



DIOCESE OF CHEYENNE
EMPLOYEE HANDBOOK

Effective September 1, 2013

EMPLOYEE HANDBOOK

GENERAL STATEMENT

This handbook is designed to acquaint you with your employer and provide you with information about working here. The handbook is not all-inclusive, but is intended to provide you with a summary of some of the employer's guidelines. This edition replaces all previously issued editions.

THE LANGUAGE USED IN THIS HANDBOOK IS NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE EMPLOYER WITH OR WITHOUT ADVANCE NOTICE OR CAUSE. THE EMPLOYER HAS THE SAME RIGHT YOUR EMPLOYMENT IS "ATWILL" MEANING YOU CAN BE TERMINATED FROM YOUR EMPLOYMENT AT ANY TIME AND WITHOUT ANY CAUSE FOR SUCH TERMINATION. THE EMPLOYER RETAINS THE RIGHT TO CHANGE THE CONTENTS OF THIS EMPLOYEE HANDBOOK AND/OR THE PROCEDURES SET FORTH THEREIN AS IT DEEMS NECESSARY, WITH OR WITHOUT NOTICE.

No employee handbook can anticipate every circumstance or question. After reading the manual, if you have questions, please talk with your immediate supervisor, the Vicar General, or the Bishop. Also, the need may arise to change the guidelines described in the handbook. The employer, therefore, reserves the right to interpret them or to change them without prior notice.

EMPLOYEE HANDBOOK

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EMPLOYEE HANDBOOK

PART I: PERSONNEL SECTION

A. EQUAL EMPLOYMENT OPPORTUNITY

The employer will not cause a person any disadvantages because of race, color, sex, age, national origin, disability or veteran status, except as required by the teachings and canon law of the Catholic Church. The Federal Civil Rights Laws allow a religious organization, such as this employer, to hire on the basis of religion, because religion is a bona fide qualification reasonably necessary to carry on the operations of the Catholic Church.

B. EMPLOYMENT

1. Applicants for Employment

The employer strives to employ professional, competent personnel. Application must be made for all positions. The employer will make reasonable efforts to accommodate applicants needing assistance. Applicants are required to undergo a background check and accept and sign the terms and conditions of the disclaimer. Applicants may also be required to undergo a consumer report, a driving record check and/or a drug test.

2. Job Descriptions

The employer seeks to have written job descriptions for each position, which may be given to applicants for the position. The employer endeavors to review job descriptions annually for completeness and accuracy.

3. Employee Information

A W-4 Form, I-9 Form, Employee Information Application Form and other forms required by the employer must be completed by each employee. The employee's supervisor will supply these forms. The information on the W-4 Form and I-9 Form are required by the Federal and State Governments. A payroll check cannot be issued until the employee's W-4 Form, I-9 Form and Employee Information Application Form have been received by the payroll department. An employee cannot remain employed by the employer if the I-9 Form is not completed within three (3) days of employment. The following information is to be clearly and legibly provided:

- a. Name and address of employee
- b. Social Security number
- c. Number of tax exemptions
- d. Marital status
- e. All information regarding previous employment history
- f. These forms must be signed by the employee

4. Payroll Periods

Employees are paid on a monthly basis for the period ending on the last day of the prior month, according to payroll calendar. Upon hiring, the employee will be notified of the beginning of the pay period and the subsequent payday.

5. Classification of Employees

All employees fall into the following two general categories of employees:

- ***Exempt Employee*** – an employee who is not eligible for overtime pay.
- ***Non-exempt Employee*** – an employee who is eligible for overtime pay. Non-exempt employees are eligible for paid overtime at one and one-half (1 ½) times their regular rate of pay for all hours worked in excess of forty (40) hours per workweek. Holidays, vacation and paid leave will be considered as hours worked in the computation of overtime. Prior approval must be obtained from the employee's supervisor for all overtime.

In addition to the above categories, employees are further classified in accordance with their normal scheduled work hours as follows.

- ***Standard Employee*** – an employee who is normally scheduled to work at least thirty (30) hours per week and 1500 hours per 12 month period. Standard employees are eligible for benefits as outlined in this handbook. Any employee hired on or before 8/11/2010 and working less than 30 hours per week and who was participating in the Medical and/or Life and Disability plans will be grandfathered in only for the plan or plans in which the employee was participating.
- ***Part-time Employee*** – an employee who is normally scheduled to work less than thirty (30) hours per week. Part-time employees are not eligible for group health, but may elect to participate in dental, vision and/or flexible spending accounts. They participate in the Wyoming Worker's Compensation Plan.
- ***Temporary Employee*** – an employee who is hired for a job established for a temporary period or for a specific assignment or group of assignments. Temporary employees are not eligible for benefits, except for participation in the Wyoming Worker's Compensation Plan.

C. SALARY AND RAISES

Salary scales for each position are based upon what the Diocese of Cheyenne in its sole determination considers to be reasonable. Salary scales will be periodically reevaluated, and, if needed, adjusted. A particular employee's entry wage will be based upon the position salary scale and the employee's knowledge, abilities, education, training and experience.

Whether raises will be given in a particular year will first and foremost be determined by the financial condition of the Diocese of Cheyenne. If the financial condition allows, employees may be given a cost of living adjustment representing some or all of the effects of inflation based upon the Wyoming Consumer Price Index. In addition, employees, based upon their performance and evaluations, may be provided a merit adjustment.

D. WORK FROM HOME

An employee may work from home with the approval of the employee's supervisor.

E. PERFORMANCE REVIEW

The employer endeavors to conduct annual reviews of each employee's performance. If more than one (1) year has passed since the last performance review, the employee should advise the employee's supervisor of this fact.

F. RESOLVING WORK RELATED ISSUES

Employees have a right to seek a timely resolution of work-related issues which may be defined as an unresolved complaint or dispute, disagreement, misunderstanding or expressed dissatisfaction on the part of the employee, relating to the conditions of employment or to the meaning and application of these written policies.

Work-related issues must first be discussed by the employee and the immediate supervisor. Initiated by either party, the discussion is intended to affect a mutually satisfactory resolution. If such resolution is not reached, either party may seek the assistance of the next level of authority. The employer reserves the right to resolve the issues as it sees fit at its sole discretion.

G. TERMINATION OF EMPLOYMENT

Employees who are terminating employment with employer are encouraged, but not required, to give advance written notice to the employee's supervisor. The employer would appreciate the following notice:

- ◆ Supervisory and managerial employees are encouraged to give at least four (4) weeks' notice.

- ◆ Other employees are encouraged to give at least two (2) weeks' notice.
- ◆ Upon termination, the employee's supervisor is to complete the necessary paperwork.

PART II: BENEFITS SECTION

Below are brief descriptions of the benefits the employer seeks to provide. The employer retains the right to modify or eliminate any and all of the benefits described below without prior notice, unless prohibited by law.

A. HOLIDAYS

All **standard employees** are entitled to paid holidays. Standard employees will be paid for the hours they would normally have been scheduled to work on that day. Regular paid holidays* are:

New Year's Day

Labor Day

Martin Luther King Day

Thanksgiving Day

President's Day

Friday after Thanksgiving Day

Good Friday

Christmas Eve

Memorial Day

Christmas Day

Independence Day

- * If any holiday falls on a Saturday, observance shall be the preceding Friday. If the holiday falls on a Sunday, observance shall be the following Monday. If Christmas Eve falls on a Sunday, observance shall be the following Tuesday since Monday is Christmas Day and a paid holiday. If Christmas Day falls on a Saturday, observance shall be the following Monday since Friday is Christmas Eve and a paid holiday. If the holiday falls within an eligible employee's paid vacation period, an additional day of vacation will be allowed.

B. VACATION

All **standard employees** earn one (1) day (8 hours) of paid vacation for each full month of service with the employer; one and one-half (1 ½) days (12 hours) per month after five (5) years of service; and two (2) days (16 hours) per month after ten (10) years of

continuous service. For calculation purposes, the number of hours of vacation earned is determined by the normally scheduled workweek hours divided by five (5).

No employee is eligible to accrue more than a maximum of thirty (30) days (240 hours) of accrued vacation time. Once an employee reaches this ceiling, the employee ceases accruing any additional vacation time. If the employee later uses enough vacation time to fall below the ceiling, the employee starts accruing vacation time until again reaching the ceiling. Accordingly, employees are encouraged to use all vacation time soon after it accrues, in order to avoid reaching the ceiling on vacation time. Before taking accrued vacation, the employee's supervisor must approve the request. At the date of termination of employment, accumulated, unused vacation time will be paid.

C. SICK LEAVE

Sick leave may be taken for personal illness or to care for a sick spouse, child, son/daughter-in-law, parent or parent-in-law, grandparent or grandchild. Employees may be required to submit a physician's statement as proof of personal or family illness.

All **standard employees** accrue sick leave at a rate of four (4) hours per month of service with the employer, beginning with the month following employment and ending the month prior to termination. For calculation purposes, the number of hours of sick leave earned is determined by the normally scheduled workweek hours divided by ten (10).

Absence of less than two (2) hours for scheduled dental, doctor or other medical appointments must be prior approved by the employee's supervisor and will be a health maintenance benefit not counted against accrued sick leave. Physical therapy sessions will be considered as sick leave.

Sick leave may be accumulated up to a total of 720 hours. At the date of termination of employment, accumulated, unused sick-leave will not be paid.

D. MISCELLANEOUS LEAVE

1. Bereavement Leave

All **standard employees** will normally be given three (3) days of leave with pay to attend funerals of their immediate family, including spouse, child, son/daughter-in-law, parent, parent-in-law, grandparent, grandchild, brother, sister and brother/sister-in-law. Employees will be paid the normal scheduled work hours for those days taken for bereavement leave.

Upon approval of supervisor, **standard employees** may be granted up to two (2) hours of paid leave to attend the funeral of a friend or an acquaintance.

2. Military Leave

If an employee is a member of the U.S. Armed Forces Reserves or National Guard, the employee will be granted an unpaid leave of absence without loss of benefits when called for active duty training. If the employee desires to use accumulated vacation time for this purpose, the employee may voluntarily do so, if a request is made in writing to the employee's supervisor. If an employee is called to active duty in a branch of the U.S. Armed Forces for an extended period, upon returning after separation from military service, the employee may be re-employed, in accordance with the provisions of law.

3. Jury Duty

Leave with pay with no loss of benefits is allowed to **standard employees** for actual jury duty service.

4. Voting

Standard employees qualified to vote in a designated federal, state, county or city election are encouraged to vote before or after working hours. If this is not possible, **standard employees** will be permitted to be absent from assigned work for a period of up to one (1) hour without loss of pay, for voting purposes. The immediate supervisor may specify the time when the employee may be absent.

5. Personal Reasons

Standard employees may be granted up to three (3) days of leave with pay and benefits for personal reasons by employee's supervisor. Pay will be for the hours the **standard employee** would normally have been scheduled to work on those days of personal leave.

6. Snow Days

Snow days will be determined by the Bishop or, in his absence, the Chancellor, following the guidelines of the local school district and state of Wyoming. When approved, they are a "use it or lose it" benefit. If an employee stays home on a snow day, they will be paid regular wages for that day. Employees who choose to work on a snow day will be paid regular wages and forfeit the benefit of the snow day. If the office is open any part of a day, employees will be informed and expected to work that part of the day or take vacation hours for those hours.

7. Cheyenne Day

If the Bishop grants the employees time off on Cheyenne Day during Frontier Days, the Diocese will follow the same policy as a snow day.

E. LEAVE OF ABSENCE

1. Interpretation

A leave of absence is an authorized permission to remain away from the job for a given period of time. The employee should normally submit a request for leave in writing to employer's supervisor at least two (2) weeks prior to the expected date of the leave. Leaves must be approved by the supervisor. The employee or department workload may be one of the considerations in granting or denying a leave.

2. Medical and Parental Leave

All **standard employees** may be granted medical leave of absence of not more than twelve (12) weeks for personal illness or to care for a sick spouse, child, son/daughter-in-law, parent or parent-in-law, grandparent or grandchild. This unpaid leave is for disabilities arising from illness, injury, or for birth of a child. For a medical leave to be granted, the following conditions must be met:

- a. The employee must have completed ninety (90) days of employment with employer.
- b. The employee must notify the employee's immediate supervisor as soon as possible of the need for medical leave.
- c. The employee must submit to the supervisor a written statement from the attending physician outlining the reason for medical leave and the estimated time needed. (The employer reserves the right to obtain a second opinion.)
- d. The employee must obtain written approval for the medical leave from the immediate supervisor prior to taking the medical leave.

All available sick leave and earned vacation must be used prior to the beginning of the medical leave of absence.

When the estimated period of leave is less than twelve (12) weeks and an employee needs to extend the leave, another doctor's statement is required indicating the new estimated length of leave. Extensions may be given, but in no event will leaves be granted beyond a total of twelve (12) weeks.

An employee ready to return to work from medical leave may be required to submit a physician's statement indicating the ability of the employee to return to work.

Medical leave is without pay and the employee does not accrue holidays, vacation or sick leave while on medical leave.

During this twelve (12) week period, the employee must pay the employee's share of the health benefit insurance premium and the employer will pay the employer's share.

F. LEAVE REPORTING

Employees who normally report their hours through EZ Labor will have their supervisor input the hours into their timesheet.

G. EMPLOYEE EXPENSE REIMBURSEMENT

Employees are reimbursed for any position related expenses, when these expenses are incurred with the prior approval of their supervisor. The appropriate expense reimbursement form must be completed and signed by the supervisor to affect reimbursement.

Employees who provide their own vehicles for required travel are normally reimbursed for use of their personal vehicles on official, approved business at the then Internal Revenue Service mileage rate. However, the employee can elect to be reimbursed for actual expenses rather than at the mileage rate. When using their own vehicles for official, approved business travel, the employee's personal auto insurance is the primary insurer. Employees who use employer owned vehicles are normally reimbursed for actual expenses.

H. INSURANCE

A comprehensive benefits package for employees currently includes a number of different plans. The information below describes eligibility for each plan and includes a brief description. Materials describing these plans are available at orientation or from the employee's supervisor. **In the event the information in this handbook or the materials describing these plans conflict with the actual terms and conditions of coverage as written in the official plan documents, the official plan documents govern.**

1. Health Insurance

a. HEALTH INSURANCE ELIGIBILITY

The insurance benefits provided by the employer are available on a year-to-year basis, as budgetary constraints allow. Eligible employees entitled to these benefits are **standard employees**.

b. INSURANCE PREMIUM CONTRIBUTIONS

Currently, all eligible employees contribute to the cost of their health insurance coverage at a rate of one-half (1/2) the monthly premium. The employer pays the remaining one-half (1/2). The employee's contribution is paid through payroll withholding.

Life insurance, disability insurance and worker compensation premiums are paid entirely by the employer.

Retired or employees receiving long-term disability payments electing to continue their health/dental coverage in the employer's group health insurance plan must pay the entire cost of coverage through direct payment to the employer. Employees terminating employment are currently able to extend medical/dental coverage in accordance with applicable Federal and State regulations.

c. PRE-TAX SAVINGS PLANS

Employee contributions to the monthly premium charges for health insurance are withheld prior to income, social security and Medicare taxes, in accordance with IRS Code 125 provisions. In addition, all eligible employees have the option to designate additional pre-tax withholding amounts to assist in paying for certain uncovered healthcare and dependent care expenses (Flexible Spending Account). Enrollment in these savings plans must be submitted within the first thirty (30) days of eligibility or during the annual open enrollment period.

d. HEALTH INSURANCE PLANS

Eligible employees are currently able to enroll in the employer's insurance plans on their first day at work for coverage effective the first of the month following date of hire. Employees or eligible dependents who do not enroll for medical, dental, vision insurance or Flexible Spending Accounts within thirty-one (31) days of employment will be required to wait until open enrollment for the next plan year, the only exception is in the event of a life changing event (loss of insurance coverage because of divorce, death, spouses loss of employment, etc.). The employer currently offers the following:

- ◆ ***Medical Insurance Plan (including Prescription Drug coverage)*** – currently helps pay covered doctor, hospital and prescription drug bills for enrolled employees and eligible dependents at group rates.
- ◆ ***Dental Insurance Plan*** – currently helps pay covered dental bills for enrolled employees and eligible dependents at group rates.
- ◆ ***Vision Insurance Plan*** – open enrollment upon hire and annually thereafter. VSP vision program is 100% employee responsibility.

- ◆ ***FLEX-Spending Account*** – Pre-tax voluntary payroll deduction to be used for otherwise non-reimbursable medical expenses; annual open enrollment.
- ◆ ***Life Insurance Plan*** – currently provides term life insurance coverage for eligible employees up to one and one-half (1 ½) times the employee’s annual salary (depending on employee’s age) at group rates, subject to Internal Revenue Service regulations. The employer pays the entire premium for this insurance plan.
- ◆ ***Long-Term Disability (LTD) Plan*** – currently helps replace part of the employee’s salary if employee is disabled for longer than ninety (90) days. The employer pays the entire premium for this insurance plan.

2. Worker’s Compensation

The employer participates in the Wyoming Worker’s Compensation Plan for all eligible employees. All accidents, however minor, occurring on the job must be reported immediately to employee’s supervisor.

3. Unemployment Compensation

The Employer does not participate in the Federal or Wyoming unemployment compensation plan. This non-participation is permitted and governed by existing governmental regulations.

I. RETIREMENT PENSION

To assist employees in providing for retirement, the employer currently provides a 403(b) Thrift Savings Plan. Booklets describing this plan are available at orientation or from the employee’s supervisor. **In the event the information in this handbook or the booklets describing this plan conflict with the actual terms and conditions of coverage as written in the official plan documents, the official plan documents govern.**

Standard employees, except clergy participating in the St. Joseph’s Society of the Diocese of Cheyenne and International Priests are eligible for employer non-matching and matching contributions. Clergy participating in the St. Joseph’s Society of the Diocese of Cheyenne and Foreign Priests are only eligible for employer matching contributions.

Employee and employer contributions begin after one (1) year of continuous service. For clergy, the employee and employer contributions begin upon enrollment in the 403(b) Thrift Saving Plan.

PART III: CONDUCT SECTION

A. ANTI-VIOLENCE

The employer strongly believes all employees should be able to work in an environment without intimidation, threats or violence and strives to create such an environment. Any action which, in management's opinion, is inappropriate to the workplace will not be tolerated. Such behaviors may include, but are not limited to, physical and/or verbal intimidation, threatening or violent conduct, vandalism, sabotage, arson, use of weapons, and/or carrying weapons onto the employer's property.

Employees should immediately report any such occurrence to their supervisor. Complaints will be investigated and appropriate action will be taken when an employee is found to have engaged in the above conduct.

B. APPEARANCE/ATTIRE

Because of the nature of the employer's business, employees are expected to be neat in appearance and to dress in a professional manner, avoiding casual, immodest or unusual attire.

C. ATTENDANCE AND PUNCTUALITY

Regardless of the employee's position with the employer, the employee's punctuality and regular attendance are essential for efficient operation of the business. If the employee knows in advance the employee is going to be unavoidably late or absent, the employee's supervisor should be notified. If the employee is absent without prior notice, the employee should advise the employee's supervisor as soon as possible.

D. BACKGROUND CHECKS AND DRUG TESTS

A successful background check is required before employment. A consumer report, driving record check and/or a drug test may be required prior to and during the course of employment. Employees are required to attend a Safe Environment Training as soon as possible after employment.

E. CONFIDENTIALITY

The nature of the employer's business requires confidentiality on the part of the employee. An employee may be required to sign a guarantee of confidentiality when employed. The employer expects that all employees will discuss church business only with the person or persons necessary to carry out the assigned church interactions or responsibilities.

F. DRUGS AND ALCOHOL

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, the possession, use, sale or reporting to work impaired by or under the apparent influence of alcoholic beverages or illegal drugs is prohibited. In addition, the employer may conduct random drug testing.

G. POLICY ON USE OF COMPUTER, INTERNET AND MEDIA

The Information Systems of surface mail of the employer (e.g., telephone, facsimile machines, photocopiers, computers, electronic mail, Internet connections, etc.) serve to enhance the ability of the employee to advance the mission and work of the employer. The employee is to use the Information Systems appropriately toward this end.

Anything stored in the Information Systems is the property of the employer and may be accessed by the employer or representatives thereof. No material is to be downloaded into or installed onto the employer's computer without the approval of the employee's supervisor.

Employee communications are not routinely accessed or directly monitored. Use of the communication systems can be monitored for any reason including but not limited to, cost analysis, resource allocation, optimum technical management of information resources, patterns of use, indications of the violation of employer policies, etc. The employer reserves the right, at its discretion, to review any and all employee electronic files and messages. Employees should not assume electronic communications are private. Sensitive information requiring confidentiality should be sent by other means. Physical copies of electronic communications of historical, fiscal, administrative or legal value are to be produced.

Transmission of any material in violation of employer policy or any federal or state law or regulation is prohibited, including, but not limited to, copyrighted material, threatening or obscene material and material in violation of the employer's anti-violence and sexual harassment policies. This includes pornography in all its forms. Activities that violate any human being, compromise relational integrity, or are otherwise demeaning of gender, human sexuality, and the dignity of the person are clearly inappropriate, and may be criminal. Any criminal behavior involving minors and others is reported to the appropriate authorities.

With the permission of the employee's supervisor, participation in on-line forums, e.g., Internet mailing lists, bulletin boards, on-line services, etc., is allowed for job performance purposes. Because statements made in such forums are identifiable and attributable to the employer, the following disclaimer is to be added to all public postings in these forums, "The views, opinions and judgments expressed in this message are solely those of the author." Discussions are to be limited to matters of fact and are not to reveal any confidential information.

The employee is to respect the confidentiality of other employees' information systems. Unless authorized by the employer, the employee is not to monitor or intercept communications, hack or obtain access to systems or accounts the employee is not authorized to use, use another employee's log-ins or passwords, or subjugate security measures. No communication can be sent that attempts to conceal the identity of the sender or represents the sender as someone else.

Communication and computer systems may be used for limited and reasonable personal use.

Failure to observe the above policy **WILL** result in disciplinary action that may include termination.

H. RELIGIOUS AND MORAL EXAMPLE

The employer is a Roman Catholic entity with specific religious and moral beliefs. Employees are expected to model those beliefs to others. Open and/or public dissent from the teachings of the Catholic Church or behavior not in accord with moral norms of the Catholic Church will not be tolerated.

I. SEXUAL HARASSMENT

The following conduct is prohibited:

1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, especially where:
 - (a) submission to such conduct is made a term or condition of employment,
 - (b) submission to or rejection of such conduct is the basis for employment decisions, such as promotions, assignments, responsibilities, raises, bonuses or benefits, or
 - (c) such conduct unreasonably interferes with the individual's work performance by creating an objectively and subjectively hostile work environment.
2. Offensive comments, jokes, innuendoes and other sexually oriented comments which create an objective and subjective hostile work environment.

The above conduct will lead to disciplinary actions. All such conduct should be immediately reported to the employee's supervisor, the Vicar General or the Bishop. If the employee's immediate supervisor is the source of the harassment, the employee should report the conduct to the supervisor's manager. The employee is not required to

file a complaint with a supervisor that the employee alleges is the cause of the harassment.

J. USE OF TOBACCO

Use of tobacco is not allowed in the building.

ACKNOWLEDGEMENT OF **DISCLAIMER** AND RECEIPT OF COPY OF
EMPLOYEE HANDBOOK

I have read, understand, and received a copy of the Employee Handbook.

I FURTHER ACKNOWLEDGE AND UNDERSTAND THAT THIS EMPLOYEE HANDBOOK IS INTENDED AS A GUIDE FOR THE SAFE, EFFICIENT AND PROFESSIONAL PERFORMANCE OF MY JOB. NOTHING CONTAINED IN THE HANDBOOK OR IN ORAL STATEMENTS MADE TO ME BY THE DIOCESE SHALL BE CONSTRUED TO BE A CONTRACT BETWEEN THE EMPLOYER (THE DIOCESE OF CHEYENNE) AND THE EMPLOYEE. ADDITIONALLY, THE EMPLOYEE HANDBOOK IS NOT TO BE CONSTRUED BY ME AS CONTAINING BINDING TERMS AND CONDITIONS OF EMPLOYMENT. THE DIOCESE OF CHEYENNE RETAINS THE RIGHT TO TERMINATE ME, AT ANY TIME, WITH OR WITHOUT CAUSE (REASON). THE DIOCESE OF CHEYENNE RETAINS THE RIGHT TO CHANGE THE CONTENTS OF THIS EMPLOYEE HANDBOOK AND/OR THE PROCEDURES SET FORTH THEREIN AS IT DEEMS NECESSARY, WITH OR WITHOUT NOTICE TO THE EMPLOYEE.

I hereby acknowledge that I have received, read, understood and agree with the foregoing disclaimer.

Employee Signature

Witness Signature

(Printed Name of Employee)

(Printed Name of Witness)

Date

Date

DATE OF HIRE _____

Pastor

I understand that by refusing to sign and return this page to my supervisor, my employment will be terminated.