

Employee Handbook



Holy Apostles College & Seminary
Cromwell, Connecticut

*March 10, 2023, Approved by Board
February 13, 2024, Release Date*

STATEMENT OF PURPOSE

This revised 2024 edition of the Handbook for Employees at Holy Apostles College and Seminary supersedes all those previously published. Members of the staff are expected to familiarize themselves with those parts of this handbook related to their responsibilities at Holy Apostles College and Seminary.

The contents of the Handbook for Employees represent current policies at Holy Apostles College and Seminary (HACS).

PREAMBLE

This handbook is instituted to enable Holy Apostles to engage in its religiously grounded duty/mission to provide all the faithful with their canonical right¹ to orthodox Catholic education in full accordance with the teachings of the magisterium.² Catholic doctrine requires that all students,³ teachers,⁴ and indeed all the faithful⁵ are similarly bound to submit with obedience to the established teaching of the Church. Given that theological instruction is to be infused with a “constant concern for the intimate unity and harmony of the entire doctrine of the faith,”⁶ the very interpretation of this handbook as being in concert with Catholic teaching is in and of itself a required item of faith for this institution.

As such, no language within this handbook shall be interpreted to be in conflict with the teachings of the Catholic Church, located in sources including (but not limited to): Holy Scripture, Sacred Tradition, the magisterial teachings of the Church, the Catechism of 1992, and the Code of Canon Law of 1983. Furthermore, as an institution charged with instruction of both the laity and clergy, this institution also is subject to all directives, regulations, and publications of the United States Conference of Catholic Bishops, the Dicastery for Culture and Education, the Dicastery for the Clergy, and the Dicastery for the Doctrine of the Faith. For purposes of the operation of this institution, the Chancellor of the Board, in union with the Diocese of Norwich Bishop, shall be invested with final authority as to the application and interpretation of the body of Catholic doctrine.

The Church not only discourages her members “from setting forth their own opinions as the doctrine of the Church”⁷ but even more fundamentally prescribes penalties for those who have defected from the Catholic faith.⁸ Therefore, for Holy Apostles to fulfill its religious duty to provide education to the faithful,⁹ to avoid any possibility of imparting improper Catholic thought or witness to students,¹⁰ and to ensure that no teacher may be accused of teaching contrary to settled Church doctrine,¹¹ this manual must be interpreted at all times as being in harmony with Church teaching, and any perceived conflict between the provisions within and Church teaching shall without exception be resolved in favor of the latter.

Very Reverend Peter S. Kucer, M.S.A.
President-Rector

¹ CIC, Can. 217

² CIC, Can. 252 §1

³ CIC, Can. 218

⁴ CIC, Cans. 252 §1 and 254 §1; see also *Mandatum*

⁵ CIC, Can. 212 §1

⁶ CIC, Can. 254 §1
⁷ CIC, Can. 227
⁸ CIC, Can. 194 §1.2
⁹ CIC, Can. 807
¹⁰ CIC, Can. 810 §2
¹¹ CIC, Can. 810 §1

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HISTORY OF HOLY APOSTLES COLLEGE AND SEMINARY

Rev. Eusebe Menard, O.F.M. founded Holy Apostles Seminary in 1956 in Cromwell, Connecticut as a minor seminary to help older men discern a vocation to the priesthood. A college division was opened in 1972 to offer a Catholic college education to lay students and consecrated religious. In 1978, Holy Apostles College and Seminary was authorized as a major seminary (also known as a theologate), offering a Master of Divinity degree that prepares men for the priesthood.

Graduate degrees were offered to the laity starting in 1982. In 1998, the college opened its online learning graduate-level programs and began offering a Post-Master’s Certificate in Theology. Non-degree graduate certificate programs were introduced in 2001. The Master of Arts in Pastoral Studies program was introduced in 2009.

The online undergraduate programs were offered in 2012 for the purpose of assisting students in finishing degrees they had begun elsewhere. The college was approved in 2014 for a fully online undergraduate degree program. The seminary received an associate membership in the Association of Theological Schools that same year. In June 2017, Holy Apostles was accredited by the Association of Theological Schools.

INTRODUCTION

This handbook reflects the collective efforts of many people at Holy Apostles College and Seminary, (HACS), as well as input from the Diocese of Norwich, Connecticut. It describes current staff policies, procedures, and protocol, sanctioned by the President to promote effective and efficient HACS operations. The provisions contained herein do not constitute a contract of employment as HACS is an “at-will” employment institution. It will offer guidance for employer-employee relations.

The President may suspend procedures that in his/her judgment do not support institutional objectives. The President reserves the right to make modifications without notice. This publication introduces HACS philosophy, organization, and regulations to all staff, new and current. It serves as a ready reference for current employees as well. It addresses staff responsibilities, benefits, policies, and services. It is hoped that all who use the handbook will make a conscientious effort to understand and abide by its contents. Other regulations, interpretations and details may be found by consulting catalogs, student handbooks, administrative memoranda, supervisors.

As an employee of HACS, it is understood that one is here to further its mission in an atmosphere of freedom, responsibility, and Catholic identity. Within this context, freedom means an ability to exercise choice. Responsibility means exhibiting sound judgment and trustworthy performance. Staff may request changes to employee policy and, as such, this is a “living” document that will be continuously reviewed and updated as the need arises. The President’s Executive Staff will review the handbook

and make recommendations to the President according to Presidential guidelines. Requests that require Trustee action are sent to the Board by the President. Timely efforts are made to communicate new and revised information through emails, office memoranda, HACS publications and new handbooks. The official staff handbook is located on the HACS webpage and in the Business Office. Staff are encouraged to consult the online version for official staff policies, procedures, and protocols. However, HACS reserves the right to alter, modify, amend, or terminate any of the provisions of these policies at any time.

IDENTITY, VISION, MISSION, VALUES

Identity

Holy Apostles College and Seminary (HACS) is inspired and guided by the missionary charism of its sponsor, the Society of the Missionaries of the Holy Apostles (MSA), as well as the founder and co-founder of the MSA, Fr. Eusebe Menard O.F.M. and Mr. Hector Durand.

Vision

The Apostles, their central focus on Jesus Christ, and their evangelical outlook inform and shape the vision of HACS: “Cultivating Catholic Leaders for the Purpose of Evangelization.”

Mission

Holy Apostles College and Seminary forms and educates its students, laity, seminarians, clergy, and religious—as missionary disciples, servant leaders, and “co-workers in the vineyard.” (1)

Values

The fundamental values underpinning educational formation at Holy Apostles are:

- Christocentric Teaching
- Catholic Orthodoxy by Fidelity to the Magisterium
- Educational Rigor and Challenge
- Respect for the Inherent Dignity of all Persons
- Holistic formation of students corresponding to the head, heart, and hands in
 - o Truth
 - o Love
 - o Goodness
 - o Beauty

(1) “Co-Workers in the Vineyard Lay Ecclesial Ministry,” usccb.org, <https://www.usccb.org/resources/coworkers-vineyard-lay-ecclesial-ministry>

STATEMENT ON THE MANDATUM

According to the *Guidelines Concerning the Academic Mandatum in Catholic Universities*, the Mandatum is “an acknowledgment by church authority that a Catholic professor of a theological discipline is teaching within the full communion of the Catholic Church.” (*Application*: Article 4, 4, e, i) Faithful to our Holy Father, and bishops, all Catholic professors of a theological discipline at Holy Apostles are required to take an Oath of Fidelity in which fidelity to Church teaching is pledged. The Chancellor of Holy Apostles College and Seminary witnesses this oath.

EMPLOYMENT

HACS does not discriminate based on sex in the education program or activity that it operates and is required by Title IX of the Education Amendments of 1972 not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admission and employment. Inquiries about the application of Title IX to the College may be referred to the Title IX Coordinator or to the Office of Civil Rights, or both. Sexual harassment, including sexual violence, is a form of sex discrimination that is illegal under both federal and Connecticut State Law, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972.

EQUAL OPPORTUNITY

HACS does not unlawfully discriminate based on age, sex, race, religion, color, national or ethnic origin, veteran status, disability, sexual orientation, or any other basis protected by applicable federal or state law, in the administration of its employment policies, educational policies or financial aid programs. It neither condones nor tolerates discriminatory conduct and expects all employees, staff, and students to promote an environment that is free of discrimination and supportive of this policy.

AMERICANS WITH DISABILITIES ACT (ADA)

As indicated in HACS's Equal Opportunity statement, HACS is committed to complying with all Federal and State laws, including the Americans with Disabilities Act (ADA). The ADA prohibits discrimination against a qualified person with a disability in all employment practices. It also requires that employers provide reasonable accommodations to qualified individuals with disabilities. Any requests made by a staff member for a reasonable accommodation must be made to the immediate supervisor. The immediate supervisor will work, on a case-by-case basis, to make reasonable accommodations for a qualified individual with a disability, provided that such accommodation does not impose an undue hardship to HACS. An individual with a disability is required to self-identify that fact and provide the immediate supervisor with documentation before a reasonable accommodation can be considered.

AT-WILL EMPLOYMENT

Employment at HACS is not governed by any written or oral contract and is considered an at-will arrangement. This means employment at HACS is voluntary; employees are free, as is HACS, to end the employment relationship at any time, for any reason, with or without notice, so long as there is no violation of any applicable Federal or State Law. Nothing in this handbook shall be interpreted to conflict with, eliminate or modify in any way the employment at-will status of employees.

CLASSIFICATION OF PERSONNEL

The Fair Labor Standards Act (Federal law) and the State of Connecticut Labor Laws provide for minimum wages, overtime pay, record keeping and child labor standards. Some HACS employees

may not be covered by either or both of said civil laws, and others are specifically exempt from certain aspects of the law because of the nature of their duties and responsibilities. The use of the terms “exempt” or “non-exempt” herein and the use of the civil law definitions of same in this Handbook are for convenience only and should not be construed to impose the applicability of either or both said civil laws to a given instance, or to a specific employee, where it or they should not be applicable.

EXEMPT EMPLOYEES: (Salaried)

Employees are considered “Exempt” from overtime rules if they are paid at or above the required level on a salary basis, and their work is executive, administrative, or professional in nature and meets the criteria described in the Fair Labor Standards Act. Exempt employees do not receive overtime pay or compensatory time. However, time schedules may be adjusted after consultation with the supervisor in consideration of the provision of evening and weekend services.

For the purpose of this Handbook, executive, administrative and professional personnel typically will include, among others, Deans, Associate Deans, Directors and Associate Directors of HACS, other agency heads, and all religious personnel. As such, so long as these employees are paid at the required level on a salary basis, they will be considered exempt and are not entitled to overtime pay.

NON-EXEMPT EMPLOYEES: (Hourly)

Non-exempt employees (Hourly) are those employees whose positions make them subject to the provisions of the Fair Labor Standards Act or the Labor Laws of the State of Connecticut, unless they are specifically exempt from the provisions of either or both of said civil laws. Non-exempt employees (Hourly) are entitled to receive overtime compensation for time worked in excess of forty hours in one week. In the case of non-exempt employees (Hourly), the maintenance of true and accurate time records (whether recorded by punch clock, time sheets or otherwise) is imperative.

EMPLOYEE STATUS AND BENEFITS ELIGIBILITY

Any employee hired must complete an initial performance review period of two (2) months, after which he/she becomes eligible for benefits as set forth elsewhere in this Handbook. Benefits are calculated based on the anniversary of the date of hire and, notwithstanding any contrary provision contained in this Handbook, are construed in accordance with and subject to any applicable plan documents. The benefits described are subject to change and/or elimination at any time, with or without advance notice.

WORKING CONDITIONS

Office Hours

Unless otherwise posted, HACS is open Monday through Friday.

Hours are:

Between Labor Day and Memorial Day:

8:30 am – 4:30 pm – Monday through Friday

Between Memorial Day and Labor Day:

8:30 am – 4:30 pm – Monday through Thursday

8:30 am – 12:00 noon Friday (including the Friday prior to Memorial Day).

Full-time hourly employees will be paid for the reduced summer hours between 12 noon – 4:30 pm on Fridays.

Supervisors are encouraged to accommodate with part-time hourly employees whose schedules

may be impacted by summer hours.

Exempt and full-time non-exempt employees may take a half-hour lunch period with pay.

Part-time employees may take a half-hour lunch period with pay during days they work at least four hours and with approval of their immediate supervisor.

Lunch periods should be taken at or around the mid-point of the workday.

Exempt employees are paid based on their overall responsibilities rather than the number of hours worked per week. It is the responsibility of both the employee and the employer (at the time of hiring) to discuss anticipated work schedules necessary to allow for the completion of all regular duties within a reasonable work week. Full time is defined by 30 hours plus per week. Non-Exempt Employees (Hourly) who are regularly scheduled to work 40 hours per week shall be paid 40 hours per week even during the shortened office hours over the summer months as indicated previously in this document.

Overtime

Overtime work by non-exempt employees (Hourly) is permitted only in excess of 40 hours worked per week and only when pre-authorized by the appropriate supervisor and approved in advance.

Adherence To Scheduled Working Hours

Employees are expected to adhere to their scheduled working hours unless the employee's position is determined at the time of hire as being one for which a flexible schedule is necessary and/or appropriate. Repeated lateness, early departure, or extended lunch hours may result in adverse employment action, up to and including termination. Employees must notify their supervisors when he/she will be delayed in arriving at work. In addition, the President-Rector needs to be informed as well. When special circumstances arise (e.g., medical appointments) non-exempt employees are required to obtain approval from their immediate supervisor for schedule adjustments and/or use of accrued paid time off.

Unexcused Absences

Regular attendance is crucial to the smooth operation of the College and Seminary. Excessive chronic absenteeism cannot be accepted and will result in disciplinary action up to and including termination. Accordingly, unless prohibited by law, any employee who is out of work for more than 16 consecutive weeks will be terminated.

Paid Absence Benefits

Paid Holidays

Any holiday which occurs on a Saturday or Sunday is observed on the previous Friday or Succeeding Monday, respectively. If Christmas and New Year's Day fall on a Saturday, the respective 1 ½ days holiday are taken on the half day Thursday and all-day Friday preceding. If they fall on Sunday, the holidays are taken on the half-day of the preceding Friday and the full day of the following Monday.

The following holidays are observed by HACS offices:

- New Year's Day
- Martin Luther King's Day
- President's Day

- Good Friday
- Easter Monday
- Memorial Day
- Independence Day
- June 19th (Emancipation Day)
- Labor Day
- Columbus Day
- Veteran's Day
- Wednesday before Thanksgiving (half-day)
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- December 26
- New Years' Eve (half day)
- Closed Christmas Day through January 2nd

Any adjustments made to this schedule by HACS offices require the approval of the President-Rector. Regular full-time and regular part-time employees receive pay for such holidays based on their regularly scheduled work week. Other paid holidays may be declared for any given date by order of the President-Rector.

Regular, Exempt Full-Time Employees

If start day is January 15th, insurance goes into effect on April 1st. Employees who work at least 30 hours per week are entitled to health insurance and are eligible on the 1st of the month after completing 60 days of service. HACS will pay the premium for individual plan. If an employee wishes a family plan, the employee must pay the difference. Employees who work a schedule of less than 30 hours per week, but at least 20 hour/week for at least seven months per fiscal year, will be entitled to the following benefits.

Regular Part-time hourly employees

There is no difference between a 'regular part-time employee' and a 'regular part-time hourly employee'.

Regular part-time employees who work a minimum of twenty hours are eligible for pro-rated holiday pay and will be paid a ½ day's pay or a maximum of 4 hours for the holiday when HACS is closed, even if they were scheduled to work only four hours.

Example A) A part-time employee who works at least 20 hours a week is scheduled to work 6 hours on a recognized holiday will receive 4 hours in pay.

Example B) A part-time employee who works at least 20 hours a week is scheduled to work 2 hours on a recognized holiday will receive 1 hour in pay.

Vacations

Earned vacation days may not be used until the completion of two months of employment as

determined by the employee's anniversary date. Thereafter, vacation days earned in one year must be taken within the next year or they will be lost, except that a maximum of five (5) vacation days may be carried over, but they must be used in the first six months of the next year or they, too, will be lost.

Vacation days are earned as follows:

After 2 months of employment 10 days

After 5 full years of employment 15 days

After 10 full years of employment 20 days

Ordinarily, vacation may be taken in increments but not less than ½ days. Periods of at least a week at a time are encouraged. Scheduled holidays do not count as vacation days. Vacations should be planned so that the employee (exempt or non-exempt) is not absent more than two weeks in succession unless approval for a longer vacation is obtained. To take a vacation, employees should request approval from their supervisor in writing at least 14 days in advance of a scheduled vacation. Final determinations regarding such requests rest with the supervisor. Regular part-time employees are those who work at least 20 hours up to and including 29 hours will accrue vacation days on a pro-rated basis, in accordance with their normal work week. For example, if a Regular part-time employee normally works 25 hours per week their equivalent vacation day would be 5 hours.

STAFF TUITION WAIVER POLICY

Eligible staff, as defined below, receives a tuition waiver for up to two course per semester under the following conditions:

1. The course must have a minimum enrollment of seven students.
2. If the course has at least three students but less than seven, the person may enroll by paying 50% of the tuition for that course.
3. The staff member may allow an immediate family member to use the tuition waiver. However, the waiver only applies to two courses per staff member, not per family member. Immediate family means a spouse and children (including adopted children and stepchildren).
4. Eligible staff members and their immediate family may take additional courses at a 50% tuition discount up to the normal maximum semester course load. The normal maximum semester course load is 18 credits for undergraduate enrollment and 9 credits for graduate enrollment.
5. Each person enrolling in waived courses or discount tuition courses must pay the normal semester registration fee.

Eligible members are full time with at least 90 days of continuous employment or adjunct members who taught in at least two of the previous three semesters.

Eligible staff members are those employed at least 20 hours per week with at least 90 days of continuous employment.

Eligible staff members wishing to use the tuition waiver or tuition discount must contact the Registrar during the course enrollment period for the semester in which they want to take the courses. The Registrar places them on a waiting list for tuition-waived courses in which they want to enroll. If the course reaches minimum enrollment, the Registrar adds the person to the course. If the course has at least three students but does not reach a minimum enrollment of seven students, the Registrar gives the person the 50% tuition discount option for that course. The Registrar coordinates with the

Business Office for those wishing to use the 50% tuition discount for additional courses.

SICK DAYS (PAID)

Upon employment, regular full-time and part-time employees shall accrue sick leave with full pay up to ten working days in **each fiscal year**. Unused sick days may not be accumulated. Any absences in excess of ten days will be reported to the Payroll Department by the supervisor; pay deductions may be made for the excess time off.

As provided for by Connecticut law, paid sick leave may be used for:

An illness, injury, or health condition of the employee, or the employee's child or spouse; the medical diagnosis, care, or treatment of the employee's mental or physical illness, injury or health condition, or that of the employee's child or spouse; or the preventative medical care of the employee or the employee's child or spouse.

In circumstances where an employee has been a victim of family violence or sexual assault: the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to such family violence or sexual assault; or to participate in any civil or criminal proceeding relating to such family violence or sexual assault. If an employee's need for paid sick leave is foreseeable, he or she must provide the President-Rector with advance notice seven days prior to the date on which such leave is to begin. If the need for leave is not foreseeable, the employee must provide such notice as soon as reasonably practicable.

For paid leave of five or more consecutive days, employees must provide reasonable documentation that such leave is being taken for a permitted purpose (as set forth above). Depending on the circumstances, use of sick leave also may combine with other leave or benefit policies, including FMLA, workers compensation, and disability leaves. Retaliation or discrimination against an employee because of his or her exercise of the legal rights provided pursuant to Connecticut's paid sick leave law is absolutely prohibited. Questions regarding this policy and/or the interaction between sick leave and other policies should be addressed to the Payroll Department.

Documentation

Employees that request to use sick and safe leave time of more than three consecutive days may be required to furnish reasonable documentation signed by a healthcare professional to confirm that the leave time was used for a covered reason as described above. HACS may also require reasonable documentation for an employee's request to use sick and safe leave within two weeks prior to the employee's final scheduled day of work before a voluntary or involuntary termination of employment. If an employee is exhibiting a clear pattern of taking leave on days just before or after a weekend, vacation or holiday, reasonable documentation may also be requested.

PERSONAL DAYS

All regular full-time employees, who work 20 hours per week or more, shall be entitled to three personal days in each fiscal year to be taken at times approved by the supervisor. For hourly employees these personal days should be prorated to the employees' regular schedule. The President-Rector is also to be informed. Personal days cannot be carried over from year to year. They are to be used to conduct personal or family business that cannot be conducted at any other time. To

ensure that offices function smoothly, there may be a limit on the number of permitted absences on a given day.

BEREAVEMENT LEAVE

With the approval of the supervisor an eligible employee may be granted bereavement leave with pay, up to three consecutive working days, in the event of a death in the family, which includes stepchildren.

JURY DUTY/COURT ATTENDANCE

Employees shall be granted leave for compulsory court attendance or jury duty upon presenting a copy of the summons or subpoena to their immediate supervisor. In case of jury duty, employees who work at least 30 hours per week and who have worked for HACS for at least three months shall receive full compensation for up to the first five (5) days of jury service, as provided in the Connecticut General Statutes. After the first five (5) days of jury duty, a HACS employee will be paid a regular salary minus the per diem amount paid by the court. Court appearances for personal matters will be taken as vacation time, personal leave or leave without pay.

RECORDS OF TIME OFF

All employees shall submit to their supervisor requests for their own time off for vacation, sick days, personal days, etc. Supervisors shall maintain such records for employees who report to them, and they should be submitted to the Payroll Department.

FAMILY AND/OR MEDICAL LEAVE

Both state and federal laws provide family and medical leave for employees. Where both laws apply, the leave provided by each must be taken concurrently. This policy will be interpreted to comply with the law(s) that apply to a particular leave.

The Leave Policy: Under federal law ("FMLA"), an eligible employee may take up to 12 weeks of unpaid leave within a 12-month period. Under the Connecticut law ("CFMLA"), an eligible employee may take up to 16 weeks of unpaid leave within a two-year period. The policy of Holy Apostles is to provide the amount of leave, using a rolling twelve/twenty-four-month period commencing with the first day of leave, appropriate to satisfy the law(s) governing the leave. An eligible employee who is the spouse, child, parent, or next of kin of a covered military service member who is recovering from a serious illness or injury sustained in the line of active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member.

ELIGIBLE EMPLOYEES

For an FMLA leave, the employee must have worked for the HACS for at least 12 months and worked at least 1,250 hours in the last 12 months. For a CFMLA leave, the employee must have worked for the HACS for at least 12 months and worked at least 1,000 hours in the last 12 months.

Reasons for Leave; Family and medical leave may be used for the following situations:

1. The birth of a child and to care for a newborn child (must be taken within 12 months after the birth of the child).
2. The placement of a child for adoption or foster care and to care for the newly placed child (must be taken within 12 months after the placement of the child).
3. To care for a "covered relation," which includes the employee's spouse, child, parent,

- or under CFMLA, parent-in-law, when that person has a “serious health condition.”
4. To care for the employee’s own “serious health condition.”
 5. Because of any qualifying exigency arising out of the fact that an employee’s spouse, child or parent is on active military duty or has been notified of an impending call to active-duty status, in support of a contingency operation. (Note: Special leave entitlements apply to employees whose direct relative is a service member recovering from a serious injury sustained in the line of duty.)

If both spouses are employed by HACS, the combined leave cannot exceed the individual maximum. The exception to this is in the case of caring for a child or spouse with a serious health condition, or for the employee’s own serious health condition. In this case, each spouse is entitled to the full amount of leave.

NOTICE OF LEAVE

Written notification of a request for leave under FMLA is required by law. In addition, the employee is entitled to a written confirmation within seventy-two (72) hours of requesting the leave. The employee should give the President-Rector as much notice of the need for leave as is practical. Where the need for leave is foreseeable, the employee should give at least thirty (30) days advance-notice of the need for the leave. Where the need for leave is not foreseeable, the employee must notify the President-Rector as soon as possible, preferably within two business days after learning of the need for leave, except in extraordinary circumstances.

MEDICAL CERTIFICATION

If the employee is requesting leave because of his/her own or a covered relation’s serious health condition, the appropriate health care provider must supply medical certification concerning the nature and expected duration of the illness.

REQUIRED USE OF PAID LEAVE

Family and medical leave is unpaid leave. Accrued paid sick leave, short-term disability, and/or workers’ compensation will be used concurrently with unpaid family and medical leave. In other words, such available paid leave will be applied to transform an employee’s unpaid medical leave into paid leave. As such, the use of paid time to provide compensation for otherwise-unpaid family and medical leave time does not extend the length of the leave provided by the law.

END OF LEAVE

At the end of the leave, the employee will return to work to his/her former position, or one with similar pay and status in accordance with state and/or federal law. If the employee is medically unable to perform his/her original job upon the expiration of the leave entitlement, the employee may be transferred to work suitable to his/her physical condition, if such work is available. If the leave extends beyond 12 weeks per year or 16 weeks per two years, the employee may be returned to his/her former or a like position if one exists, however, HACS cannot guarantee reinstatement. If the leave is because of the employee’s own serious health condition, the employee must provide medical certification that he/she is fit to resume work. Appropriate documentation known as a Return-to-Work Medical Certification form from the employee’s attending physician is required. An employee who fails to provide the Return-to-Work Medical Certification form will not be permitted to resume work until it is provided. If, at the end of the leave, the employee does not return to work, for whatever reason, employment at Holy Apostles College and Seminary may be terminated. If the employee has any questions about the HACS FMLA/CFMLA policy, he/she should contact the President-Rector.

PERSONAL LEAVE OF ABSENCE

Personal leave without pay may be granted by HACS only if there will be no serious disruption of services as a result of the leave. The following will be taken into consideration:

- 1) The nature of the request
- 2) The impact of the employee's absence
- 3) The length of the leave being requested (normally no more than six months)
- 4) The employee's length of service

If permitted pursuant to applicable terms employees granted leave will be allowed to continue health insurance benefits under COBRA at their own cost. Vacation and sick leave will not accrue during a leave without pay. Conditions, upon which the leave is granted, including projected date of return, will be specified in writing at the time the leave is granted. Absences in excess of those allowed for sick leave, vacation, and personal days will result in pay deductions and may be the basis for further disciplinary action including termination.

JOB POSTINGS

Job vacancies are not filled automatically. Rather HACS evaluates and justifies the need for each position through the requisitioning process. In most cases, current employees are apprised of open positions, interested staff who meet the qualifications of a position are encouraged to apply for the position by submitting a copy of their current resume and informing their supervisor. HACS will only accept applications for open positions. When a vacancy can be filled by someone currently in the HACS community, HACS may reserve the right to effect the change without posting the job. HACS does not place staff and relatives with the same supervisor or in positions that might influence decisions about either employee's continued employment, promotion, or compensation.

HIRING PROCEDURES AND EMPLOYEE CHANGE REQUESTS

Supervisors who wish to fill a vacated position, create a new position, hire a candidate(s) or make changes (temporary or permanent) to a current employee must complete and submit the respective requisition to the President-Rector. The stakeholders, include but are not limited to: President-Rector, and the Controller, who will review to approve or decline the requisition. The President-Rector finalizes the hire.

USE OF VOLUNTEERS

PURPOSE

HACS values the contributions and services of volunteers and seeks to provide unique opportunities for volunteers to gain and develop professional and practical skills. To maximize the benefits of the volunteer experience and to ensure compliance with HACS policies and federal and state employment laws, the College has developed the following policy, guidelines, and requirements with respect to volunteer opportunities at HACS.

STATEMENT OF POLICY

HACS is committed to providing a safe environment for work, study, outreach and to upholding the reputation and integrity of the College. To that end, volunteers for all College departments will be required to complete a volunteer Agreement and be subject to a background screening that will include, at minimum, a Sex and Violent Offender Registry Check. Any individual listed on a registry that is part of the Sex and Violent Offender Registry Check or who has been convicted of an offense for which the individual must register as a sex or violent offender may not serve as a volunteer. No

department may discriminate in selecting volunteers based on race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

REQUESTING A VOLUNTEER

Volunteers must be formally requested and processed by contacting the Safe Environment Coordinator before they are authorized to perform in a volunteer role at HACS. A background screening is to be completed.

JOB PERFORMANCE

Performance Evaluations

HACS endeavors to provide each employee with at least one evaluation yearly after successfully completing the initial performance review period. This annual evaluation ordinarily takes place prior to the close of the fiscal year, June 30th.

The evaluation will emphasize the fulfillment of duties/responsibilities specified in the job description and achievement of personal goals. In general, each Director will handle staff evaluations. Evaluation of the Directors will be made by their supervisor. The results of the evaluation will be discussed with the employee. A summary, signed by the supervisor and the employee will be placed in the employee's personnel file.

Ongoing Performance Evaluations

Performance evaluations are meant to promote ongoing discussions between employees and supervisors. These discussions should include a review of duties and responsibilities, personal, departmental, and HACS goals, advancement opportunities and developmental needs. Performance evaluations are intended to help employees meet HACS needs while pursuing personal and professional growth. To be effective, open, and honest, discussions between both parties are required.

During their orientation period, staff are expected to receive informal, ongoing counseling from their supervisors. Employment may end anytime if performance is below expectations or otherwise unsatisfactory. A written 90-Day Review is discussed with the employee and a copy of the review is given to the employee and filed in HR. Nothing in this handbook, including an employee's orientation period; shall be interpreted to conflict with, eliminate or modify in any way the employment-at-will status of employees. Please reference the at-will-employment statement for further details.

HACS believes a minimum of one annual written performance evaluation and formal discussion between supervisor and staff is needed but recommends that performance conversations occur more frequently. The annual, formal evaluation cycle typically begins in May of each year with a completion date in July. (See evaluation format the end of this document).

ORIENTATION PERIOD

New and transferred employees receive a formal performance evaluation following a ninety-day orientation period. If work has been satisfactory, the employee moves to a regular employee status. If the supervisor's review indicates that the staff member has not met expectations or the worker is not

satisfied with the position, employment may be terminated, or a training and evaluation period extended. This review is not usually accompanied by a salary increase.

OUTSIDE EMPLOYMENT

Personal situations sometimes require employees to have additional jobs outside of HACS. Such commitments must not interfere or compete with HACS work, should not be done during work time or premises or with its services, supplies or equipment.

STAFF TEACHING

Only exempt staff members may teach, up to a maximum of 6 credits per semester. Vice Presidents whose exempt staff members teach courses closely aligned with their job responsibilities will regularly review teaching for possible integration into job responsibilities. Exceptions to the 6-credit hour limitation would be at the suggestion and must be approved.

CONFLICT OF INTEREST

Associate Vice Presidents, Deans, Directors, and others who have direct access to financial resources of HACS shall avoid placing themselves in positions in which there may be a conflict between their personal interest and their duties to HACS. It is not practical to attempt to define every instance that may give rise to a conflict of interest, and staff members should not participate directly or indirectly, in any transaction involving HACS which would result in personal benefit at the expense of the interest of the College, nor should any or staff member, or any member of their families accept gifts, services or other favors under circumstances from which it might be inferred that such actions were intended to influence the performance of duties for or on behalf of HACS.

CONFIDENTIALITY AND PRIVACY LAWS

Confidentiality and privacy laws are designed to protect student, employer, or others person's identifiable information from being shared with anyone who does not have a legitimate business reason for accessing such information. HACS has implemented various safeguards to ensure such information is handled with the utmost discretion. Due to HACS business, all employees are required to respect the confidential nature of the information acquired in the performance of their duties.

TAX SHELTERED ANNUITY—SEC. 408(p) PLAN

HACS offers a Section 408(p) simple IRA plan to all qualified employees who wish to participate on a voluntary basis. HACS offers employees and investment through Calvert. HACS will match employee contributions dollar for dollar up to 3% of the employee's base salary. HACS does not match over 3% of the employee's annual base salary.

REIMBURSEMENT

HACS provides relocation expense reimbursement of up to \$2,000 to eligible newly hired executive staff relocating their residence by at least 100 miles. Under IRS regulations the reimbursement of all approved expense including those expenses billed by a third party are considered taxable wages and will be reported on the employee's W-2. The employee will be solely responsible for the payment of all income and employment taxes.

RESIGNATION

Employees who intend to resign are to give their immediate supervisor notice in writing of the intent to

terminate. Unless other arrangements have been stipulated at the time of employment, all employees are requested, as a professionally courtesy, to give a minimum of two weeks written notice.

STAFF REDUCTION AND REORGANIZATION

Under certain conditions, it may be deemed appropriate to reduce staff or reorganize. Should this occur, employees may be transferred or released. If the employee accepts a transfer to another position, the rate of pay may be adjusted.

UNEMPLOYMENT COMPENSATION

HACS pays state unemployment taxes.

GENERAL INFORMATION

The benefits described in this Handbook are subject to change (including, but not limited to, with respect to their terms, conditions, provider, and availability) at any time, with or without advance notice.

COLLEGE-SPONSORED TRIPS

Staff, and students - as groups or individuals- who sponsor trips independently or in conjunction with a travel agency may not use HACS stationary, logo, on-campus bulletin boards, class discussions, interoffice mail, or HACS phone numbers for their purposes. Such actions could place HACS in a position of unwarranted liability. Travel agencies working with HACS groups or individuals must not indicate HACS affiliation with non- sanctioned trips. Misuse of HACS copyrighted name and logotype is subject to legal action. Sketches of staff or students appearing in advertisements and identifying their HACS position should clarify that HACS is not sponsoring the activity or trip.

USE OF SPACE ON CAMPUS

HACS staff who want to reserve facilities must fill out a request form that gets submitted to the President-Rector. Any questions regarding use of space on campus should be directed to The President-Rector.

Outside agencies and individuals, or HACS staff member acting on their behalf need to submit a written request to the President Rector to use HACS facilities. The President-Rector can be reached at 860-632-3063.

LIBRARY

Library Hours Fall & Spring Semesters

Library hours will vary during holiday breaks and summer sessions.

Days - Hours

Monday - Thursday 9:00 a.m.- noon & 1:00 p.m. - 5:00 p.m. & 6:30 p.m. - 9:00 p.m.

Friday 1:00 p.m. – 5:00 p.m.

Saturday 9:00 a.m. – noon & 12:30 p.m. - 4:30 p.m.

Sunday 12:30 p.m. – 3:30 p.m. & 6:30 p.m. – 9:00 p.m.

Library Borrowing Privileges and Circulation Policies

All registered students, staff, and alumni of Holy Apostles may borrow library materials. All books in the general collection circulate for 4 weeks (28 days), with the option for one renewal

of three weeks (21 days). Some collections permit only a 7-day borrowing period. Reference Books, Reserve Books, and all Special Collection materials do not circulate. All patrons must show a valid Holy Apostles Library card, campus ID card, or current registration receipt to borrow materials from the library. All students must be in good financial standing to borrow library materials. A student can borrow up to ten books in total on their circulation record. Please see Appendix B on pages 13-14 for our Online Circulation System Information. Library Photocopier, Printer and Scanner Services, Photocopiers, printers, and scanner machines are in the library for patron use. These machines accept coins and dollar bills. Copies are to be made in compliance with U.S. Copyright Law. The copyright notice is posted by all machines.

Library Copyright Compliance Policies

The library seeks to comply with all U.S. and international copyright provisions and students are asked to consult with the Director of Library Services with initial questions concerning copyright. More involved questions concerning copyright and all requests for course reprint permissions should be forwarded to the Copyright Compliance Committee at copyright@holypostles.edu.

Library Committee

The Library Committee is an approved Committee. The purpose of the Library Committee is to assist the Director of Library Services, to act as a liaison between the library, the faculty, and students, and to recommend acquisitions and budgeting priorities. The members of the Library Committee include the Director of Library Services (Chair), two on-campus and two online members, and two students appointed by the Student Council. The duties of the members are as follows:

- To review annually the status of the library, the statistical information, expenditures, and Library personnel
- To make recommendations for improvement or additions to library services
- To receive from the administration, faculty, or student recommendations on how to improve library services
- To assist the Director of Library Services in making regular reports to the administration, faculty, or students
- To oversee the revisions and additions to the Holy Apostles Library Handbook

The Library Committee meets once each semester in March and October. Anyone wishing to contact the Committee, please email the Chair at library@holypostles.edu or 860-632-3009.

DRUGS AND ALCOHOL

In keeping with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, alcohol use or possession on HACS property is not permitted except at officially sanctioned HACS functions. It is illegal to manufacture, distribute, dispense, possess, or use controlled substances on HACS property. Employees must notify HACS within five days of any criminal drug arrest, arraignment, and conviction.

HACS is committed to the safety and well-being of community members and a drug-free workplace. Excessive alcohol consumption or use of illicit substances impairs individual functioning, changes behavior and subjects' users to serious health risks, including disease, addiction and death.

If an employee violates this policy, HACS may:

- Take immediate disciplinary action that could include dismissal, require completion of an appropriate rehabilitation program,

- Report the employee to appropriate officials for prosecution under Connecticut and United States law, where penalties may include fines, imprisonment, or both.

HACS also expects all employees to adhere to its policy and guidelines on Employee Alcohol Use which addresses the following:

- Use of alcohol by and staff in their relationships with students
- Use of alcohol by employees at HACS sponsored gatherings and social events at which no students are participants
- Use of alcohol by employees in the company of alumni of HACS
- Responsibility of employees in the event of obvious abuse of alcohol by other employees

SEXUAL HARASSMENT AND ANTI-DISCRIMINATION POLICY

It is the policy of HACS to prohibit all forms of discrimination and harassment based on an individual's actual or perceived membership in a protected class. HACS prohibits all forms of discrimination based on sex in the education program and activity that it operates and is required by Title IX of the Education Amendments of 1972 ("Title IX") and its implementing regulations not to discriminate in such a manner. (Title IX Video & Certificate requirements).

SMOKE AND VAPE-FREE WORKPLACE

HACS is committed to providing a safe and healthy workplace environment to promote the health and well-being of its employees, students, visitors, and vendors. As such the following Smoke and Vape-Free Workplace Policy has been adopted and applies to:

- All staff, students, visitors, and vendors
- All HACS and leased property and facilities including, but not limited to, common work areas, classrooms, conference and meeting rooms, private offices, elevators, hallways, and stairs.

COMPENSATION:

Job Description/Salary Administration

The President-Rector will establish the compensation for employees. Each HACS position has an official job description which may be modified at the discretion of the College and Seminary. A substantial change in the content of a job may necessitate a new job description.

Pay Period

Unless otherwise specified, wages will be paid to lay employees (exempt and non-exempt) bi-weekly. Stipends for priests and religious are paid around the 15th of the month.

Pay For Overtime

Overtime work by non-exempt employees is permitted only when authorized in advance in writing by the supervisor and approved by the supervisor.

Pay for time worked is as follows:

First 40 hours worked is paid at the employee's basic hourly rate.

Payment for overtime will be made as described in Federal and State regulations for time worked in excess of 40 hours per week at the rate of 1 and ½ times the basic hourly rate.

Pay For Expenses

Employees are eligible for reimbursement to cover HACS-related travel. Each employee whose

position requires travel must submit a travel log to the Finance Office with a request for reimbursement. Employees will be reimbursed for other reasonable expenses incurred in the performance of job-related duties when the expenses are authorized in writing in advance by the employee's supervisor.

Pay Deductions

Where applicable, federal, and state income taxes are withheld according to schedules established by the IRS and State Department of Revenue Services as indicated on each employee's Forms W-4 and CT W-4 (or other home State & Local tax Forms). FICA (Social Security) and Medicare are withheld at the current rate for all lay employees and HACS makes payments as required by law. If coverage is requested by the employee, health insurance premiums for coverage of family members will be paid by the employee and deducted from wages.

Compensation Data

Federal and state annual wage forms (Forms W-2 and CT W-2) will be distributed to each lay employee as required by law. HACS will also receive federal and state wage forms (Forms W-2 and CT W-2).

HEALTH INSURANCE

All employees who regularly work 30 hours or more per week are presently eligible to receive health/dental/life insurance coverage for themselves at the completion of the time-period outlined by the Health Insurance Plan. Family coverage for medical and dental is available, but it must be paid by the employee through payroll deduction. Continuation of Benefits under COBRA is described in the Health Insurance Plan handbook.

Health Insurance Coverage Rates for Employees & Families

Facts: HACS is currently insured with Medical Blue Shield of California through RETA Trust.

HACS offers Health Insurance in both EPO and PPO plan types.

Prescriptions Drug Coverage: CVS Caremark covered through RETA Trust

DENTAL: Delta Dental of California through RETA Trust

VISION is not covered by HACS but available:

HACS Subsidizes 60% of the total cost of health insurance coverage for either EPO plan or the PPO plan.

Continuation of Health Insurance Coverage:

Following separation from employment employees have a right to continue their Group Health Insurance coverage for a period of up to 18 months, through COBRA.

Insurance

All insurances start after two full months of service. For example, if an employee is hired on January 15th. insurance would start on April 1st. HACS offers comprehensive dental insurance plans to

employees. Those who work a minimum of 30 hours per week are eligible for dental benefits on the first day of the month following the date of hire.

Annually, HACS determines the cost to employees. The amount assumed by staff is deducted biweekly from paychecks. Should employment for these individuals end or coverage ends for any reason, their grandfather status shall end as well for both them and their dependents. Employees employed for at least 30 hours per week prior to July 1, 2013, who later reduce their hours to below 30 per week, are not grandfathered for dental insurance.

WORKERS COMPENSATION

Employees who sustain injuries in the course and scope of their employment for HACS are covered under HACS Workers Compensation Insurance. Benefits are subject to review and determination in accordance with Connecticut State requirements for such coverage. Compensation insurance covers on-the-job accidents. All such injuries must be reported at once to the department head who will take appropriate action, and in turn will report the accident to their manager who will complete the appropriate accident report.

PREGNANCY DISCRIMINATION ACCOMMODATIONS

In compliance with Connecticut's Anti-discrimination and Reasonable Accommodation Laws related to an employee or job applicant's pregnancy, childbirth, or related conditions, including lactation, HACS, subject to conformance with the religious teachings and doctrine of the Catholic Church abides by the following policy.

Prohibition of Discrimination

HACS prohibits anti-discrimination against employee or job applicant because of her pregnancy, childbirth, or other related conditions (e.g., breastfeeding or expressing milk at work).

Discriminatory conduct prohibited by this policy includes:

- Terminating employment because of pregnancy, childbirth, or related condition.
- Denying reasonable leave of absence for disability due to pregnancy (e.g., doctor prescribed bed rest during 6–8-week recovery period after birth)
- Denying disability or leave benefits accrued under plans maintained by HACS
- Failing to reinstate an employee to her original job or equivalent position after leave.
- Limiting, segregating, or classifying the employee in a way that would deprive her of employment opportunities
- Discriminating against an employee in the terms or conditions of employment.

*Note: There is no requirement that the employee be employed with HACS for a certain length of time prior to being granted job protected leave of absence under this law.

Depending on the circumstances, reasonable accommodations may include, but are not limited to:

- Being permitted to sit while working.
- More frequent or longer breaks.
- Periodic rest
- Assistance with manual labor

80%20fillable.doc or for Spanish: <http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80S%20fillable-Spa.doc>.

WORKPLACE CONDUCT

Workplace: Smoke Free and Drug Free

HACS offices are smoke and drug free workplaces.

Disciplinary Action

Employment with HACS at-will. Either the employee or the employer can terminate the employment relationship at any time, with or without cause. Without in any way limiting the at-will nature of the employment relationship, HACS, at its own discretion, may implement one or more disciplinary actions to address problems in the hope of bringing performance or conduct up to an acceptable level.

Some disciplinary actions HACS may elect to use are described below. HACS, however, is not in any way limited with respect to the disciplinary actions which can be used. Nor is HACS in any way obligated to follow any order or to use one or more of the following actions. In determining the proper course of disciplinary action, the President-Rector may implement whatever discipline is deemed to be reasonable and appropriate based upon the circumstances of the specific case.

Verbal Warning

Unsatisfactory work performance may result in the issuance of a verbal warning, which will be documented and placed in the employee's personnel file.

Written Warning

A written warning is a formal warning which may be used for misconduct of a more serious nature or for failure to improve conduct or performance. Written warnings may contain a description of performance issues, areas in need of improvement, potential resources available (if applicable) and a time frame within which the employee is expected to improve performance. Written warnings shall be placed in the employee's personal file. Employees may submit a written explanation, response, or rebuttal to the warning, which, if submitted, will be retained in the employee's file along with the written warning.

Suspension With or Without Pay

Suspension may be used to address serious misconduct/violation of procedures, practices, or laws. Suspension may also be used when verbal and written warnings have not corrected deficient work performance or behavior or when the performance behavior warrants more severe discipline.

An employee also may be suspended with or without pay (depending on the circumstances of the case) pending the outcome of an investigation into the employees conduct. At the conclusion of such an investigation, the employee may be subject to further disciplinary action, additional suspension, reinstatement, and /or termination of employment. A suspension and all subsequent action related to it are documented and placed in the employee's personnel file. Employees may submit a written explanation, response or rebuttal to the issues raised with respect to the suspension, which, if submitted, will be retained in the employee's file along with the related document.

Termination

Termination may occur in situations of repeated misconduct, failure to improve after other disciplinary action has been taken, for an incident of serious misconduct, or in other circumstances where deemed appropriate.

Termination of employment may occur because of the employee's own decision, as a result of staff reduction or reorganizations, or as a result of dismissal of the employee, with or without notice, at the option of the employer.

HACS reserves the right to determine the extent of disciplinary action to be taken in all disciplinary situations, up to and including termination. A termination decision is documented and shall be placed in the employee's personnel file, along with any written response or rebuttal the terminated employee may submit.

On the last working day, the employee will return to the immediate supervisor all keys and essential materials which have been supplied during employment. All IT will be terminated including email access.

HACS TECHNOLOGY POLICY

The use of HACS information technology systems, including computers, fax machines, and all forms of Internet/Intranet access, is for HACS Business and for authorized purposes only. Brief and occasional personal use of the electronic mail system and the Internet is acceptable if it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to HACS. Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to HACS Business; distract, intimidate, or harass coworker or third parties; or disrupt the workplace. Use of HACS computers, networks, and Internet access is a privilege granted by HACS and may be revoked at any time for inappropriate conduct carried out on such systems including but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial email ("spam") that is unrelated to legitimate HACS purposes.
- Manipulating the content of email or other electronic communications to misrepresent or obscure the matters intended to be presented by the author of the communication.
- Inappropriately forwarding electronic communications for malicious purposes and/or unwarrantedly and with improper motives expanding the pool of recipients beyond the original sender's intended audience
- Engaging in private or personal business activities, including use of instant messaging and chat rooms (see below)
- Misrepresenting oneself or HACS
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way
- Engaging in unlawful or malicious activities
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either HACS networks or systems or those of any other individual or entity
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages

- Sending, receiving, or accessing sexually inappropriate or pornographic materials
- Becoming involved in partisan politics.
- Causing congestion, disruption, disablement, alternation, or impairment of HACS networks or systems
- Maintaining, organizing, or participating in non-work-related Web logs (“blogs”), web journals, “chat rooms”
- Failing to log off any secure, controlled access to computer or other form of electronic data system to which an employee is assigned, if such computer or system is left unattended.
- Using recreational games
- Defeating or attempting to defeat security restrictions on the HACS systems and applications
- Downloading and/or installing unapproved software

Using HACS automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. Material is defined as any visual, textual, or auditory entity. Such material violates, among other policies, HACS policy on harassment and is subject to disciplinary action. HACS electronic mail system, internet access, and computer systems must not be used to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of HACS resources for illegal activity can lead to disciplinary action, up to and including termination and criminal prosecution. HACS will comply with reasonable requests from law.

INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY – GRAMM-LEACH BLILEY ACT

To protect confidential information and data, and to comply with federal laws, this document summarizes HACS’s comprehensive written Information Security Program (the “Program”). The Gramm-Leach Bliley Act of 2000 (the “GLBA”) mandates that financial institutions must take steps to safeguard the security and confidentiality of customer information. Compliance with the GLBA involves compliance with 1) the privacy provisions of the GLBA and 2) provisions regarding the safeguarding of customer information. The GLBA mandates that HACS appoint an Information Security Program Coordinator, conduct a risk assessment of likely security and privacy risks, institute a training program for all employees who have access to covered data and information, oversee services providers and contracts, and evaluate and adjust the Program periodically.

INTELLECTUAL PROPERTY: INVENTIONS AND PATENTS POLICY

HACS, subject to the rights of government and other sponsors as well as any exceptions contained in this policy, owns all intellectual property arising from the work of the College and Seminary. Any member of the staff, or any Covered Students of HACS resources, must promptly disclose the Covered Intention to the provost and must also disclose the circumstances under which the Covered Intention was conceived.

COPYRIGHT

Users must observe intellectual property rights including copyright laws as they apply to software and electronic forms of information.

[Copyright Infringement](#)

Any unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities. Any copyrighted material must be obtained through legal channels with all necessary permissions and releases. Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, at its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful Copyright Infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <https://copyright.gov>.

MODIFICATION OR REMOVAL OF DATA OR EQUIPMENT

Without specific authorization, users may not remove or modify any Holy Apostles-owned or administered equipment or data from the campus information technology system(s).

SAFETY OF MINORS

HACS is committed to creating a safe and welcoming environment for all members of the community, including Minors. This statement sets for HACS policy regarding children under the age of 18 (Minors) who participate in events, activities, or programs (collectively, programs) on campus, or off-campus but under the authority and direction of HACS faculty, staff, students, volunteers, vendors, third-party organizations, or contractors. HACS expects all members of the community to adhere to and act in accordance with this policy. Failure to comply with the requirements set forth in this policy may lead to disciplinary actions and /or revocation of the opportunity to use HACS facilities and/or run HACS affiliated Programs.

SEVERE WEATHER POLICY

As a residential campus, we carefully balance the essential services we provide our students and staff with the need for altered schedules during severe weather conditions. Our general practice is to keep HACS open unless local conditions and overall safety are a concern, at which time we may occasionally delay opening, close our administrative offices and/or cancel classes. To the extent their work can be performed remotely, staff and administrators are required to work remotely, weather permitting.

The HACS severe weather policy, in a specific sense, is that we follow the local public school system with regards to delays and closings. In addition, it is important to consider that many employees live in areas that may experience worse weather conditions than Cromwell. These employees are to follow their local public-school systems on delays and closings, and work remotely, weather permitting, and to the extent their work can be performed remotely.

WORKPLACE ACCIDENT AND INJURY REPORTING POLICY

HACS is committed to providing a safe working and learning environment, and to supporting any

individual who may incur a workplace injury. Utilization of the Workplace Accident and Injury reporting process will ensure we are able to provide proper care and medical attention to those in need. This Policy is not intended to supplant, but rather to complement and supplement existing HACS policies.

Personal Calls

GENERAL HACS POLICIES

Employees make friends at Holy Apostles through courteous use of the telephone. As our telephone lines and office budget are limited, employees are asked to limit personal use of the phones as much as possible.

Automobile and Parking

Holy Apostles maintains parking facilities for employees, business callers, staff, volunteers, and students. Employees authorized to operate HACS vehicles must be twenty-one years of age and must observe all pertinent civil ordinances, obey all special regulations given them, and cooperate fully in the proper care of institutional property. Employees receiving traffic tickets while operating Holy Apostles vehicles are expected to pay the fines out of their own pockets when due to their own negligence or personal infraction. In case of an accident, summons or damage done to a vehicle, the Business Office is to be notified immediately.

Office Regulations

The contents of this staff handbook are concerned principally with employment practices, policy, and general procedures. Hence, specific, and detailed office regulations are omitted here.

Out-Of-Pocket Expenses

Employees who spend their own money in the performance of an assigned task (e.g., tolls paid while driving a vehicle) are to submit their request for reimbursement to the Business Office. All requests for reimbursement are to be promptly supported by expense slips or receipts.

Proper Attire: Dress Code

Employees are expected to wear appropriate, tasteful attire. Tasteful attire is defined by the “business casual” dress code. For women: fitted blouse or button-down shirt, knee-length skirt or dress, or slacks, flats, sling-backs or boots, watch or simple jewelry. For men: blazer, sport coat, or sweater, oxford or polo shirt, dress pants, leather shoes. Religious attire is acceptable for both men and women religious.

Fire Prevention and Drills

Holy Apostles College and Seminary (HACS) takes the physical well-being of its employees and students very seriously. To that end, fire drills are conducted on a regular basis. Some drills are announced while others are unannounced, to ascertain the readiness of our community in an unexpected situation. There are some key points to keep in mind with regards to fire prevention and safety in the event of an actual fire:

- Fire doors are to be kept always closed. This not only offers protection in the event of a fire, but it is also state and local law.

- All entry and exit ways are to be always kept clear of obstacles.
- Employees should familiarize themselves with their workspace. This includes not just one's office, but the building that it is located in.
- Know where the fire escapes are.
- Employees should assist others, including students, in the evacuation of a building, if it is safe to do so.
- When a fire alarm sounds, everyone, including employees, are to leave the building and distance themselves at least 100 feet away from the building.

Safety And Security

The safety and security of those on campus, whether residential or commuter, student, or employee, is overseen by the Office of Campus Operations. Specifically, the Director of Campus Operations is charged with ensuring that the campus community may study and work within a safe environment. During normal business hours, Monday to Friday, 8:30 a.m. to 4:30 p.m., the Director of Campus Operations may be reached directly by dialing 860-632-3068 or 860-304-4214.

There are some key points to keep in mind about campus safety and security:

- If there is the likelihood of an imminent risk of serious bodily harm or a serious crime being committed, the first thing to do is to call 911, then, after that, call campus security at the number listed above.
- If you see something, say something! If a person, situation, or item seems unusual, odd, out-of-place, if you feel that something is not right, it is always better to tell someone. If the situation does not seem like an imminent and severe threat, call campus security at the number listed above.
- Holy Apostles College and Seminary (HACS) does not, currently, employ security guards for 24 hours a day, 7 days a week surveillance. As stated above, campus security is available during normal business hours. If something should happen after-hours, and it is an emergency, call 911. If the event is not an emergency, please call security at the numbers given above and someone will assist you as soon as possible.
- Common Buildings, e.g., St. Peter's Hall, St. John's Hall, the Library, the Queen of Apostles Chapel, are locked each evening at 10:00 p.m. No one is permitted in these buildings after that time. Hours during Christmas and Summer breaks will affect these hours. The change will be communicated by email to the HACS community.

Administrative Offices, Directors, and Select Staff Members

President-Rector

Elected by the Board of Directors and appointed by the Chancellor who is the Provincial Animator of the Missionaries of the Holy Apostles College & Seminary, the President-Rector reports to the Board of Directors of Holy Apostles College & Seminary College, Inc., as specified in the Institution's By-Laws.

Vice-President of Academic Affairs (Chief Academic Officer)

Appointed by the President-Rector, the Vice President of Academic Affairs reports to the President-Rector, administers all academic programs, and is a member of the executive leadership team.

The following report to the Vice-President of Academic Affairs:

Associate Dean of Online Learning

Appointed by the President-Rector, the Associate Dean of Online Learning is responsible for supporting the Vice-President of Academic Affairs (VPAA) in all aspects of academic programs management.

Assistant Dean of Academic Affairs

Appointed by the President-Rector, the Assistant Dean of Academic Affairs reports to the Vice-President of Academic Affairs.

Director of Library Services

Appointed by the President-Rector, the Director of Library Services reports to the Vice-President of Academic Affairs.

Registrar and SEVP

Appointed by the President-Rector, the Registrar reports to the Vice-President of Academic Affairs. The Registrar manages academic records for all current and former students and supervises the production of electronic student files, transcripts, enrollment/degree verifications, and the processing of requests from students for course changes while ensuring compliance with HACS polices and the Family Educational Rights and Privacy Act (FERPA).

Director of Institutional Research

Appointed by the President-Rector, the Director of Institutional Research reports to the Vice-President of Academic Affairs and is charged to ensure that accurate, timely, and comprehensive institutional information and reports are available to meet the College's operating, planning, analytic and compliance reporting needs.

Instructional Designer

Appointed by the President-Rector, the Instructional Designer reports to the Vice-President of Academic Affairs. The Registrar

Director of English as a Second Language (ESL)

Appointed by the President-Rector, the Director of ESL reports to the Vice-President of Academic Affairs.

Foreign Student Coordinator/SEVIS/PDSO/DSO

The School's Principal Designated Sevis Officer (F-1 Students) records, creates, and manages the SEVIS Immigration system for F-1 students. All guidelines, policies, and procedures administrated by the System are to be followed by Designated Officials.

There are two DSO's. The two DSO's administer the creation of new I-20's, and other procedures relating to maintaining F-1 student records and files once they become students at the School. There are many details, policies, procedures, changes, transfers (in and out), registration, etc., in maintaining Foreign Student Records.

NB: The Foreign Student Department, the SEVIS System at the School, comes under the direction of the Head of the School (President-Rector). The President-Rector accepts the student to attend the school after receiving a letter from the sponsoring diocese or religious community requesting the student to attend stating that they will be

financially responsible for the student, or that the student will be on a School Scholarship. Also, all documents requested with the application form pertaining to the student's acceptance must be received by the President-Rector's office and given to the Foreign Student coordinator (PDSO or DSO) prior to the creation of an I-20 for the foreign student. Once all the required documentation is given to the Foreign Student Coordinator's Department, the process begins to create an I-20 and a SEVIS record is set up in the SEVIS system.

Controller

Appointed by the President-Rector, in consultation with the Chancellor, the Controller reports to the President-Rector and is responsible for finances of the institution.

The following report to the Controller.

Senior Accountant

Appointed by the President-Rector, the Senior Accountant reports directly to the Controller.

Accounts Receivable

Appointed by the President-Rector, the Accounts Receivable reports to the Controller and is responsible for providing financial, administrative, and clerical support by ensuring Holy Apostles College & Seminary receives payments for student costs and properly records the transactions by posting receipts in both Populi and QuickBooks (account software) and resolving discrepancies according to established policies and procedures in an efficient, timely, and accurate manner. Process and monitor all incoming payments. Ensure all revenue is accounted for in the General Ledger.

Accounts Payable & Payroll Manager

Appointed by the President-Rector, the Accounts Payable Clerk reports to the Controller.

Director of Food Services

Appointed by the President-Rector, the Director of Food Services reports to the Controller and is responsible for the preparation and serving of all meals.

Vice-President of Enrollment, Student Affairs & Technology

Appointed by the President-Rector, the Vice-President of Enrollment, Student Affairs & Technology reports directly to the President-Rector. He/she is the chief enrollment management and student affairs officer for the College and Seminary and has oversight for the strategic enrollment growth, as well as a broad set of services, policies and procedures to meet the needs of the diverse student body, both on-campus and online, and create an inclusive environment that promotes student achievement.

After being appointed by the President-Rector following report to the Vice-President of Enrollment, Student Affairs & Technology:

Director of Admissions, Systems Administrator, Title IX Coordinator, Financial Aid Administrator, Director of Student Success and Educational Technology

Associate Vice-President of Institutional Advancement

Appointed by the President-Rector, the Associate Vice President of Institutional Advancement & Outreach serves on the executive team responsible for all outreach engagement activities.

After being appointed by the President-Rector following report to the Vice-President of Institutional Advancement:

Director of Alumni Relations, Grants Manager

Campus Superintendent

Appointed by the President-Rector, the Campus Superintendent reports to the President-Rector and ensures the maintenance and upkeep of all buildings, belongings, and property of the institution.

Vice-Rector of the Seminary

Appointed by the President-Rector after obtaining approval from the Chancellor, the Vice-Rector is directly responsible to the President-Rector of Holy Apostles College & Seminary College and Seminary.

Assistant Dean of Seminarians

Appointed by the President-Rector after obtaining approval from the Chancellor, the Assistant Dean of Seminarians reports directly to the Vice-Rector of the Seminary.

Coordinator of Human Formation

Appointed by the President Rector after receiving approval from the Chancellor, the Coordinator of Human Formation reports directly to the Vice-Rector.

Coordinator of Pastoral Formation

Appointed by the President-Rector after receiving approval from the Chancellor, the Coordinator of Pastoral Formation reports to the Vice-Rector and supervises ministries of the seminarians and the theological reflections on this work.

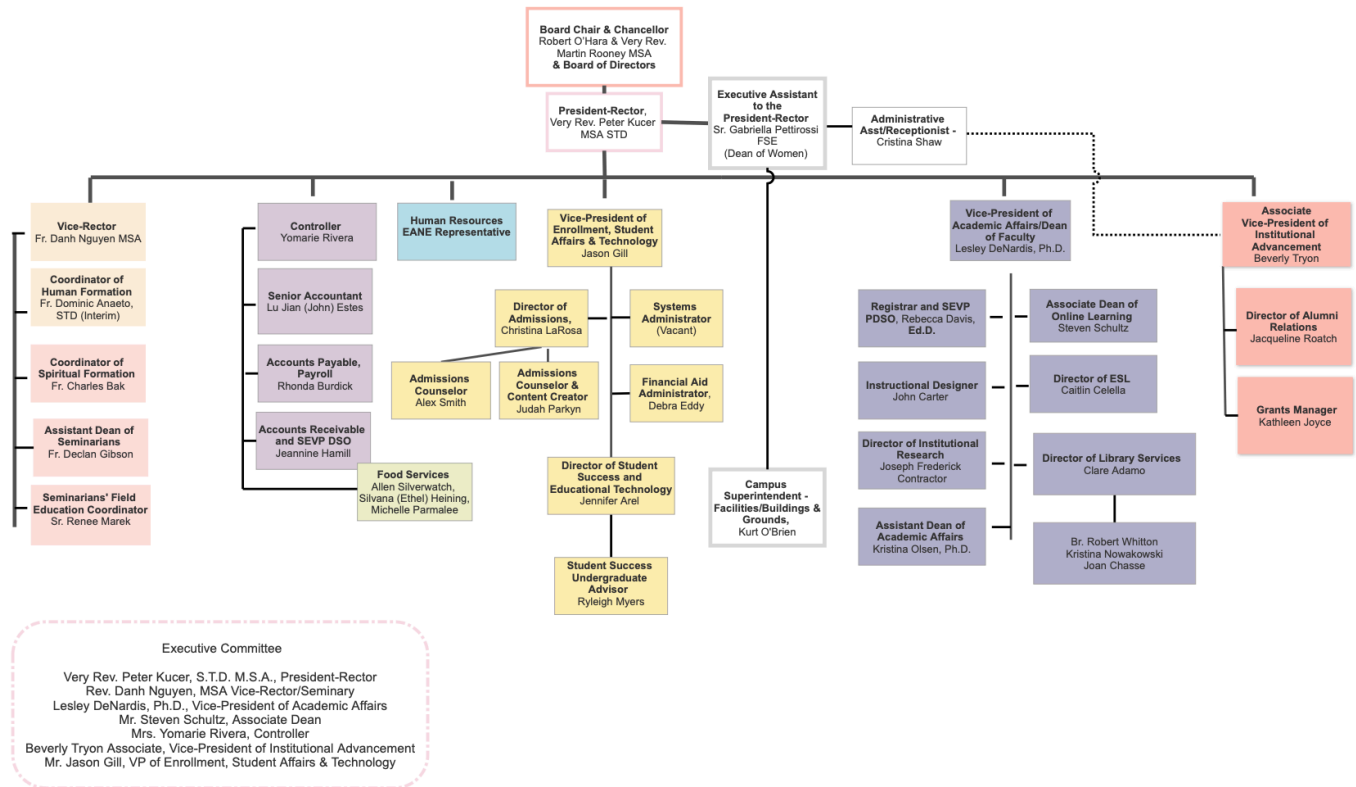
Seminarians' Field Education Coordinator

Appointed by the President-Rector after receiving approval from the Chancellor, the Seminarians' Field Education Coordinator reports to the Vice-Rector.

Coordinator of Spiritual Formation

Appointed by the President-Rector after receiving approval from the Chancellor, the Coordinator of Spiritual Formation reports to the Vice-Rector.

Organizational Chart



ACKNOWLEDGEMENT by NON-SEMINARY EMPLOYEES

This is to acknowledge that I have received a copy or am able to access a copy of Holy Apostles College and Seminary *Handbook for Employees* either on-line at the internet or intranet address – or folder and document name from a common server or through my supervisor.

I understand and agree that it is my responsibility to read the *Handbook for Employees*, to familiarize myself with its contents, and to follow the policies, guidelines, and standards it sets forth. I understand that the *Handbook for Employees* describes important information about Holy Apostles College and Seminary, and I understand that I should consult my supervisor regarding any questions not answered in the handbook. I further understand that I am responsible for periodically reviewing the handbook, to ensure that I am familiar with all changes that may be made to this document from time to time.

It is my understanding that the contents of this handbook do not constitute a contract of employment or confer any express or implied promises to me. Furthermore, no member of the Holy Apostles College and Seminary management, other than the President-Rector or his/her specific designee, possesses the authority to enter into any agreement for employment, expressed or implied, for any specified period of time and may only do so in writing.

I also understand that Holy Apostles College and Seminary reserves the right to revise, delete, and/or add to the provisions of this *Handbook for Employees*. The policies and provisions contained in this handbook do not represent conditions of employment but rather serve as information guidelines for my own benefit. This *Handbook for Employees* supersedes all prior handbooks. I acknowledge that the online *Handbook for Administrators* includes the most up-to-date information. It is my responsibility to obtain the latest version of the *Handbook for Employees*.

I have entered into my employment relationship with Holy Apostles College and Seminary voluntarily and acknowledge that there is no specified length of employment. I further understand that my employment remains on an at-will basis and can be terminated, with or without cause, and with or without notice, at any time, at the

option of either the Holy Apostles College and Seminary or myself.

Signature: _____

Date: _____

SUPPLEMENTAL TO EMPLOYEE HANDBOOK FOR SEMINARIAN EMPLOYEES

Statement on Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

Statement on Marriage

We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture, (Gen. 2:18-25), by Catholic Tradition, and by the Magisterium. We believe that marriage between one man and one woman, for life, uniquely reflects Christ's relationship with His Church (Eph. 5:21-33). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18, 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, cohabitation, homosexual behavior, rejection of one's biological sex, or use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor. 6:9-10).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture, Catholic Tradition, the Magisterium, nor with the doctrines of Holy Apostles College & Seminary.

Statement on the Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physical or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139)

Statement of Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible and Catholic Tradition, and the Magisterium, are the two final authoritative sources concerning truth, morality, and the proper conduct of mankind. For purposes of Holy Apostles College & Seminary faith, doctrine, practice, policy, and discipline, our Chancellor, the Local Bishop, and the Bishop of Rome, the Pope, are Holy Apostles College & Seminary's final interpretative authority on the application of teaching from the Bible, and Catholic Tradition.

Physical Privacy & Sexuality Policy

I. Purpose

In light of Holy Apostles College & Seminary's statement of faith, statement on marriage and sexuality, and Student Handbooks, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain Holy Apostles College & Seminary's disciplines, this policy is enacted to advise members of Holy Apostles College & Seminary community of their duties with regard to use of restrooms, showers, and any other Holy Apostles College & Seminary's facilities where individuals may be undressed in the presence of others.

II. Definitions

"Sex" means the biological condition of being male or female as determined at birth.

"Member of Holy Apostles College & Seminary's community" means any Holy Apostles College & Seminary employee, volunteer, seminarian, student, parent, or visitor.

III. Sincerely Held Religious Beliefs on Sexuality

Holy Apostles College & Seminary sincerely held religious belief is that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

IV. Policy

Notwithstanding any other policy, Holy Apostles College & Seminary's restrooms, and showers designated for one sex shall only be used by members of that sex.

In any other Holy Apostles College & Seminary facilities or settings where members of Holy Apostles College & Seminary's community may be undressed in the presence of others (e.g. changing costumes during school theatrical productions), Holy Apostles College & Seminary shall provide separate, private areas designated for use by members of Holy Apostles College & Seminary community based on their sex.

Holy Apostles College & Seminary recognizes there may be instances where members of Holy Apostles College & Seminary community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to Catholic teaching. Holy Apostles College & Seminary encourages members of Holy Apostles College & Seminary community who are struggling with their sexual identity to seek help from a pastor, a spiritual director and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with Catholic teaching.

Holy Apostles College & Seminary will always interact with members of Holy Apostles College & Seminary community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Catholicism requires the body of Christ, the Church, to compassionately dwell in the truth and assist those we love in doing the same (Eph. 4:15).

A member of Holy Apostles College & Seminary community who openly and unrepentantly rejects

their sex, either in or out of Holy Apostles College & Seminary, is rejecting the image of God within that person – behavior that dishonors the Holy Trinity, the Word of God, and Catholic teaching. Such behavior constitutes a person’s failure to adhere to their commitment to abide by the behavioral standards established by Holy Apostles College & Seminary, which is cause for terminating their privilege of membership in the Holy Apostles College & Seminary’s community.

To preserve the function and integrity of Holy Apostles College & Seminary and to provide a Catholic role model to members of Holy Apostles College & Seminary’s community and the community-at-large, it is imperative that all members of Holy Apostles College & Seminary community agree to and abide by this policy.

Code of Conduct Policy

1. **Policy Inclusions.** This ministry’s code of conduct is rooted in its sincerely held religious beliefs and is consistent with the following:
 - a. Sacred Scripture especially the Ten Commandments (Exodus 20:2-17)
 - b. The Great Commandments as stated by Jesus Christ (Matthew 22:37-40)
 - c. The Catechism of the Catholic Church
2. **Personal Conduct.** All persons connected with this ministry community (e.g., employees, volunteers, board members, seminarians, students, parents of students, etc.) shall hereinafter be referred to as ministry community members. All such ministry community members must conduct their personal affairs so there can be no opportunity for unfavorable reflections upon the Catholic beliefs and mission of the ministry, either expressed or implied. The use of common sense, good ethical standards, and discretion will guide all who are called into community with the ministry in proper conduct. Failure to maintain reasonable standards is subject to discipline, up to and including termination, from the ministry community. It is expected that all members of our ministry community will conduct themselves in a manner consistent with Catholic standards, values, and character.
3. **Rules of Conduct.** In every organization where many people interact on a regular basis, some specific rules and policies are necessary to establish acceptable standards of conduct, assure fair treatment of all members of the community, and enhance the smooth operation of the organization. Ministry community members are expected to become familiar with and abide by the standards outlined in this policy. The purpose of these rules is to maintain a community environment that protects the safety and dignity of each community member without placing unreasonable restrictions on anyone.

Ministry community members are expected to model appropriate behavior and conduct both on and off-campus and model relationships that demonstrate a growing Christlikeness manifested in a lifestyle that serves and gives itself to reconcile others. Ministry community members are also expected to model appropriate language on and off campus and model speech that demonstrates a growing Christlikeness (Ephesians 5:4). Ministry community members shall maintain appropriate attitudes and concern for others. Problems concerning ministry community members’ roles, relationships, and professional conduct should first be handled directly with the person involved. If a satisfactory resolution cannot be concluded, the matter shall move up the relevant chain of responsibility. Specifically, ministry community members shall respect the integrity and confidences of other community members and those outside our community attending any of our ministry’s functions. Ministry community members are expected to operate within their respective roles.

In summary Christian ethics demand that ministry community members act in love and integrity, and confidentiality, and in alignment with the mission/purpose of this ministry.

4. **Inappropriate Conduct.** Violation of ministry rules and policies may result in an oral warning, a written warning, and/or termination of a member's role in the ministry community. There is no requirement that discipline be progressive or that a warning is given prior to demotion or any other disciplinary action, including discharge from the ministry community. Set forth below are some examples of misconduct that will not be tolerated by the ministry. This list is not exhaustive, and examples are not listed in order of seriousness.
- A. Falsification of personnel and/or student records and information or other ministry records.
 - B. Dating, or otherwise becoming romantically involved with, anyone under legal age.
 - C. Engaging in any activity which a ministry community member knows, or has reason to know, will adversely affect the mission of the ministry.
 - D. Engaging in sexual acts and/or relationships outside the confines of marriage between one man and one woman as defined by the Sacred Scripture, Tradition, and the Magisterium.
 - E. Deliberate damage or destruction of any ministry property or the property of any ministry community member.
 - F. Engaging in criminal conduct.
 - G. Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor, teacher, or other ministry leader, or the use of abusive or threatening language toward a supervisor, teacher, or other ministry leader.
 - H. Using abusive language at any time on-campus.
 - I. Failure to notify a supervisor when unable to report to work.
 - J. Sleeping on the job.
 - K. Wearing unprofessional or inappropriate styles of dress (including dressing in such a way as to willfully reject one's sex assigned at birth (Gen. 1:27)).
 - L. Violation of any safety, health, security or ministry policies, rules, or procedures.
 - M. Committing a fraudulent act or a breach of trust under any circumstances.
 - N. Unlawful harassment including harassment of a sexual nature (with the understanding that this ministry reserves the right to operate according to its sincerely held religious beliefs about biblical marriage and sexuality and therefore does not define "harassment" as including any enforcement of, or adherence to, its Catholic principles and expectations in the areas of marriage, sexuality, dress, and discipline).
 - O. Engaging in behavior that suggests a willful violation of the religious beliefs and practices of the ministry.

If a ministry community member has any doubt about whether certain conduct will constitute behavior that suggests a willful violation of the religious beliefs and practices of the ministry, the community member should ask an appropriate ministry leader.

By signing below, the ministry community member acknowledges an understanding that this ministry only hires staff members who agree to abide by its Code of Conduct which is rooted in its sincerely held religious beliefs and which this ministry believes reflects a relationship representative of a walk with Christ.

In addition, by signing below, ministry community members acknowledge they have read, understood, and agree to abide by this Catholic Code of Conduct and that this ministry reserves the right to discipline said community member (up to and including termination from the community) for any

action(s) in violation of this Code of Conduct.

ACKNOWLEDGEMENT AND AGREEMENT by SEMINARY EMPLOYEES

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I understand and agree that it is my responsibility to read the *Employee Handbook*, to familiarize myself with its contents, and to follow the policies, guidelines, and standards it sets forth. I understand that the *Employee Handbook* describes important information about Holy Apostles College and Seminary, and I understand that I should consult my supervisor regarding any questions not answered in the handbook. I further understand that I am responsible for periodically reviewing the handbook, to ensure that I am familiar with all changes that may be made to this document from time to time.

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I also understand that Holy Apostles College and Seminary reserves the right to revise, delete, and/or add to the provisions of this *Employee Handbook*. The policies and provisions contained in this handbook do not represent conditions of employment but rather serve as information guidelines for my own benefit. This *Employee Handbook* supersedes all prior handbooks. I acknowledge that the online *Employee Handbook* includes the most up-to-date information. It is my responsibility to obtain the latest version of the *Employee Handbook*.

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Signature: _____

Date: _____

Employee Evaluation Form

I. EMPLOYEE INFORMATION		
Employee Name	Job Title	
Supervisor/Reviewer	Review Period	
	From: / /	To: / /
II. CORE VALUES AND OBJECTIVES		
PERFORMANCE CATEGORY	RATING	COMMENTS AND EXAMPLES

Quality of Work: <i>Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Attendance & Punctuality: <i>Reports for work on time, provides advance notice of need for absence</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Reliability/Dependability: <i>Consistently performs at a high level; manages time and workload effectively to meet responsibilities</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Communication Skills: <i>Written and oral communications are clear, organized and effective; listens and comprehends well</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Judgment & Decision-Making: <i>Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness and creativity in problem-solving</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Initiative & Flexibility: <i>Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Cooperation & Teamwork: <i>Respectful of colleagues when working with others and makes valuable contributions to help the group achieve its goals</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	

III. JOB-SPECIFIC PERFORMANCE CRITERIA

PERFORMANCE CATEGORY	RATING	COMMENTS AND EXAMPLES
Knowledge of Position: <i>Possesses required skills, knowledge, and abilities to competently perform the job</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Training & Development: <i>Continually seeks ways to strengthen performance and regularly monitors new</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement	

<i>developments in field of work</i>	<input type="checkbox"/> Unacceptable	
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IV. PERFORMANCE GOALS

Set objectives and outline steps to improve in problem areas or further employee development.

V. OVERALL RATING

<input type="checkbox"/> EXCEEDS EXPECTATIONS <i>Employee consistently performs at a high level that exceeds expectations</i>	<input type="checkbox"/> MEETS EXPECTATIONS <i>Employee satisfies all essential job requirements; may exceed expectations periodically; demonstrates likelihood of eventually exceeding expectations</i>	<input type="checkbox"/> NEEDS IMPROVEMENT <i>Employee consistently performs below required standards/expectations for the position; training or other action is necessary to correct performance</i>	<input type="checkbox"/> UNACCEPTABLE <i>Employee is unable or unwilling to perform required duties according to company standards; immediate improvement must be demonstrated</i>
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Comment on the employee's overall performance.

VI. EMPLOYEE COMMENTS (OPTIONAL)

VII. ACKNOWLEDGEMENT

I acknowledge that I have had the opportunity to discuss this performance evaluation with my manager/supervisor and I have received a copy of this evaluation.

Employee Signature: _____ Date: _____

Reviewer Signature: _____ Date: _____