good Cause and Corrective Action was not included.]

### CORRECTIVE DISCIPLINARY ACTIONS

Each of the following disciplinary actions is independent of the other and will not necessarily be applied in the order listed. For example, depending on the severity of the offense, an employee may be terminated or suspended without having been warned or counseled, or may be terminated without having been placed on probation or suspended.

**Corrective Counseling.** Corrective counseling may be provided. Corrective counseling should consist of a straightforward discussion with the employee about matters deemed to be a problem with work performance or behavior. The employee must acknowledge receipt of a written warning with his/her signature and must be given a copy ofthe warning**.** Written warnings will be placed in the employee's personnel file.

**Corrective counseling** will be documented, and a copy of the documentation must be provided to the employee and placed in the employee' s personnel file.

* **Verbal Warning.** A verbal warning may be given to an employee. The nature of the problem will be explained to and discussed with the employee. The verbal warning must be documented in writing and the employee must acknowledge receipt of the verbal warning with his/her signature and must be given a copy of the warning. The verbal warning will be placed in the employee's personnel file.
* **Written Warning.** A written warning may be given to an employee for job-related reasons. The warning must be in writing and must contain a description of the specific conduct for which the employee is being warned, how the problem is to be corrected, and the consequences if the problem is not corrected. The employee must acknowledge receipt of a written warning with his/her signature and must be given a copy of the warning. Written warnings will be placed in the employee's personnel file.
* **Suspension.** An employee may be suspended. A suspension may be with or without pay and may result in dismissal or reinstatement. The purpose of a suspension may be to provide an opportunity to conduct an investigation; when this is the case, the suspension will be with pay. A suspension must be in writing and contain a description of the specific conduct or reasons for which the employee is being suspended. A copy of the document placing the employee on suspension must be given to the employee. The employee must acknowledge receipt of the document with his/her signature. The document will then be placed in the employee's personnelfile.
* **Termination.** If an employee is be terminated, a notice of a termination must be in writing. A. copy of the notice must be given to the employee. The employee must acknowledge receipt of the document with his/her signature. and will be placed in the employee's personnel file.

At no time will corrective action or discipline be taken until a thorough investigation of the event(s) has been conducted. A copy of the investigation will not be provided to the employee being investigated; however, a general summary of the findings may be shared. A copy of the investigation is to be placed in the Confidential Investigation and employee’s file.

~~The Diocese of Montana~~ St. Peter’s Cathedral will make every effort to enforce policies and procedures in a fair and equitable manner. It is important throughout the Corrective/Disciplinary process the employee be treated fairly and with dignity. Each step through the process must be documented and discussed personally with the employee. Counseling and Verbal Warnings will be maintained by the ~~immediate supervisor~~ Dean. All documentation following the Verbal Warning will be maintained by the ~~immediate supervisor~~ Dean and in the employee's personnel file at the ~~Diocese~~ cathedral office. At the employee's request, all processes that have not advanced past the Verbal Warning will be removed from the ~~supervisor's~~ Dean’s employee’s file, provided there have been no additional occurrences within two (2) years following the last occurrence. A Written Warning may be removed from the employee's file after three (3) years if no additional occurrences have occurred since the last occurrence. The employee must petition the Dean, in writing, ~~their Supervisor~~ for approval and then be approved by the Ecclesiastical Authority [should this be the Dean?]. Suspensions and above remain in ~~their~~ the employee’s personnel file throughout the employee's employment.

[The section Complaint/Resolution Grievance Procedure (For Lay Employees) was not included.]

### PERFORMANCE ASSESSMENT

~~The Episcopal Diocese of Montana~~ The Dean of St. Peter’s Cathedral evaluates all employees via written performance assessments. Each new employee will have an assessment of their duties and performance prior to the end of the probationary period. A performance assessment will be conducted semi-annually by the ~~immediate supervisor~~ Dean. These appraisals are intended to provide individual support and feedback for the employee. Employee goals, job satisfaction, and career growth are all accomplishments to be attained by the employee.

### TERMINATION

Should a non-exempt(hourly) employee resign from employment, at least two weeks' notice should be given, and the pay will be adjusted accordingly. Since wages are paid in advance, if an employee is terminated, he or she would have already received wages and there will be no further payment.

Exempt (salaried) employees must provide at least thirty days (30) notice.

The termination date is the date used to calculate earning salary, benefits, and Personal Time-Off (PTO.) Unused PTO will be paid out as a final check in one lump sum at the next payday. Pension is paid to the Church Pension fund on that amount.

For example, On July 31st, an employee gives notice of termination date of August 31 and has twenty days of unused PTO upon that date. The final date of employment is August 31. The employee will receive a check the first payday in September for the 20 days of unused PTO and pension is paid on that total as well. The medical, dental, and short-term disability insurance cease on August 31.

When an employee is laid off or discharged, all wages are due immediately (within four hours or end of the business day, whichever occurs first), unless the employer has a preexisting, written policy that extends the time for payment, in which case the wages may not be delayed beyond the next payday for the period in which the separation occurred, or 15 calendar days, whichever occurs ~~first and when~~ first. When an employee quits, wages are due on the next scheduled payday for the period in which the employee was separated, or 15 calendar days, whichever occurs first.

[The section Employee Acknowledgement Form was not included.]

I acknowledge having read and understand this document.

Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I receive this document having reviewed it with this employee.

Dean of Cathedral Date

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**Employee Performance Assessment Date\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rating: 1 Excellent 2 Above average 3 Average 4 Below average 5 Don’t Care**

**Salaried - Exempt \_\_\_\_\_\_\_\_\_\_ Non-Exempt Hourly \_\_\_\_\_\_\_\_\_\_**

1. Attitude 1 2 3 4 5

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Quality of Work - Met Goals 1 2 3 4 5

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Sets Priorities to accomplishing tasks - Met Objectives 1 2 3 4 5

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Upholds employment policies 1 2 3 4 5

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Professionalism toward others 1 2 3 4 5

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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New Goals and Objectives:

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Employee Acknowledgment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_