
School Standard and Supplemental Policies

Diocese of Marquette

Department of Evangelization & Education



Effective July 31, 2025

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IOANNES FRANCISCUS

Divina Miseratione et



Apostolicae Sedis Gratia

EPISCOPUS MARQUETTENSIS

PROMULGATION OF THE SCHOOL STANDARD AND SUPPLEMENTAL POLICIES

In order to foster and support the Catholic Schools in the Diocese of Marquette an ordinary review of the personnel policies for non-contracted employees of Catholic Schools of the Diocese of Marquette was conducted and after changes in civil laws in the State of Michigan it was deemed opportune to update these policies; therefore,

Therefore, I hereby,

DECREE AND PROMULGATE

as particular law for the Diocese of Marquette the *Personnel Policies for Employees of Catholic Schools*, in accord with canons 8 §2, 29, and 391 §1.

The former Supplemental Policy of the *Personnel Policies for Employees of Catholic Schools* of the Diocese of Marquette are hereby repealed and abrogated in accord with canon 20 §1.

Any policy or particular law of the Diocese of Marquette that is contrary to the Personnel Policies for Employees of Catholic Schools is hereby repealed and abrogated.

The provisions of this decree shall become effective July 31, 2025

Given at the chancery in Marquette, Michigan this 25th day of June in the year 2025.

Most Reverend John F. Doerflinger, STD, JCL
Bishop of Marquette

Terry Bailey
Vice Chancellor

PURPOSE AND APPLICABILITY:

These policies provide information about benefits and personnel policies and practices for all lay employees, including principals, teachers, and support staff, contracted and non-contracted, of the Catholic schools of the Diocese of Marquette. The school is referred to as the “school” or the “employer” for purposes of these policies. These policies are intended to provide an effective and productive relationship among all members of the staff. This handbook is not a contract of employment.

Teachers and principals enter into employment contracts, which may alter the application of certain policies in this handbook. Teachers and principals should consult their contract language for details. Where this handbook and the contract differ, the contract governs. Teachers and principals are sometimes referred to in this handbook as “contracted employees,” while all other school support staff are sometimes referred to as “non-contracted employees”.

This policy handbook is mandatory for all Catholic schools of the Diocese of Marquette and supersedes all prior versions of personnel policies. A Catholic school of the Diocese may adopt supplemental policies as indicated in some of the later provisions of this handbook. If a Catholic school adopts supplemental policies, they must be written and pre-approved by the Bishop, and employees of the school must sign and date an acknowledgement of receipt.

All employees share in the same general covenant relationship to minister to the people of God, but there are some distinct differences that must be recognized. The Code of Canon Law establishes prior relationships between the Bishop and priests and regulates prior relationships of religious to the Church. Accordingly, the employment status of priests and religious is different from those of lay employees under civil law.

The employer retains the right to exercise all administrative and managerial functions of its operations. No person, in any capacity, is authorized to alter the policies in this handbook, except upon the written authorization of the Bishop. The Diocese of Marquette reserves the right to amend or delete benefits, compensation, or policies.

Section A: EQUAL EMPLOYMENT OPPORTUNITY

The employer is committed to prohibiting discrimination in employment on the basis of race, color, sex, age, religion, national origin, disability status, citizenship status, height, weight, marital status or other legally protected status. It should be recognized, however, that there are certain positions, which require adherence to the Catholic Church teaching in order to fulfill the responsibilities of the position.

Reasonable accommodation will be made for disabled employees and job applicants where the accommodation does not impose an undue hardship on the employer.

Under Michigan law, disabled employees and applicants may request an accommodation of their disability by notifying the employee's supervisor (or applicant's hiring manager) in writing, within 182 days after the need for the accommodation becomes or should have become known. Failure to properly notify the employer may preclude any claim that the employer failed to accommodate the disabled individual.

Additionally, reasonable accommodation will be made for a pregnant employee or applicant experiencing work limitations due to pregnancy, childbirth, or a related medical condition. The request for accommodation should be in writing and include an explanation of the pregnancy-related limitations, the proposed accommodation, and any alternatives that might be reasonable. The employer may ask the employee to submit a statement from a health care provider substantiating the need for the accommodation. Upon receipt of a request for accommodation, the employer will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense. While the reasonableness of each accommodation request will be individually assessed, possible accommodations may include: closer parking, flexible hours, extra break times, and time off to recover. An employee may request a leave of absence as a reasonable accommodation under this policy; however, the employer will not require the employee to take leave if another reasonable accommodation can allow the employee to keep working.

All executives, supervisors and managers have the responsibility to maintain this policy. The employer's policy of non-discrimination extends to the total employment relationship including recruitment, selection, placement, training, compensation, benefits, promotion, transfer, working conditions, layoff and termination.

The employer condemns and will not tolerate any conduct calculated to intimidate, retaliate, harass or otherwise discriminate against any staff member. Employees who feel that their rights have been violated under this important policy should contact their immediate supervisor.

Section B: AT-WILL EMPLOYMENT

It is the policy of the employer to employ those whom it believes best qualified to perform the duties of the position for which they are hired.

Employment with the employer may be terminated by either party at-will, with or without cause and with or without notice. This statement of the at-will status of employment with the employer may not be orally amended or altered and no representative, supervisor or other employee of the employer is authorized to make any promises or statements, which would amend, alter or change this status. In addition, this statement of the nature of employment with the employer supersedes all prior written and oral communications and prior practices concerning such

employment.

Contracted employees enter into employment contracts for specific terms, which alter the above policy statement. Consult the contract language for details. Where this policy and the contract differ, the contract governs.

Section C: CONFIDENTIALITY

The employer, by the very nature of their work, is entrusted with many confidential matters. Employees are expected not to discuss their work with others except as the nature of the assignment requires. Employees will avoid embarrassment by withholding any facts or opinions until official channels release the information. Any requests by outside sources for information must be referred to the employee's supervisor. A breach of confidentiality may result in termination of employment.

Neither the employer nor its employees will unlawfully disclose Social Security numbers obtained during the ordinary course of business. Access to information or documents containing Social Security numbers is limited to those employees who need the information to do their jobs. In addition, employees must shield Social Security numbers displayed on computer monitors or printed documents from being easily viewed by others. Employees will not use Social Security numbers as personal identifiers, permit numbers, license numbers, or primary account numbers or other similar uses.

Employees may use a Social Security number to perform an administrative duty related to employment, including, for example, to verify the identity of an individual; to detect or prevent identity theft; to investigate claims; to perform a credit check, criminal background check or driving history check; to enforce legal rights; or to administer benefits programs. All provisions of this policy are subject to the Social Security Number Privacy Act of the State of Michigan.

Section D: CATHOLIC MISSION, VALUES, AND MINISTRY

Jesus Christ charged his disciples with the mission to "make disciples of all the nations" (Matthew 28:18-20) or to proclaim Jesus, his love and his teachings so that others may make a personal decision to believe in Jesus and follow him. Thus, the fundamental mission of the Catholic Church is to proclaim and give witness to Jesus.

The mission of the school is to develop and promote a Catholic school faith community within the philosophy of Catholic education as implemented at the school, and the doctrines, laws, and norms of the Roman Catholic Church. All employees of the Catholic Church share in its mission either directly or indirectly. Thus, no employee of the Catholic Church may publicly act contrary to the Church's mission. In this light all

school employees will:

- Possess a basic knowledge of the Catholic Church and its teaching as contained in the *Catechism of the Catholic Church* so as to understand its mission;
- Support the mission of the Church by what they say and do;
- Not take a public position contrary to the Catholic Church and its teaching;
- Respect the Pope and Church authorities;
- Demonstrate a public life consistent with the teaching of the Catholic Church;
- If Catholic, be active members of the Catholic Church and not publicly reject the Catholic Church.

The Catechism of the Catholic Church is the standard by which all ethical matters stated or implied in these personnel policies are judged. Any employee who has a question regarding the Catechism should consult the pastor of the school's supporting parish or the chair of the council of pastors or the Chancellor of the Diocese.

The duties of all school employees shall be performed within this overriding commitment to the Church's ministry. The school is an apostolic ministry of the Roman Catholic Church and the role of school employees in such a ministry is to offer a positive example and support to the students and the Catholic school community.

It is an essential job duty for school employees to model and promote behavior in conformity to the teaching of the Roman Catholic Church in matters of faith and morals, both in professional and private life. As a condition of employment, employees of this school must support, teach, and exemplify in conduct Catholic doctrine and morality.

In addition, while employees are asked to serve in a variety of roles, each employee's duties and responsibilities are primarily religious. That is, by word and deed, each employee is inherently involved in spreading the faith and other key works of the Church. Each employee's position is vital to the spiritual and pastoral mission of the Church and is inherently religious. Employees are encouraged to grow in their faith, and the employer provides many opportunities to do so through education, Mass, retreats, and other prayerful means.

Within the structure of civil law, the employer will consider as "ministerial" any employee whose duties are, to any significant degree, liturgical, evangelical, or educational, or pertain to the corporal works of mercy.

Section E: JOB CLASSIFICATION AND DESCRIPTION

All positions are classified and described in writing and available to all employees. Job classification refers to the title of the position. Job description refers to the list of duties of a given position. The job description shall include:

- A job classification (title which accurately conveys the functions of the position).
- The minimum requirements and qualifications for the position.
- The duties and responsibilities of the position.
- The relationship of each classification to other classifications as it applies to lines of authority and responsibility.
- The title of the employee's supervisor(s).

Section F: STATUS OF EMPLOYMENT

Contracted employees may have a contract that alters the definition of the terms in this policy. Consult the contract language for details. Where this policy and the contract differ, the contract governs.

1. **Regular full time employee, fiscal year.** An employee hired for a position normally requiring a minimum of 35 hours per week for 52 weeks of the year shall be classified as a full time employee. The employee's fiscal year (versus school year) status will be noted in this handbook where relevant.
2. **Regular full time employee, school year.** An employee hired for a position normally requiring a minimum of 35 hours per week for 36 weeks of the school calendar year shall be classified as a full time employee. The employee's school year (versus fiscal year) status will be noted in this handbook where relevant.
3. **Regular part time employee, fiscal year.** An employee who works less than 35 hours per week 52 weeks of the year shall be classified as a part time employee. The employee's fiscal year (versus school year) status will be noted in this handbook where relevant.
4. **Regular part time employee, school year.** An employee who works less than 35 hours per week for 36 weeks of the school calendar year shall be classified as a part time employee. The employee's school year (versus fiscal year) status will be noted in this handbook where relevant.
5. **Temporary employee.** An employee hired to fill in during the absence or vacation of full time and part time employees shall be classified as a temporary employee. Temporary employees working less than 5 months during any calendar year are not

eligible for any benefits other than social security, unemployment and workers' compensation insurance.

6. **Employees who work less than 20 hours per week** are not eligible for any benefits other than social security, unemployment and workers' compensation insurance.
7. **Non-Exempt or Exempt Employees.** These terms are used by the employer to indicate which positions are eligible or ineligible for pay for overtime in accord with the federal Fair Labor Standards Act. **Non-Exempt** employees are eligible for overtime pay. **Exempt** employees are not eligible for overtime pay. Note that employees whose primary duties are performance of spiritual or pastoral functions may be classified as exempt under the "clergy and religious workers" exemption of the FLSA overtime provisions.

Section G: PERFORMANCE EVALUATION

See Section W (General Policies for Principals) and Section X (General Policies for Teachers) for performance evaluation policies for contracted employees. The following applies to non-contracted employees:

An employee's supervisor, as designated in the job description, will rate each employee's job performance during the first three months of employment, at the end of the fiscal year, and annually thereafter. An employee's performance will be judged on such factors as quantity and quality of work, skill, cooperation with others, attendance and other factors.

Section H: EMPLOYEE LEAVE TIME

((Note: All policies below are mandatory, but additions may be made by a school by adoption of Supplemental Policies. An addition to the "Sick Leave" policy below (for subsection "Allocation of Hours and General Provisions" must be made in Supplemental Policies.)

Jury Duty.

Employees called to serve on juries suffer no loss of regular income or other benefits. Income received from the court will be deducted from the employee's regular income. Employees selected for jury duty should immediately notify their supervisor. In most cases, jury duty does not necessitate full-time absence from work and the employee is expected to fulfill the position's requirements to the greatest extent possible.

Workers' Compensation.

Workers' compensation benefits are paid in accordance with Michigan law.

Any incident involving injury of an employee while on duty, no matter how trivial it may appear, must be reported to his/her supervisor immediately. According to Michigan law, an employee injured on the job, if the claim is approved, is provided the following benefits:

- a) Medical, surgical, and hospital care to the extent provided in the law.
- b) Allowance for permanent or partial disability from accident.
- c) Compensation for loss of time due to the accident according to a determined schedule based on the injured worker's rate of pay.

Sick leave benefits which the employee has accumulated may be used prior to the effective date of workers' compensation benefits. All employees returning to duty after having been absent because of a work injury must have a release from the attending physician indicating that the employee is able to resume full work responsibilities, with or without accommodation.

Military Leave.

When an employee who is a member of the National Guard or the Reserves is called to active duty, the employee will not be paid salary or benefits during the period of active duty. However, the employee will be granted all rights provided by law and will be permitted to resume the employee's former position upon conclusion of active duty.

Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), an employee who is absent from work for up to twenty-four months because of duties in the uniformed services may continue employer-provided medical insurance coverage at a charge of up to 102% of the full premium under the plan, unless the employee is absent from work for less than 31 days, in which case the employee will not be charged more than the employee's share of the cost of the coverage.

An employee who wishes to be reinstated after military duty must contact the employer within the time limits prescribed by USERRA in order to be eligible. An employee may be eligible for reinstatement rights for up to five years if the employee has been absent from employment on account of military duty in the uniformed services and timely applies for reinstatement.

Sick Leave.

MANDATORY - for entity with 1-10 employees

Effective on the later of October 1, 2025, or the employee's date of hire, all employees are entitled to 1 hour of paid sick leave for every 30 hours worked under the Michigan Earned Sick Time Act (ESTA), up to 40 hours per year.

Eligibility

This policy applies to all employees, including full-time, part-time, and temporary, except the following:

- Employees younger than 18 employed under the Youth Employee Standards Act; and
- Unpaid interns.

This policy does not apply to anyone who is not an employee, such as independent contractors and volunteers.

Allocation of Hours and General Provisions

See Supplemental Policies.

Use and Reporting

- ESTA hours used must be in increments of 1 hour.
- ESTA hours may only be used for ESTA-covered purposes (see below).
- Only ESTA hours that have been earned can be taken by an employee. The employer will not "advance" paid sick leave to the employee.
- Employees must request the use of ESTA leave; the employer cannot make the employee use ESTA leave before using other types of leave.
- When using ESTA hours, the employee must inform the employer of the ESTA-covered purpose for which they are taken. The employer may ask additional questions if the ESTA purpose is not clear.
- The employee is not required to secure a replacement worker as a condition for using ESTA hours.
- If the need for ESTA leave is foreseeable (e.g., scheduled surgery), employees must request the time off as early as possible, but not less than 7 days ahead of the absence.
- If the need for ESTA leave is unforeseeable (e.g., sudden sickness or emergency), employees are expected to notify the employer as soon as practicable and are requested to do so before the start of their scheduled work shift.
- An employee who takes ESTA leave for 3 consecutive days or more may be required to give written proof the days were for ESTA purposes. If requested, employees will have up to 15 days to provide documentation.

Payment of ESTA leave will not be delayed while waiting for documentation.

- To ensure accuracy and compliance with ESTA, each non-exempt (hourly) employee will be required to report on the actual number of hours worked each week. Each exempt (salaried) employee, for purposes of this policy, will be deemed to work 40 hours per week.
- Employees transferred to another job within the same employer keep their accrued ESTA hours and continue accruing ESTA hours.
- Employees separated from employment for 2 months or less and rehired by the employer will have the ESTA hours they accrued before their separation restored and may immediately use them.
- Employees separated from employment and not rehired by the employer lose all accrued, unused ESTA hours. ESTA hours have no cash value; accrued, unused ESTA hours cannot be cashed out instead of taking leave and will not be paid out on separation from employment.

Rate of Pay

When used, ESTA hours will be paid at the larger of either (1) the employee's normal rate of pay or (2) minimum wage. Bonuses, overtime pay, supplemental pay, and fringe benefits are not included in the calculation of the normal rate of pay.

Coordination with Other Leave

If an employee takes leave for another reason (Non-ESTA Leave) that also qualifies as an ESTA-covered purpose, ESTA hours will run concurrently with the Non-ESTA Leave. Once ESTA hours paid are exhausted, any remaining time taken for the Non-ESTA Leave will be handled in accordance with that leave's policy (i.e., may be unpaid).

ESTA-Covered Purposes for Paid Sick Leave

An employee is entitled to use ESTA leave for any of the following reasons:

Personal or Family Health Needs:

- The employee's or the employee's family member's mental or physical illness, injury, or health condition.
- Medical diagnosis, care, or treatment of the employee's or the employee's family member's mental or physical illness, injury, or health condition.
- Preventative medical care for the employee or the employee's family member.

Domestic Violence or Sexual Assault:

- If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical or psychological care or other counseling for physical or psychological injury or disability.

- To obtain services from a victim services organization.
- To relocate due to domestic violence or sexual assault.
- To obtain legal services related to domestic violence or sexual assault.
- To participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.

Child's Health or Disability:

- For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.

Public Health Emergencies:

- For closure of the employee's place of business by order of a public official due to a public health emergency (e.g., COVID pandemic).
- For an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency.
- When it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, regardless of whether the employee or family member has actually contracted the communicable disease.

For purposes of this policy, a "family member" is defined as:

The employee's immediate family which is: spouse, child(ren), stepchild(ren), foster child(ren), parent(s), stepparent(s), foster parent(s), grandparent(s), grandparent(s)-in-law, grandchild(ren), sister(s), brother(s), mother(s)-in-law, father(s)-in-law, son(s)-in-law, daughter(s)-in-law, brother(s)-in-law, sister(s)-in-law, or any other relative of the employee or spouse residing in the household of the employee.

Under special circumstances, with approval from your immediate supervisor, exceptions can be made to determine if sick leave is permitted to use for individuals not considered within the definition of a "family member".

MANDATORY - for entity with 11+ employees

Effective on the later of February 21, 2025, or the employee's date of hire, all employees are entitled to 1 hour of paid sick leave for every 30 hours

worked under the Michigan Earned Sick Time Act (ESTA), up to 72 hours per year.

Eligibility

This policy applies to all employees, including full-time, part-time, and temporary, except the following:

- Employees younger than 18 employed under the Youth Employee Standards Act; and
- Unpaid interns.

This policy does not apply to anyone who is not an employee, such as independent contractors and volunteers.

Allocation of Hours and General Provisions

See Supplemental Policies.

Use and Reporting

- ESTA hours used must be in increments of 1 hour.
- ESTA hours may only be used for ESTA-covered purposes (see below).
- Only ESTA hours that have been earned can be taken by an employee. The employer will not “advance” paid sick leave to the employee.
- Employees must request the use of ESTA leave; the employer cannot make the employee use ESTA leave before using other types of leave.
- When using ESTA hours, the employee must inform the employer of the ESTA-covered purpose for which they are taken. The employer may ask additional questions if the ESTA purpose is not clear.
- The employee is not required to secure a replacement worker as a condition for using ESTA hours.
- If the need for ESTA leave is foreseeable (e.g., scheduled surgery), employees must request the time off as early as possible, but not less than 7 days ahead of the absence.
- If the need for ESTA leave is unforeseeable (e.g., sudden sickness or emergency), employees are expected to notify the employer as soon as practicable, and are requested to do so before the start of their scheduled work shift.
- An employee who takes ESTA leave for 3 consecutive days or more may be required to give written proof the days were for ESTA purposes. If requested, employees will have up to 15 days to provide documentation. Payment of ESTA leave will not be delayed while waiting for documentation.
- To ensure accuracy and compliance with ESTA, each non-exempt (hourly) employee will be required to report the actual number of hours worked each week. Each exempt (salaried) employee, for purposes of this policy, will be deemed to work 40 hours per week.
- Employees transferred to another job within the same employer keep

their accrued ESTA hours and continue accruing ESTA hours.

- Employees separated from employment for 2 months or less and rehired by the employer will have the ESTA hours they accrued before their separation restored and may immediately use them.
- Employees separated from employment and not rehired by the employer lose all accrued, unused ESTA hours. ESTA hours have no cash value; accrued, unused ESTA hours cannot be cashed out instead of taking leave and will not be paid out on separation from employment.

Rate of Pay

When used, ESTA hours will be paid at the larger of either (1) the employee's normal rate of pay or (2) minimum wage. Bonuses, overtime pay, supplemental pay, and fringe benefits are not included in the calculation of the normal rate of pay.

Coordination with Other Leave

If an employee takes leave for another reason (Non-ESTA Leave) that also qualifies as an ESTA-covered purpose, ESTA hours will run concurrently with the Non-ESTA Leave. Once ESTA hours paid are exhausted, any remaining time taken for the Non-ESTA Leave will be handled in accordance with that leave's policy (i.e., may be unpaid).

ESTA-Covered Purposes for Paid Sick Leave

An employee is entitled to use ESTA leave for any of the following reasons:

Personal or Family Health Needs:

- The employee's or the employee's family member's mental or physical illness, injury, or health condition.
- Medical diagnosis, care, or treatment of the employee's or the employee's family member's mental or physical illness, injury, or health condition.
- Preventative medical care for the employee or the employee's family member.

Domestic Violence or Sexual Assault:

- If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical or psychological care or other counseling for physical or psychological injury or disability.
- To obtain services from a victim services organization.
- To relocate due to domestic violence or sexual assault.
- To obtain legal services related to domestic violence or sexual assault.
- To participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.

Child's Health or Disability:

- For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.

Public Health Emergencies:

- For closure of the employee's place of business by order of a public official due to a public health emergency (e.g., COVID pandemic).
- For an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency.
- When it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, regardless of whether the employee or family member has actually contracted the communicable disease.

For purposes of this policy, a "family member" is defined as:

The employee's immediate family which is: spouse, child(ren), stepchild(ren), foster child(ren), parent(s), stepparent(s), foster parent(s), grandparent(s), grandparent(s)-in-law, grandchild(ren), sister(s), brother(s), mother(s)-in-law, father(s)-in-law, son(s)-in-law, daughter(s)-in-law, brother(s)-in-law, sister(s)-in-law, or any other relative of the employee or spouse residing in the household of the employee.

Under special circumstances, with approval from your immediate supervisor, exceptions can be made to determine if sick leave is permitted to use for individuals not considered within the definition of a "family member".

Section I: BENEFITS

(Note: Additional benefits may be provided by a school by adoption of Supplemental Policies.)

The employer provides a benefit program that offers a wide range of coverage to eligible employees. Through Michigan Catholic Conference (MCC) Group Insurance programs, the following briefly describes the benefit program. The contract or certificates between MCC and insurance companies define your rights. The following does not create any rights over and above those contained in the contracts or certificates. Eligibility for benefits and coverage are subject to terms of the policies and

plans and are subject to change. For details, see the plan summary provided by the MCC and any Supplemental Policies adopted by the employer.

Health Insurance.

The employer offers group PPO medical insurance with various options for coverage, available to employees who normally work 20 hours per week or more. The PPO HD plan will be provided to all eligible employees who normally work 30 hours or more per week for at least six months per calendar year in accordance with federal guidelines. Single employee, plus-one, and family coverage is available, and may require the employee to pay a portion of the premium depending on the type of coverage.

Flexible Benefit Plan.

Employees normally working 20 hours per week or more are eligible to participate in the MCC Flexible Benefit Plan, which allows for individual employee accounts that provide reimbursement of eligible medical, dental, vision and dependent care expenses.

Retirement Plan.

Employees scheduled to work 20 or more hours per week are eligible to participate in the MCC Lay Employees' Retirement Plan. The total cost of participation in the Retirement Plan is paid by the employer on behalf of each eligible employee.

Unemployment Insurance.

As a Church institution, the employer is not required by Michigan law to provide unemployment insurance but does so on a voluntary basis having waived its exempt status. The Bishops of Michigan reserve the right to rescind the waiver of exempt status in accordance with the Michigan Employment Security Act.

Section J: WORK HOURS AND PAY

Normal Work Hours.

Regular work hours and the work location shall be established by the employer for each employee. Occasionally the employee may be required by the employer to be present outside of regular work hours for special meetings, workshops, and conferences. When attendance is mandated by the employer, the time will be paid work time. Contracted employees may have a contract that alters the definition of the terms in this policy. Consult the contract language for details. Where this policy and the contract differ, the contract governs.

Attendance during all scheduled hours of work, reporting for work on time and continuing to work to the end of the work period are expected of every employee. Unsatisfactory attendance, including reporting late or quitting early, may result in disciplinary action, including discharge.

Minimum wage and overtime.

All employees, except those classified by the employer as exempt, are covered by the minimum wage and overtime provisions of the federal Fair Labor Standards Act. All employees classified as non-exempt who work more than 40 hours in a seven-day, 24-hour per day work week will be compensated at one and one-half times their regular pay rate for their overtime. All overtime work must receive prior written authorization of the employee's immediate supervisor.

Inadvertent / Improper Pay Deductions.

If an employee believes that he or she has had improper deductions from salary, the employee should immediately bring the matter to the attention of the employer for proper resolution. The employer is committed to proper administration of all aspects of wage and hour law and, through this policy, makes its commitment to good faith compliance with the salary-basis test for exempt employees.

Documentation of Hours.

Non-exempt employees must complete and submit time records to the employer to document hours worked. All employees, including exempt employees are required to report vacation, personal, and sick leave.

Section K: PERFORMANCE ISSUES/IMPROVEMENT TECHNIQUES

The employer expects employees to perform their assigned duties at performance levels acceptable to the employer; to render prompt, courteous, and efficient service; to conduct themselves in accordance with established policies, procedures, and directives; and to comply strictly with all laws, rules, and regulations applicable to their activities.

The employer reserves the right to address unacceptable work behaviors and to provide a corrective process for employees who demonstrate a job performance problem or behavior disruptive to the operations of the employer. Normally the employer will attempt to correct the performance or conduct by using progressive discipline before termination, as set forth in this policy. However, the employer retains the full discretion inherent in the at-will employment relationship, which includes the right to bypass some or all steps of progressive discipline, or to substitute other responsive actions. Nothing in this policy changes the employee's at-will status or

changes the terms of a contracted employee's contract. The normal sequence of performance improvement and disciplinary action followed by the employer is outlined below. The duration of each step will depend upon the supervisor's view of the seriousness of the situation.

1. Informal Counseling
2. Written warning and counseling
3. Final Warning
4. Suspension
5. Discharge

This system of progressive discipline is normally, but not rigidly used. In some cases, extra steps may be added, and in others, steps may be skipped, depending on the pastor/pastoral coordinator/supervisor's (hereinafter referred to as supervisor) view of the specific facts of a given case. However, in cases of discharge, the supervisor may not discharge an employee without the approval of the Diocesan Director of Catholic Schools, who will have prior consultation with Diocesan legal counsel. In all cases, the employer's decision on whether an employee has engaged in misconduct, on the level of discipline, and on administration of this procedure (including whether an employee has adequately met performance or conduct goals or standards) will be made at will in the employer's discretion.

Informal Counseling:

When the supervisor becomes aware of a problem with an employee's conduct or performance which is not viewed as serious, the supervisor will counsel the employee involved on an informal basis.

The purpose of informal counseling is to make the employee aware that his or her conduct is not acceptable. The seriousness of the problem and the possible consequences of inaction on the part of the employee in correcting the problem will generally be outlined in writing and specific policies, which apply to the situation, will be reviewed.

Written Warning and Counseling:

In cases of a repeated or more serious conduct problem, the supervisor will counsel the employee involved on a formal basis. The purpose of the written warning and counseling is to discuss the nature of the problem and specific steps to be taken by the employee in correcting the problem.

The written warning will include the date, a description of the problem, specific corrective action to be taken by the employee over a designed period of time, and the signature of person issuing written warning.

The employee will review the written warning; add any comments desired, and sign to

acknowledge receiving the warning. The supervisor will sign the warning, which will also be filed in the employee's personnel file.

If improvement satisfactory to the supervisor does not occur within the specified period after the warning, but the supervisor does not view the problem as serious enough to call for a final warning or immediate probation, another written warning and counseling session will normally take place.

Final Warning:

If an employee's conduct is seriously deficient, or if an employee fails to improve to the supervisor's satisfaction following one or more written warnings, the supervisor will place the employee on final warning.

The purpose of the final warning is to resolve the problem situation during a designated period. Failure to correct the situation to the supervisor's satisfaction within the designated period will normally result in discharge.

The supervisor will designate specific corrective measures or tasks and levels of accomplishment required of the employee, using the appraisal form or appropriate documentation.

The Diocesan Director of Catholic Schools will assist the supervisor in determining the appropriateness of the performance objectives, the existence of proper documentation, and the length of the final warning period.

The supervisor will meet with the employee and explain the specific corrective actions, levels of accomplishment, the length of the final warning period, and the possibility of discharge if the problem is not resolved accordingly.

Documentation of the final warning will be signed by the employee and supervisor. The final warning period normally will not exceed ninety (90) days for a conduct problem.

Suspension:

Suspensions from employment without pay may occur when the supervisor and Diocesan Director of Catholic Schools deem it appropriate as a form of discipline. Suspension may also occur pending investigation of conduct raising a serious disciplinary issue.

Discharge:

Discharge from employment will normally occur when the employer concludes that an employee has engaged in repeated or serious unacceptable behavior, or when progressive discipline is not appropriate or has not resulted in improvement of the

employee's performance or conduct to the satisfaction of the responsible supervisor.

The supervisor will prepare a written request for discharge and forward all documentation to the Diocesan Director of Catholic Schools, who assumes the responsibility for the discharge procedure, including approvals.

All discharges of personnel must be approved by the Diocesan Director of Catholic Schools, who will have prior consultation with Diocesan legal counsel. No supervisor may discharge an employee without this approval. A supervisor may, however, suspend an employee, to allow all concerned parties time to gather necessary information and obtain approval.

Section L: OPEN-DOOR POLICY

The employer has an open-door policy to provide employees with a way of presenting their employment concerns to management and to ensure that decisions affecting the employment status of employees are made consistent with its policies and its responsibilities under the various laws that protect employees.

An employee who has a concern about an employment issue should discuss it with his or her immediate supervisor. In most cases, this will be the school principal. If the concern cannot be resolved fully at this level, or if there are special circumstances involved that make it difficult to speak to the immediate supervisor, the employee should refer the problem to the pastor of the school's supporting parish, or the chair of the council of pastors. Should the problem remain unresolved, the employee should refer the matter to the Diocesan Director of Catholic Schools and Education, who will normally provide a resolution to the employee within 30 days of the date the employee raised the concern.

If the problem has not been resolved to the employee's satisfaction, the employee should refer the matter for consideration by the Diocesan Director of Administration & Finance, and any final escalation of the matter may be made by the employee to the Bishop, who will consider the matter. The decision of the Bishop shall be final and binding for the employer and the employee.

Section M: PROHIBITED HARASSMENT POLICY:

The purpose of this policy is to promote and insure a Christian professional and supportive work environment for all employees and volunteers that is free from physical, psychological, or verbal intimidation and harassment based on any characteristic that is protected by applicable law. The employer intends that each employee and volunteer maintain and further develop attitudes and behaviors that express respect for others reflective of each person's God-given dignity.

The employer prohibits any form of unlawful harassment on the basis of age, sex, religion, marital status, race, disability unrelated to the ability to do the essential functions of the job, national origin, color, height, weight, health history, genetic background, or status in any group protected by state or federal law ("prohibited harassment"). A fundamental policy of the employer is that the workplace is for work. The goal of the employer is to provide a workplace free from tensions involving matters that do not relate to the work of the employer. In particular, an atmosphere of tension created by non-work-related conduct, including racial, ethnic, or sexual remarks, animosity, or other such conduct, does not belong in the workplace.

Prohibited harassment is verbal or physical conduct or communication based on a protected characteristic when: (1) submission to such conduct or communication is made either explicitly or implicitly a condition of a person's employment or education, (2) submission to or rejection of such conduct or communication is used as the basis for employment or educational decisions, (3) such conduct or communication has the purpose or effect of substantially interfering with a person's work or school performance, or (4) such conduct or communication has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment. Sexual harassment is specifically defined as harassment of a sexual nature that includes unwelcome sexual advances and requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions.

Sexual harassment can include, but is not limited to, improper physical contact, lewd or sexually suggestive comments, off-color language, leering, jokes of a sexual nature, slurs, and display, transmission, or known possession of sexually explicit material. It can involve words or actions by any member of our community, directed against any other member of our community (or, in some circumstances, our guests and visitors).

If a person believes himself or herself to have been subjected to prohibited harassment, the person must contact the employee's supervisor without delay. If a person believes himself or herself to have been subjected to prohibited harassment by his or her supervisor, the person should contact without delay the Diocesan Director of Administration & Finance or, if the Director is the alleged harasser, a Diocesan Victim Assistance Coordinator. Suspected incidents of prohibited harassment may be reported orally or in writing.

A report of prohibited harassment will be promptly and thoroughly investigated. The facts will determine the response of each allegation. Substantiated acts of prohibited harassment will result in appropriate disciplinary action up to and including termination or expulsion. All information regarding a specific incident will be kept confidential to the extent possible under law, and consistent with doing a thorough investigation. Retaliation for a report of prohibited harassment likewise will result in appropriate disciplinary action up to and including termination or expulsion.

If a person who reports prohibited harassment or a person against whom such a report is made is dissatisfied with the outcome of the investigation, the person should contact the Diocesan Director of Administration & Finance (or, if applicable, Diocesan Victim Assistance Coordinator). If a person is dissatisfied with the outcome of an investigation undertaken in the first instance by the Diocesan Director of Administration & Finance (or, if applicable, Diocesan Victim Assistance Coordinator), the person should contact the Bishop in writing.

Section N: POLICY FOR MAINTAINING SAFE ENVIRONMENT

All lay employees, which consists of principals, teachers, and support staff, contracted and non-contracted, of the Catholic schools of the Diocese of Marquette are bound to follow diocesan policies outlined in the current 'Safe Environment Policy'.

Section O: ELECTRONIC COMMUNICATION POLICIES

(Note: Additional terms regarding acceptable use of technology may be adopted under Supplemental Policies.)

It is important to the Diocese of Marquette to project a public image of unity and excellence in the mission of the Church. Accordingly, a person who is communicating on behalf of the school must communicate in a professional manner and provide accurate contact information.

All electronic and telephonic communications systems and any information, communication, or file transmitted by, received from, or stored in the employer's equipment are the property of the employer. This includes telephone, voicemail, email, text message (SMS), Facebook, Twitter, and any and every past, present, or future form of electronic media.

Employees are permitted to use the technical resources of the employer for occasional, minimal, non-work purposes. However, an employee has no right of privacy as to any information, communication, or file transmitted by, received from, or stored in the employer's equipment. This includes telephone, voicemail, e-mail, text message (SMS), Facebook, Twitter, and any and every past, present, or future form of electronic media. An employee's access to the internet, and at-home use of the employer's laptops, tablets, or mobile devices is determined by the employee's supervisor.

Improper use of any communication systems will not be tolerated. Improper use includes downloading or sending material that is unlawful, threatening, harassing, defamatory, offensive, or sexually explicit. Improper use also includes solicitation of fellow employees to benefit an employee's personal business interests, or any use that

violates any law or contract that protects intellectual property or proprietary rights in software. Employees may not use technology in a way that is likely to put the network at risk of viruses. For example, employees may not download software or system updates without prior approval of the employer. The system may not be used in a way that causes congestion and slows down the system. Examples of this include sending excessive emails, sending large files, or streaming video or audio data via the internet or via local wi-fi.

To ensure that the use of electronic and telephonic communication systems and business equipment is consistent with the employer's legitimate business interests, the employer may regularly monitor the use of its equipment at any time for any reason or no reason. This monitoring may include a review of all computer activity, an examination of current or stored messages on telephone, voicemail, e-mail, text message (SMS), Facebook, Twitter, and any and every past, present, or future form of electronic media.

Additional information technology policies enacted by the Diocese of Marquette in addition to this handbook policy may apply.

Section P: OUTSIDE EMPLOYMENT AND POLITICAL ACTIVITIES

Although the employer does not discourage outside employment and does encourage civic involvement, such activities could occasionally create a conflict of interest. With this in mind, an employee considering such an activity must consult with the school principal prior to making any significant commitments.

An employee retains the personal right to engage in political activity in the employee's private life. However, such political activity must be entirely separate from employment, and may not involve the public advocacy of beliefs or behaviors that are contrary to the teachings of the Catholic Church. Such political activity may not occur during the compensated portion of any workday, and may not involve the use of the employer's facilities, properties, or assets.

Section Q: NO SMOKING

Smoking, including electronic cigarettes or vaporizers, is not permitted inside any building of the employer. In the area outside the building where smoking may occur, employees must use care in disposing of ashes and cigarette butts in order to prevent the possibility of a fire and to keep the grounds clean.

Section R: EMPLOYMENT OF RELATIVES

The employment of relatives of present employees is permissible, if one related employee is not the direct supervisor of the other. If an employee becomes related to a

direct supervisor, the employee with the lower level of responsibility will be transferred to another suitable position or will be asked to resign.

Section S: PERSONAL APPEARANCE

Personal appearance is important to self-respect, productiveness, morale of employees and the impression that is given to visitors. It is therefore expected that an employee's attire and general appearance be neat, clean, and make a good impression. It is expected that the staff will use good judgment about appropriate clothing and appearance.

Section T: LACTATION POLICY

An employee who is breastfeeding and needs to express breast milk during the workday will be provided reasonable break times to do so up to one year after the child's birth. The employer will designate a room with privacy that is not a bathroom for this purpose. Employees must inform their supervisor to coordinate use of the room and the break times. Breaks by non-exempt employees more than 20 minutes in length will be unpaid and must be recorded in payroll time records.

Section U: PERSONNEL RECORDS

A personnel record is maintained for each employee by his or her supervisor. The contents of each personnel record is set forth by the Diocese and in accordance with Michigan law. Personnel records are confidential and accessible only to supervisors. An employee may review his or her own personnel file during business hours after making a request to his or her supervisor in accordance with Michigan's Employee Right to Know Act.

An employee must promptly notify the employer of any change in address, telephone number, marital status, or number of dependents.

Section V: TERMINATION

Non-contracted employees who desire to leave the employer, whether by resignation or retirement, are requested to give at least fourteen (14) calendar days' notice. The employer reserves the right to decline the employee's offer to work during the 14-day notice period. Contracted employees must give the notice stated in the employee's contract.

If the employee has accumulated unused paid vacation leave and the employee has given the requisite notice, the employee will receive payment for unused vacation leave in his or her final paycheck. Employees who are discharged by the employer and resigning employees who do not give the requisite notice will not be paid for accumulated but unused vacation. No payment for other types of unused leave will be

given upon termination under any circumstances.

An employee will be paid earned wages for the time worked to the date on which employment terminates. The employee's final paycheck will be processed with the next regular payroll after the termination date and mailed to his or her address on file with the employer. No amounts will be withheld from the employee's final paycheck without express written authorization by the employee.

The employer's contributions to insurance plans will be made through the end of the month in which termination occurs, unless otherwise required by the insurance carrier's policies or plans.

At termination, employees must surrender all keys, electronics, computers, and other property of the employer in their possession. The employer may, in its discretion, conduct an exit interview.

The following additional requirements apply to termination of contracted employees by the employer: A contracted employee may be terminated by the employer during the contract term for reasons set forth in the contract. The Diocesan Director of Catholic Schools must be consulted before the termination process begins, who will further consult the Diocesan Director of Administration & Finance and Diocesan legal counsel. All compensation, including benefits, shall end at termination, unless otherwise stated in the contract.

Section W: GENERAL POLICIES FOR PRINCIPALS

Principal Recruitment and Qualifications.

The Diocesan Director of Catholic Schools shall be a member of the search committee, and pastors will consult with the Diocesan Director of Catholic Schools who will seek the approval of the Bishop before formally offering a contract to a candidate. The principal must meet the qualifying requirements of the accrediting organization of the school. Qualifications for certification and degree work may be temporarily waived by the Diocesan Director of Catholic Schools under certain circumstances (the candidate may be given a period of time up to three years to meet all of the qualifications).

Responsibilities of Principals.

Principals are accountable to the pastor/chair of the council of pastors in all school matters and are obliged to know and implement philosophy, goals, policies, regulations, and practices of the diocesan school system and of their employing school.

Evaluation of the Principal.

The annual evaluation of the principal shall be the responsibility of the pastor/ pastor designate and assisted by the Diocesan Director of Catholic Schools according to the policy on Governance of Catholic Schools.

Section X: GENERAL POLICIES FOR TEACHERS

Teacher Recruitment and Qualifications.

The recruitment of teachers is the responsibility of the principal with the approval of the pastor/ chair of the council of pastors. The Diocese of Marquette voluntarily complies with the teacher certification code of the State of Michigan. Teachers who are solely involved in catechesis are not required to hold state teacher certification. Qualifications for certification and degree work may be temporarily waived by the Diocesan Director of Catholic Schools under certain circumstances (candidate may be given a period of time, up to three years to meet all of the qualifications). Applicants for school employment who receive an offer of employment will be subject to a criminal history record check as described in Michigan Public Act 68 of 1993 and those employed after 1996 will also be subject to an FBI check, including fingerprinting.

Responsibilities of Principals.

The teachers are accountable to the principal in all school matters and are obliged to know and implement philosophy, goals, policies, regulations, and practices of the diocesan school system and of their employing school.

Evaluation of Teachers.

The performance of all instructional personnel shall be evaluated by the principal on an annual basis. The principal is the primary evaluator of teacher performance and shall be responsible for submitting teacher evaluation reports on a diocesan-approved form to the Diocesan Director of Catholic Schools. The evaluation shall be thorough, fair, and objective---an assessment of the teacher's total performance in the school environment. The evaluation shall be designed to assist teachers in the growth and development of professional abilities as well as to identify areas of strength and weaknesses.

Shared Time Program Teachers.

A shared time teacher shall be qualified by training and experience for the position under consideration, and shall exhibit the character and values consistent with the mission of the Catholic school. In addition, the shared time teacher will be held to the same performance standards as other teachers employed by the Catholic school.

Substitute Teachers.

The principal of the school shall engage a qualified teacher in the absence of the regular classroom teacher. Substitute teachers are subject to the same criminal history record check and FBI check as regular classroom teachers.

Classroom Aides.

An aide employed in a non-instructional capacity in a school classroom need not be a certified teacher. Classroom aides are subject to a criminal history record check and an FBI check in accordance with Michigan law.

Teacher Orientation.

The principal shall conduct an annual orientation for all teachers before the first day of school, which shall, at minimum, include the following topics:

- The purpose and goals of Catholic education and the school's philosophy.
- The relationship of the school to the teaching mission of the church.
- Teacher job expectations: curriculum, resources, relationship to authority and degree of autonomy as a teacher.
- Religious expectations: personal and professional commitment to gospel values and the Church tradition, religious education, prayer, liturgies, social justice.
- Discipline policies and procedures.
- Extracurricular assignments.
- The supervision, evaluation, and professional development plan.
- Personnel policies and conditions of employment.
- Relationship of educational ministry of the school to other ministries of the parish(es).

Reduction of Teaching Staff.

Teacher staffing needs are determined in the sole discretion of the principal in consultation with the pastor/chair of the council of pastors. When the school needs to reduce the number of teachers, the principal shall use the following guidelines (listed in no particular order):

- Subject/grade level taught
- Number of years a teacher has been employed at the school
- Academic qualifications/certifications
- Degree of compliance with school and diocesan policies
- Contribution to the development of the faith community

- Involvement in school extra-curricular activities
- Degree of teaching competency and commitment

Section Y: CATECHIST FORMATION POLICY

All contracted employees shall complete a total of 20 hours of catechetical formation each academic year. These hours will be comprised of eight (8) hours retreat time and twelve (12) hours of catechetical education. The educational program will be directed annually by the Diocesan Director of Catholic Schools and implemented by the principal of each school.

Section Z: WHISTLEBLOWER POLICY

A “whistleblower” for purposes of this policy is an employee who reports an activity he or she considers to be illegal or dishonest to one of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal or state law; billing or paying for services not performed or goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Diocesan Director of Administration and Finance. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline.

Whistleblower protections are provided in two important areas: confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The employer will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he or she is being retaliated against must immediately contact the Diocesan Director of Administration and Finance. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Diocesan Director of Administration and Finance who is responsible for investigating and

coordinating corrective action. Employees with any questions regarding this policy should contact the Diocesan Director of Administration and Finance.

If a report under this policy is about the Diocesan Director of Administration and Finance, the employee shall instead contact the Bishop who will also be responsible for investigation and corrective action.

DIOCESE OF MARQUETTE SUPPLEMENTAL SCHOOL PERSONNEL POLICIES

Adopted by _____ on _____, 2025

PURPOSE AND APPLICABILITY:

These Supplemental Policies may be adopted in whole or in part by any Catholic school in the Diocese of Marquette, at the option of the school. Those adopted must be compiled by the school and an Acknowledgment of Receipt must be signed by each employee. If these Supplemental Policies are adopted, they are to be read together with the mandatory policy handbook, *School Personnel Policies*.

Section AA: EMPLOYEE LEAVE TIME

Vacation for Non-Contract Employees.

All non-contract, regular full-time and part-time fiscal year employees, who work twenty or more hours per week, are eligible for paid vacation. Contract employees do not accrue vacation and are not subject to this policy.

Accrual of vacation begins after the first day of employment. Vacation time accrued may not be taken until the employee has completed three months of employment. Vacation time is accrued for all fiscal year employees as follows:

Years of Employment	Annual Vacation Leave, Non-Contract Employees
1	___ days
2-10	___ days
11-20	___ days
21 st and following	___ days

Part-time fiscal year employees working twenty hours or more per week accrue an equivalent proportion of the vacation time accrued by full-time fiscal year employees. Vacation accruals may be different than stated above if stated in a contracted employee's contract. Any leave requests that result in a negative balance must be approved by the employee's supervisor.

Employees must take at least a portion of their annual vacation each year. A year for measuring vacation accruals begins July 1 and ends on June 30. Up to 12 days of vacation time may be carried over to the next fiscal year. All other unused vacation time is forfeited without pay. See Section V (Termination) for the treatment of unused

vacation time at termination of employment.

Vacations are scheduled so that the needs of the school are continually met. Requests for vacation must be received at least two weeks prior to the desired date and must involve at least a one-half day absence from work. Holidays that fall within a vacation are not counted as a vacation day used. Vacation leave may not be changed to sick leave once the employee has begun vacation. An attempt to use more vacation time than allocated will be subject to discipline.

Paid Personal Leave for Contract Employees.

All contracted employees are eligible for two days of paid personal leave per contract year. A year for measuring personal leave accruals begins with the start date of the employee's contract and ends on the end date of the employee's contract. Personal leave will begin in the first full calendar year employed. Non-contract employees do not accrue paid personal leave and are not subject to this policy.

Paid personal leave must be used in half-day increments, and only upon prior approval of the employee's supervisor. Paid personal leave must be used in the year accrued, and will not be carried over to the next year. No payment for unused paid personal leave will be given upon termination of employment. An attempt to use more paid personal leave than accrued is not permitted and will be subject to discipline.

Sick and Pregnancy Leave.

Sick Leave

As set forth in Section H, Paragraph 4 (Employee Leave Time – Sick Leave), all eligible employees are entitled to 1 hour of paid sick leave for every 30 hours worked under the Michigan Earned Sick Time Act (ESTA), up to 72 hours per year. The policy applies to all school employees, including full-time, part-time, and temporary, including substitute teachers who are exclusively employed by the school. The policy does not apply to employees younger than 18 employed under the Youth Employee Standards Act; unpaid interns; and does not apply to anyone who is not an employee, such as independent contractors and volunteers.

- The following is added to Section H, Paragraph 4 (Employee Leave Time – Sick Leave):

Allocation of Hours and General Provisions

Choose this option if you want to "frontload" paid sick hours for each employee on January 1, and use accrual method for new employees to delay use by 120 days:

Allocation of Hours and General Provisions

Allocation of Hours:

- For Existing Employees:
 - Exempt (salaried) employees employed as of February 21, 2025 on this date will be front-loaded with 72 hours of ESTA leave available to use through December 31, 2025. Employees employed on January 1, 2026 and thereafter on each January 1 of their employment will be front-loaded with 72 hours of ESTA leave available to use through December 31. Any ESTA leave that has not been used by December 31 in a given year is forfeited; there is no carryover from year to year.
 - Non-exempt (hourly) employees employed as of February 21, 2025 on this date will be front-loaded with ESTA leave by the employer based on a written estimate of expected work hours through December 31, 2025. On December 31, 2025, the employer will look back on the hours worked by the employee during the year and verify that the amount of front-loaded ESTA leave met or exceeded what would have accrued based on 1 hour of ESTA leave for every 30 hours worked. If the employee did not receive the appropriate amount of ESTA leave during the year, the employer will add the difference to the ESTA leave front-loaded to the employee on January 1st of the next year. Employees employed on January 1, 2026 and thereafter on each January 1 of their employment will be front-loaded with ESTA based on estimated work hours, and the same “true-up” process will be followed by the employer each December 31. Any ESTA leave that has not been used by December 31 in a given year is forfeited; there is no carryover from year to year.
- For New Employees: All new employees will begin accruing 1 hour of ESTA leave for every 30 hours worked beginning on their first day of work but cannot use ESTA leave until 120 days have passed since their start date. Up to 72 hours of unused ESTA leave accrued as of December 31 in the employee’s calendar year of hire shall be carried over on January 1 to the next year. Also on that January 1, the employee becomes an “Existing Employee” and will be front-loaded with ESTA leave based on their exempt status as described above.

General Provisions:

- The maximum amount of ESTA leave that can be used by an employee in a calendar year is 72 hours.

- Full-time employees are not required to report their weekly hours worked when ESTA leave is front-loaded. Part-time employees are required to report weekly hours worked.

Alternatively, choose this option if you instead want employees to accrue paid sick hours incrementally as they work:

Allocation of Hours and General Provisions

Allocation of Hours:

- Employees employed as of February 21, 2025, on this date begin accruing 1 hour of ESTA leave for every 30 hours worked. There is no limit on the number of ESTA hours that may be accrued in a calendar year. Up to 72 hours of unused ESTA leave accrued as of December 31 shall be carried over on January 1 to the next year.
- New Employees begin accruing 1 hour of ESTA leave for every 30 hours worked on their first day of work but cannot use ESTA leave until 120 days have passed since their start date. There is no limit on the number of ESTA hours that may be accrued in a calendar year. Up to 72 hours of unused ESTA leave accrued as of December 31 in the employee's calendar year of hire shall be carried over on January 1 to the next year.

General Provisions:

- The maximum amount of ESTA leave that can be used by an employee in a calendar year is 72 hours.
- ESTA leave is not available for use under this policy until it is accrued.
- The employer will maintain a spreadsheet of ESTA hours accrued and ESTA hours used by each employee each calendar year. The spreadsheet will also track any unused ESTA hours carried over year to year.
- All non-exempt (hourly) employees, both full-time and part-time, are required to report weekly hours worked. Exempt (salaried) employees do not need to report hours; they will be presumed to work 40 hours per week.

Pregnancy Leave

The employer has elected to provide paid pregnancy leave to eligible school employees in addition to the Michigan Earned Sick Time Act (ESTA) leave to which they are entitled.

All regular full time and part time employees, who work twenty or more hours per week, are eligible for paid pregnancy leave.

Pregnancy leave includes childbirth or related medical conditions, and includes absences for uncomplicated pregnancies, vaginal or cesarian deliveries, miscarriage, postpartum depression, edema, placenta previa, lactation, medical appointments, or other leave related to an employee's pregnancy.

Accrual of pregnancy leave begins after the first month of employment. Pregnancy leave is accrued monthly and may not be taken until it is earned. Pregnancy leave is accrued for all full-time employees at the rate of 1 day per calendar month worked.

Part-time employees working twenty hours or more per week accrue a fraction of the pregnancy leave accrued by full time employees. The fraction is the average number of hours the part time employee works, divided by the hours in the normal full-time work week. This fraction is then multiplied by the number of pregnancy hours the employee would accrue based on years of service if full time.

A foreseeable need for pregnancy leave must be communicated to the employer as far in advance as possible and notify the employer in writing as to probable length of absence. A need for pregnancy leave that is not foreseeable must be reported to the employer as soon as practicable. The employer, normally the principal, may request written notice from the employee's physician to verify the reason for absence or verify the employee's fitness for duty upon return.

Requests for pregnancy leave must involve at least a [choose: [half-day] or [one hour] absence from work.

Unused pregnancy leave days may be carried over from year to year, with a maximum accumulation of ____ days. Pregnancy leave has no cash value; accrued, unused pregnancy leave cannot be cashed out instead of taking leave, and will not be paid out on separation from employment.

[Optional: An employee may use pregnancy leave as supplemental paid sick leave for his or her own illness or to attend to the illness of the employee's family. In this case, "illness" includes illness, pregnancy or related illness, injury, exposure to contagious

disease endangering others, doctor, or dentist appointments or for other similar absences that are approved by the supervisor.]

Holidays.

All full-time fiscal and school year employees will be allowed to take off, with pay, the following holidays when they are observed on a scheduled workday.

The following paid holidays and holy days are normally observed:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

Funeral Leave.

For the funeral leave policy, the employee's "immediate family" includes, spouse, children, stepchildren, foster children, parents, stepparents, foster parents, grandparents, grandchildren, sisters and their spouses, brothers and their spouses, mothers-in-law, fathers-in-law, sons-in-law, daughters-in-law, or any other relative of the employee or spouse residing in the household of the employee. The following additional relationships shall be treated as "immediate family" under this policy:

Each contracted employee, and each non-contracted employee regularly scheduled to work 20 or more hours per week, is entitled to up to five (5) work days of funeral leave for the funeral of a parent, spouse or child. In the event of the death of another member of the employee's immediate family, the employee is entitled to leave of up to three (3) work days to attend the funeral if the funeral is within the Upper Peninsula of Michigan, and up to five (5) work days if the funeral is outside the Upper Peninsula.

Funeral leave is paid for employees who have completed at least 90 days of employment, and unpaid for employees who have not completed 90 days of employment.

If additional time off is required after the allotted funeral leave, the employee may use vacation or sick time with the prior approval of the supervisor. No funeral leave will be provided if the employee chooses not to attend the funeral.

Personal Leave of Absence Without Pay.

The employer may grant unpaid leave of absence for medical or personal reasons provided holding the position open will not interfere with its operation. As a general rule, unpaid leave granted for personal reasons will not exceed thirty (30) days. Unpaid leave granted for medical reasons, including pregnancy, childbirth, and maternity/paternity leave, generally will not exceed six (6) months.

Except for emergencies or extenuating circumstances, requests for an extended leave of absence without pay beyond the 30-day time period must be submitted in writing to the supervisor at least thirty (30) calendar days prior to the date projected for the commencement of the leave. The leave may be approved for up to three (3) months with a possibility of extension, not to exceed an additional three (3) months. Requests for such extensions must be submitted in writing by the employee to his/her supervisor prior to the expiration of the leave. Approval of a leave of absence does not guarantee that the same position will be available to the employee on his/her notification of intent to return to work with the employer. The employer will make an effort to place an individual returning from a leave of absence in a similar vacant position, should one exist, upon receipt of written notification of such intent to return to employment.

While on extended leave of absence without pay beyond 30 days, an employee will not be eligible for employer-paid group health, disability, life insurance, or any other related benefit unless required by applicable law; nor will a contribution be made to the Michigan Catholic Conference Retirement Plan. Length-of-service time will be frozen and, on return, will be considered in calculating vacation, sick leave and length of service for retirement purposes.

Accrued sick leave (health-related leave) or vacation time may be applied during the leave of absence, allowing staff members to be paid at their regular rate. However, sick leave and vacation may not be applied to extend the length of the leave of absence beyond thirty (30) days. An attempt to use more personal leave days than approved by the employee's supervisor will be subject to discipline.

Pay-The-Sub Leave.

All contracted employees are eligible for ____day[s] of pay-the-sub leave per year. A pay-the-sub leave day is unpaid to the employee who uses it, and by exercising the use of a pay-the-sub leave day the employee agrees to indemnify the employer the equivalent of a full day's conventional substitute pay for each day granted by authorized payroll deduction.

Pay-the-sub leave day eligibility begins with the start date of the employee's contract and ends on the end date of the employee's contract.

A pay-the-sub leave day must be used in full-day increments, and only upon prior approval of the employee's supervisor. A pay-the-sub leave day must be used in the

year accrued, and will not be carried over to the next year. No payment for an unused pay-the-sub leave day will be given upon termination of employment. An attempt to use more pay-the-sub leave days than allocated will not be approved and will be subject to discipline.

Section BB: BENEFITS

Through Michigan Catholic Conference (MCC) Group Insurance programs, the following briefly describes the benefit program. The contract or certificates between MCC and insurance companies define your rights. The following does not create any rights over and above those contained in the contracts or certificates. Eligibility for benefits and coverage are subject to terms of the policies and plans and are subject to change.

Additional Benefits for Employees Working At Least 20 hours per week.

a) **Health Insurance.**

The employer offers the following group PPO medical insurance coverage to eligible employees who normally work 20 to 29 hours per week:

PPO HD	Single employee	Employee premium contribution: 100 %
	Plus-one coverage	Employee premium contribution: 100 %
	Family coverage	Employee premium contribution: 100 %
PPO 1	Single employee	Employee premium contribution: 100 %
	Plus-one coverage	Employee premium contribution: 100 %
	Family coverage	Employee premium contribution: 100 %
PPO 2	Single employee	Employee premium contribution: 100 %
	Plus-one coverage	Employee premium contribution: 100 %
	Family coverage	Employee premium contribution: 100 %
BCN Blue	Single employee	Employee premium contribution: 100 %
	Plus-one coverage	Employee premium contribution: 100 %
	Family coverage	Employee premium contribution: 100 %

The employer offers the following group PPO medical insurance coverage to eligible employees who normally work 30 to 34 hours per week for at least six months per calendar year in accordance with federal guidelines:

PPO HD	Single employee	Employee premium contribution: \$100.00
	Plus-one coverage	Employee premium contribution: 100 %
	Family coverage	Employee premium contribution: 100 %
PPO 1	Single employee	Employee premium contribution: 100 %
	Plus-one coverage	Employee premium contribution: 100 %
	Family coverage	Employee premium contribution: 100 %
PPO 2	Single employee	Employee premium contribution: 100 %
	Plus-one coverage	Employee premium contribution: 100 %
	Family coverage	Employee premium contribution: 100 %
BCN Blue	Single employee	Employee premium contribution: 100 %
	Plus-one coverage	Employee premium contribution: 100 %
	Family coverage	Employee premium contribution: 100 %

The employer offers the following group PPO medical insurance coverage to eligible employees who normally work at least 35 hours per week for at least six months per calendar year in accordance with federal guidelines:

PPO HD	Single employee	Employee premium contribution: ___ %
	Plus-one coverage	Employee premium contribution: ___ %
	Family coverage	Employee premium contribution: ___ %
PPO1	Single employee	Employee premium contribution: ___ %
	Plus-one coverage	Employee premium contribution: ___ %
	Family coverage	Employee premium contribution: ___ %
PPO2	Single employee	Employee premium contribution: ___ %

BCN Blue	Plus-one coverage	Employee premium contribution: ____ %
	Family coverage	Employee premium contribution: ____ %
	Single employee	Employee premium contribution: ____ %
	Plus-one coverage	Employee premium contribution: ____ %
	Family coverage	Employee premium contribution: ____ %

Flexible Benefit Plan – Employer Compensation Account.

Full time employees who would be eligible for the employer's health insurance coverage but who have such coverage through another source, and who provide proof of such coverage, are eligible for an Employer Compensation Account (ECA) through the MCC Flexible Benefit Plan. The employer contributes to the employee's ECA in lieu of the employee's enrollment in the employer's health insurance coverage. (commonly referred to as "cash-in-lieu"). The employer must pay the same amount for all employees who participate in the ECA. The amount of the contribution is evaluated annually. For more details, see the plan summary provided by the MCC.

Dental Insurance.

Employees normally working 20 hours per week or more are eligible for dental insurance in accordance with the plan administered by Delta Dental Plan of Michigan. For more details, see the plan summary provided by the MCC.

Employees working 20 to 34 hours per week	Single employee	Employee premium contribution: 100 %
	Plus-one coverage	Employee premium contribution: 100 %
	Family coverage	Employee premium contribution: 100 %
Employees working 35 to 40 hours per week	Single employee	Employee premium contribution: varies depending on school's contribution
	Plus-one coverage	Employee premium contribution: varies depending on school's contribution
	Family coverage	Employee premium contribution: varies depending on school's contribution

Disability Benefits.

Employees normally working 20 hours per week, or more are eligible for accident and sickness disability benefits, which may be short-term or long-term. Premiums for this program are paid by the employer. For more details, see the plan summary provided by the MCC.

Short-Term Disability Benefits. Subject to the utilization of accumulated sick leave or the expiration of ten (10) consecutive business days, whichever is greater, an eligible employee may receive short-term disability benefit payments for total disability at the rate of 66-2/3% of covered monthly salary. Short-term disability benefits are payable for a maximum of six months.

Long-Term Disability Benefits. Subject to the utilization of accumulated sick leave and the expiration of 180 consecutive calendar days, an eligible employee may receive long-term disability benefit payments to the attainment of age 65 at the rate of 60% of covered monthly salary.

Life Insurance.

Employees normally working 20 hours per week, or more, are eligible for life insurance in accordance with the master contract or certificate. Premiums for this program are paid by the employer. For more details, see the plan summary provided by the MCC.

EMPLOYEE-PAID BENEFITS OPTIONAL TO THE EMPLOYEE.

Vision & Life Insurance.

Optional vision and life insurance policies are available through Michigan Catholic Conference at full cost to the employee through payroll deduction. For more details, see the plan summary provided by the MCC.

403(b) Plan.

Optional 403(b) Plan is available through Prudential through employee contributions only. For more details, see the plan summary provided by the MCC.

Section CC: USE OF EMPLOYER EQUIPMENT

Personal use of equipment of the employer is allowed if approved by the employee's immediate supervisor. The employee must reimburse the employer for the cost of using the equipment, e.g., gasoline, photocopying, long-distance telephone calls, postage. No equipment or property of the employer may leave the building at any time for personal use.

Section DD: BUSINESS EXPENSES

Employees who use their own vehicles and travel on behalf of the employer for business purposes will be reimbursed at a rate determined annually by the employer. Reasonable meal expenses will be reimbursed when an employee is attending employer-mandated special meetings and conferences inside or outside the Diocese

of Marquette, or when the employee (with prior approval of his or her supervisor) engages in business on behalf of the employer during a meal. Expense reimbursement forms must be completed and approved by the employee's supervisor prior to reimbursement. Alcohol purchases will not be reimbursed.

Section EE: PROFESSIONAL DEVELOPMENT

The employer supports and encourages the professional development of its employees. The employer may also identify certain mandatory conferences that must be attended by certain employees. Expenses related to workshops and seminars will be paid by the employer if approved by the employee's supervisor and if within the employer's budget. Reimbursable expenses include hotel, meals, travel, and registration, provided these expenses are both documented with itemized receipts and deemed reasonable. Alcohol purchases will not be reimbursed. Expense reimbursement forms must be completed and approved by the employee's supervisor prior to reimbursement. Expenses for recreation incurred during a business trip will not be reimbursed.

Section FF: SNOW / WEATHER DAYS

Schools must maintain regularly scheduled days of operation to meet state requirements and provide educational consistency to the students they serve. During periods of extremely inclement weather, however, the school may be declared closed by the principal, in which case all employees scheduled to work that day will be paid. If the school is not declared closed, an employee electing not to report to work must notify the principal and use vacation leave or personal leave.

Section GG: TUITION POLICY

Regular full-time employees, fiscal or school year (as defined in Section F), are eligible for the following tuition benefit for the employee's child(ren) enrolled at the school. Tuition benefits end when the employee is no longer employed by the school.

_____ Tuition scholarship in the amount of \$_____ per school year per child to attend Pre-K.

_____ Tuition scholarship in the amount of \$_____ per school year per child to attend K-8.

_____ Discount of _____% regular tuition per school year per child to attend Pre-K.

_____ Discount of _____% regular tuition per school year per child to attend K-8.

_____ Free regular tuition per school year per child to attend Pre-K-8

Regular part-time employees, fiscal or school year (as defined in Section F), are eligible for the following school tuition benefit for the employee's child(ren) enrolled at

the school. Tuition benefits end when the employee is no longer employed by the school.

_____ Tuition scholarship in the amount of \$_____ per school year per child to attend Pre-K.

_____ Tuition scholarship in the amount of \$_____ per school year per child to attend K-8.

_____ Discount of _____% regular tuition per school year per child to attend Pre-K.

_____ Discount of _____% regular tuition per school year per child to attend K-8.

_____ Dependent on hours normally worked per week, as follows: _____

Nothing in this tuition policy prohibits eligibility for financial assistance/scholarship aid.

Section HH: TECHNOLOGY ACCEPTABLE USE POLICY

In addition to the Electronic Communications Policies set forth in Section O, employees who use any technology owned or provided by the school will be held to the following standards of acceptable use:

- Respect and protect the privacy of others. Do not distribute private information (i.e. address, phone number, confidential information).
- Do not view, use, or copy passwords, data, or networks without authorization. Do provide (and keep updated) password information to the school's network administrator.
- Use the Internet only for educational activities. Do not use the Internet for commercial activities, product promotion, political advocacy, or unlawful activities. Do not use the Internet during work hours to make purchases for personal, non-educational use.
- Respect and protect the integrity, availability, and security of all electronic resources. Report security risks or violations to a supervisor or network administrator.
- Do not damage data, networks, or other technology. Do not attempt to repair software, hardware, and/or peripherals without authorization of a supervisor or network administrator.
- Respect and protect the intellectual property of others. Do not infringe copyrights (i.e., no making illegal copies of music, games, or movies). Do not plagiarize.
- Do not engage in bullying or cyberbullying. Cyberbullying misuses technology to harass, tease, intimidate, or terrorize another person, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, social networks (such as Facebook), or website postings (including blogs) which has the effect of:
 - Physically, emotionally, or mentally harming another.

- Placing another in fear of physical, emotional or mental harm.
 - Placing another in fear of damage to or loss of personal property.
 - Creating an environment that interferes with another's educational opportunities.
- Report threatening or discomforting materials to a supervisor or network administrator.
- Do not intentionally access, transmit, copy, or create material that violates school policies (i.e., material that is pornographic, threatening, rude, discriminatory, or meant to harass). A user who inadvertently accesses inappropriate material is expected to disclose this information immediately to a supervisor or the network administrator.
- Do not load or copy any software or other programs to or from school equipment without permission from a supervisor or network administrator.
- Do not send spam, chain letters, or other mass unsolicited mailings.
- Do not use computers for unauthorized game playing, "chat" rooms, or personal email.
- Do not clear Internet browsing history. Clearing history causes suspicion of guilt and may result in the cancellation of technology privileges. Do not engage in private Internet browsing.

The use of the Internet and related technologies provided by the school is a privilege, not a right, and inappropriate use will result in cancellation of those privileges and/or disciplinary action. When applicable, law enforcement agencies may be involved. The employer reserves the right to suspend or terminate an employee's access to the Internet at school.

When using the Internet for class activities, teachers will select material that is age appropriate for the students and is relevant to the school curriculum. Teachers will preview the materials and sites to determine the appropriateness of the material contained on or accessed through the site. Guidelines and lists of resources will be provided to assist students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of site information and distinguish fact from opinion.

ACKNOWLEDGMENT OF PERSONNEL POLICIES

I acknowledge that I have received a copy of the Diocese of Marquette School Personnel Policies, together with any Supplemental School Personnel Policies adopted by my employer. These policies govern my employment.

The Policies, which may be amended from time to time, outline my privileges and benefits, as well as my responsibilities and obligations as an employee, and I understand that I am bound by these responsibilities and obligations.

I understand and agree with the provisions of the Policies, which include, but are not limited to, the following:

- My employment is “at will,” meaning that my employment can be terminated at any time, by me or my employer, for any reason or for no reason, and if applicable, subject to the terms of my Teacher Contract or Principal Contract.
- My employer is a Roman Catholic religious institution. In both personal and professional life, I must exemplify the moral teachings of the Catholic Church as contained in the *Catechism of the Catholic Church*. I understand I must, as an integral part of my duties of employment:
 - Support the mission of the Church by what I say and do;
 - Not take a public position contrary to the Catholic Church and its teaching;
 - Respect the Pope and Church authorities;
 - Demonstrate a public life consistent with the teaching of the Catholic Church;
 - If Catholic, be an active member of the Catholic Church and not publicly reject the Catholic Church.

I understand that if I have questions regarding the *Catechism*, I am to consult the pastor of the school’s supporting parish, or the chair of the council of pastors or the Chancellor of the Diocese of Marquette.

Printed name of Employee

Name of Employer

Signature of Employee

Date

File: Employee’s Personnel File



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