

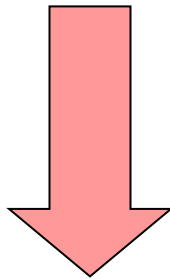
RCD H.R. Policies & Procedures

Please read all policies by [clicking here](#) or go to VermontCatholic.org and use the main menu to navigate to:

[*About / Human Resources / Diocesan Employee / Policies*](#)

When asked for a password, use: RCD2018

You must read all policies before signing this form. Once you have read all policies, return here and read and complete all pages of this form below.



The Roman Catholic Diocese of Burlington

HR Policy Sign-off Sheet

Employee Name: _____

Department: _____

Supervisor Name: _____

Date: _____

1. **Employment Practices Including Employment at Will:** I have received and read HR Policy 0001, Employment Practices, and understand that my employment with the Roman Catholic Diocese of Burlington is a voluntary one and is subject to termination by the Diocese. I am an employee-at-will, and therefore I can be terminated with or without cause, and with or without notice, at any time. I understand that no policy at the Roman Catholic Diocese of Burlington shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of the Diocesan employees. This policy of employment-at-will may not be modified by any employee and shall not be modified in any publication or document.
2. **Orientation Period:** I have received, read and understand HR Policy 0002, concerning the Roman Catholic Diocese of Burlington's Orientation Period. I realize that my employment can be terminated without cause and for any reason during this 90 day orientation period.
3. **Attendance and Punctuality:** I have received, read and understand HR Policy 0003. I agree that timely and reliable attendance is an essential part of my performance and if I have unexcused absences it reduces the productivity and lowers the morale of fellow workers. I will comply with the policy set forth and realize unexcused absences will jeopardize my employment with the Roman Catholic Diocese of Burlington.
4. **Recording Time Worked:** I have received, read and understand HR Policy 0004, the payment of employees. I am aware that the Roman Catholic Diocese of Burlington will adhere to all federal and state regulations in terms of payment of employees for hours worked. I agree to follow the procedure set forth by this policy.
5. **Paid Time Off:** I have received, read and understand HR Policy 0005, concerning the Paid Time Off schedule that the Roman Catholic Diocese of Burlington has selected. I will comply with the policy set forth and realize that the Roman Catholic Diocese of Burlington has selected the plan that best suites the needs of the employer and employee.
6. **Positive Employee Relations:** I have received and read HR Policy 0006, Positive Employee Relations. I recognize that the Roman Catholic Diocese of Burlington encourages an "open door" policy, where every employee is treated fairly, equitably and with respect.
7. **Employee Privacy:** I have received, read and understand HR Policy 0007, concerning Employee Privacy. I know that the Roman Catholic Diocese of Burlington retains the rights and privileges to seek, lawfully use, and safeguard employment related information regarding its employees.
8. **Confidentiality:** I have received, reviewed and acknowledge my understanding of the importance of confidentiality in the Roman Catholic Diocese of Burlington as stated in HR Policy 0008. Due to the personal and confidential nature of the work done at the Roman Catholic Diocese of Burlington, it is incumbent that I maintain strict confidentiality of all information gained during the

course of my employment. I agree to comply and abide by this policy in all aspects during and after my employment with the Roman Catholic Diocese of Burlington. I understand that questions regarding confidentiality may be directed to the Human Resources Department or the appropriate supervisor. I also understand that a violation of this policy could be considered a serious matter and could result in termination from my employment.

9. **HIPAA:** I have received, reviewed and acknowledge my understanding of the importance of Personal Health Information in the Roman Catholic Diocese of Burlington as stated in HR Policy 0009. I agree to comply and abide by this policy in all aspects during and after my employment with the Roman Catholic Diocese of Burlington. I understand that a violation of this policy could be considered a serious matter and could result in termination from my employment.
10. **Solicitation:** I have received, read and understand HR Policy 0010, concerning Solicitation. I understand that Solicitation of employees, parishioners or minors by myself, other employees, parishioners or non-employees is prohibited during working time, outside of my work hours, and on Diocesan premises.
11. **Harassment:** I have received, read and understand HR Policy 0011, concerning Harassment. I acknowledge that I have received training regarding the prevention of harassment, as defined under Harassment, page 1. I agree to abide by the principles that were explained in this training. I understand that if I have any questions that were not addressed in training or if I encounter any problems I can speak with my supervisor, the Director of Human Resources and/or the Moderator of the Curia.
12. **Drug and Alcohol Free Workplace:** I have received, read and understand the Drug and Alcohol Free Workplace Policy of the Roman Catholic Diocese of Burlington as stated in HR Policy 0012. I agree that illegal drugs and the abuse of alcohol have no reason to be a part of the workplace, and that to ensure the safety of co-workers and parishioners I will be drug and alcohol free. If I fail to be drug and alcohol free, I agree that my employment should be terminated.
13. **Tobacco Free Workplace:** I have received, read and understand the Tobacco Free Workplace Policy of the Roman Catholic Diocese of Burlington as stated in HR Policy 0013. I agree that smoking must be at least 20 (twenty) to 50 (fifty) feet from the main entrance to ensure that the smoke does not enter the building. All materials used for smoking, including cigarette butts and matches, must be extinguished and disposed of in appropriate containers.
14. **Health and Safety including OSHA Compliance and Reporting Injuries:** I have received and read HR Policy 0014, Health and Safety including OSHA Compliance and Reporting Injuries. I understand the Roman Catholic Diocese of Burlington is committed to a safe and healthy environment both for employees and parishioners and I will comply with all components of this policy and will adhere to maintaining all health and safety regulations at the Roman Catholic Diocese of Burlington and will abide by State and Federal Laws.
15. **Appropriate Dress and Grooming:** I have received and read HR Policy 0015, and understand and agree to the dress, grooming, and personal cleanliness standards discussed within.
16. **Workplace Behavior and Corrective Action:** I have received, read, understand and will abide by HR Policy 0016. It is my duty and responsibility to be aware of and abide by existing rules and

regulations. It is also my responsibility to perform my duties to the best of my ability and to the standards as set forth in my job description as well as all policies. I realize that not complying with this policy could result in my immediate dismissal of employment.

17. **Leaves of Absence:** I have received, read and understand HR Policy 0017. I agree to follow what is presented within the policy.
18. **Performance Evaluation:** I have received, read and understand HR Policy 0018. I agree to follow what is presented within the policy. It is my duty and the responsibility to perform my job duties to the best of my ability and to the standards as set forth in my job description as well as all policies. I realize that not complying with this policy could result in my immediate dismissal of employment.
19. **Electronic Communication and Social Networking:** I have received, read and understand HR Policy 00019. I understand that the Roman Catholic Diocese of Burlington recognizes and appreciates appropriate use of modern media technology; the use of this media to make communication more efficient and effective and to serve as a valuable source of information for priests, deacons, laity and staff. I realize that not complying with this policy could result in my immediate dismissal of employment.
20. **Ethics and Integrity in Ministry:** I have received, read and understand the *Diocese of Burlington Policies on Ethics and Integrity in Ministry*. I have reviewed the Diocese of Burlington Code of Conduct for Administrators, Staff and Volunteers Working with Minors and signed the signature page for my employment record.

Employee Signature: _____ Date: _____

Printed Name: _____

Please place in employee personnel file when signed and completed