

The Roman Catholic Diocese of Burlington

H.R. Policies and Procedures

SUBJECT: Workplace Behavior and Corrective Action	Policy Number HR 0016
	Section: Human Resources
	Sub-Section: Employee Relations
	Date: January 1, 2014; revised 3/15/18

INTRODUCTION

The Roman Catholic Diocese of Burlington has developed behaviors that are consistent with the philosophy and teachings of the Catholic Faith. Behaviors that do not support or promote the Roman Catholic Diocese of Burlington work environment and work ethic are prohibited on Diocesan's premises or while on Diocesan assignments.

POLICY

The Roman Catholic Diocese of Burlington has established general guidelines to govern the conduct of its employees. No list of rules can include all instances of conduct that can result in discipline and/or termination. Therefore, the examples below do not replace sound judgment or common sense behavior.

The following violations of our workplace behavior are extremely serious and can be subject to disciplinary action, up to and including termination or immediate termination. This list of violations is not intended to be all-inclusive. The seriousness and extent of the behavior will dictate the level of disciplinary action or immediate termination for violations other than those listed below:

1. Illegal drugs, alcohol, marijuana, marijuana products, or weapons of any type, will not be allowed in the office or on the Roman Catholic Diocese of Burlington's property. In addition, employees found to be under the influence of alcohol, illegal drugs or non-prescription drugs may be subject to immediate dismissal.
2. False statements on employment applications and resumes.
3. Fighting or attempting to injure others.
4. Indecent behavior on the property or while conducting business.
5. Personal, sexual or other forms of harassment. Harassment includes using profane or abusive language, threatening or intimidating fellow employees, parishioners, volunteers, or children.
6. Stealing: this may also include removal from the Roman Catholic Diocese of Burlington office or employee property or products from the premises without permission; and money, etc.
7. Destruction or defacing of property or employee property, etc.
8. Sleeping on the job.
9. Insubordination or refusal to accept job assignments from Department Head and/or Supervisor.

The Roman Catholic Diocese of Burlington

H.R. Policies and Procedures

SUBJECT: Workplace Behavior and Corrective Action	Policy Number HR 0016
	Section: Human Resources
	Sub-Section: Employee Relations
	Date: January 1, 2014; revised 3/15/18

10. Removal of/or falsification of sacramental records, administration/financial records, records of the Diocesan Office, Parishes and/or schools.
11. Failure to comply with federal and/or state regulations.
12. Unexcused absence; excessive absences; not showing up for scheduled work hours.
13. Violation of *Diocese of Burlington Policies on Ethics and Integrity in Ministry*.
14. Use of profanity.
15. Failure to maintain and comply with confidentiality of parishioner data (to include: ages, addresses; donations; children's names; adult names; etc.)
16. Falsifying work hours.
17. Solicitation of minor(s); invitation to non-relative minor(s) to accompany an employee to a function or home or event of any type without the authorization of the Office of Safe Environment Programs.
18. Befriending a child under the age of 18 who is not related to the employee.

The following types of violations will normally result in the employee receiving disciplinary action. This list of conduct violations is not intended to be all-inclusive. Depending on the seriousness of the conduct, employees may be subject to dismissal for other types of violations, which may not be listed below:

1. Raffles or selling of merchandise without prior approval from the Office of Human Resources.
2. Petitions or solicitations on Diocesan property and during working hours.
3. Personal appearance and dress code not in conformity with the Roman Catholic Diocese of Burlington policy.
4. Smoking and tobacco chewing in areas other than those designated for that purpose.
5. Engaging in an outside business which constitutes a conflict of interest with the Roman Catholic Diocese of Burlington and Catholic Faith.
6. Gambling of any kind on Diocesan property, unless an approved function and within State Regulations.
7. Placing the Roman Catholic Diocese of Burlington in a scandalous situation in violation of the teachings of the Roman Catholic Church and *Code of Canon Law*.

The Roman Catholic Diocese of Burlington

H.R. Policies and Procedures

SUBJECT: Workplace Behavior and Corrective Action	Policy Number HR 0016
	Section: Human Resources
	Sub-Section: Employee Relations
	Date: January 1, 2014; revised 3/15/18

PROCEDURE

1. If any employee is found to have violated the Roman Catholic Diocese of Burlington's Workplace Behavior and Corrective Action Policy, the employee's supervisor in consultation with the Director of Human Resources and the Moderator of the Curia, will investigate the situation and decide the appropriate course of discipline.
2. The employee will receive notification of the violation during a discussion with the Director of Human Resources and their supervisor. The description of the disciplinary action and its impact will also be explained during this discussion.
3. Further violations would cause disciplinary actions up to and including termination.
4. All discussions will be documented, dated, signed by the employee and other parties involved in the meeting, and placed in the employee personnel file. A copy of the signed and dated documentation must also be given to the employee.
5. All employees will receive this policy, sign the policy and adhere to this policy.

Employee Responsibility

It is the duty and the responsibility of every employee to be aware of and abide by existing rules, standards and regulations.

It is also the responsibility of the employee to perform his/her duties to the best of his/her ability, and to the standards set forth in his/her job description, or as otherwise established.

Employees are encouraged to take advantage of all learning opportunities available and request additional instruction when needed.

Employee Conduct

The Roman Catholic Diocese of Burlington supports the use of corrective action/discipline to address conduct issues such as poor work performance or misconduct, and to encourage employees to become more productive workers and conform their behavior to the Roman Catholic Diocese of Burlington's standards and expectations.

The Roman Catholic Diocese of Burlington

H.R. Policies and Procedures

SUBJECT: Workplace Behavior and Corrective Action	Policy Number HR 0016
	Section: Human Resources
	Sub-Section: Employee Relations
	Date: January 1, 2014; revised 3/15/18

Generally, a supervisor gives a warning to an employee to explain the behavior that the supervisor has found unacceptable. There are two types of warnings: verbal and written. (cf. sample that follows—Appendices C and D)

A verbal warning is when a supervisor verbally counsels an employee about an issue of concern. A written record of the discussion, noting the date, event and recommended action, is usually placed in the employee's file for future reference. A copy of this signed and dated written record must also be given to the employee.

Written warnings are used for behavior or violations which a supervisor considers serious or where a verbal warning has not helped to change unacceptable behavior. An employee should recognize the grave nature of the written warning.

Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the Supervisor with guidance from the Director of Human Resources may place the employee on a performance improvement plan.

Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the Director of Human Resources. At the end of the performance improvement period, the employee will either be returned to regular employee status or, if established goals are not met, dismissal may occur.

The Roman Catholic Diocese of Burlington reserves the right to administer appropriate disciplinary action for all forms of disruptive and/or inappropriate behavior. Each situation will be dealt with on an individual basis.

**** This policy replaces, revokes, and rescinds all former policies, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.***