

Dear Collaborator:

The success of the priestly formation program at Notre Dame Seminary and all the programs that are offered to the faithful depend on a staff that is dedicated and loyal to the mission of the Church.

What a great staff we have here at Notre Dame Seminary. At the end of the day, everything we do here reflects our faith in God and our desire to provide the Church holy priests.

The enclosed handbook outlines the expectations that the Church has for us and the high regard we have for each other. This handbook will be reviewed and updated on a regular basis in order to reflect the best practices of how we carry out the responsibilities entrusted to us.

Thank you for your efforts and commitment to the mission of Notre Dame Seminary. May the Lord bless our seminarians, our formation program, and all that we do so that our faith can reveal more clearly the work of God's Kingdom among us.

With every good wish, I am

Sincerely yours in the Lord,

A handwritten signature in black ink, appearing to read "Fr. J.A. Wehner". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Very Reverend James A. Wehner, S.T.D.  
Rector – President

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## **I. MISSION STATEMENT**

From its establishment as a free-standing seminary in 1923 by the Archdiocese of New Orleans, Notre Dame Seminary has as its primary mission the preparation of men for the ministerial priesthood in the Roman Catholic Church. The seminary, through an integrated and balanced program of priestly formation, seeks to prepare competent pastors for the Church in the Spirit of Jesus Christ, the Good Shepherd. Additionally, in order to foster a broader outreach in service to the needs of the local Church, the seminary offers educational and formational opportunities to other applicants.

As a graduate school of theology, the seminary offers those preparing for the priesthood a Master of Divinity degree program of study. A pre-theology program is also offered to prepare seminarians for entry into this graduate theology program. Additional degree programs are offered to applicants seeking to deepen their understanding of the Catholic intellectual tradition for leadership in the Church.

While primarily preparing men to serve as priests in the southern region of the United States, Notre Dame Seminary participates in the missionary activity of the Church by promoting a spirit of mission among its candidates for priesthood and by assisting certain missionary dioceses in other areas of the world.

### **Respect for Equality/Non-Discrimination Policy**

Notre Dame Seminary adheres to the principle of equal educational and employment opportunities without regard to race, sex, color, creed, age, disability, or national origin. This policy extends to all programs and activities supported by the seminary including hiring, training, promoting, salaries, transfers, and working conditions. In addition, Notre Dame Seminary conscientiously seeks to comply with all applicable legislation concerning nondiscrimination in employment practices and in development of personnel. This pertains to the protection of faculty and student rights of privacy and access of information concerning accommodations for the handicapped.

Bearing in mind that language reflects, reinforces and creates social reality, the seminary expects class conversation and written work to employ language that respects the equal dignity and worth of all human beings. Notre Dame Seminary believes in the equality of all people and respects the dignity of people from all races, cultures, religions and ideological preferences.

## **II. EMPLOYMENT EXPECTATIONS**

### **Application Forms and References**

A standard application form must be filled out by all prospective employees. Notre Dame Seminary reserves the right to make full use of references in confirming and evaluating applications. All information furnished will be subject to verification. Potential employees may also be required to undergo a criminal background check.

Ordinarily, all applicants for regular employment must be 18 years or older to work. For some positions, persons who are under 18 may be considered for employment within the limits of state and federal law and upon presentation of a work permit from the appropriate authorities. For those under the age of 18, work permits should be obtained accordingly.

### **Change of Address**

It is the responsibility of each employee to promptly notify the business office of any changes in address, telephone number, marital status, number of dependents, person to notify in case of emergency, or other significant changes.

### **Confidentiality**

Employees are not to disclose confidential matters which come to their attention as a result of their employment with the seminary, particularly matters regarding seminarians, resident priests, and all faculty members. Disclosure to anyone of such information without proper authorization may be cause for disciplinary action including termination.

### **Emergencies**

In an “emergency” at Notre Dame Seminary each employee must report to work when called regardless of the department. In weather-related absence, employees who report for work within a reasonable time will be paid for their regular full day. Rules applicable to exempt and non-exempt employees will be observed accordingly when an employee fails to report for work.

### **Employee Evaluation**

Notre Dame Seminary Graduate School of Theology (NDS) has instituted a process for evaluation of its administrative staff that involves self, peer and supervisor evaluations. To complete this annual evaluative process, the administrative staff has been divided into three groups: formation, academics, and operations. Each administrative staff member is instructed to evaluate himself or herself and each other member in the group. Supplemental evaluators are instructed to evaluate those individuals in each group, or individuals as noted. Each individual completing an evaluation form is directed to submit their completed forms to an administrator who has oversight of the administrative staff in each area.

Once the completed evaluation forms have been received by the administrators assigned to each group, the administrator aggregates the forms by name and analyses the responses. The administrator then completes a form for each individual that represents an aggregate of responses. The administrator then schedules a meeting with the individual to discuss that year’s evaluation. For additional information on administrative staff evaluation, see the Evaluation Groups in Appendix A and the Evaluation Form in Appendix B.

For other employees who are not administrative staff, supervisors shall periodically evaluate the work done and inform the employee of his/her progress. An evaluation form will be provided for this process and is provided in Appendix B.

## **Grooming**

Immoderate hairstyles or colors are unacceptable. At all times while employees are conducting Notre Dame Seminary's business, tattoos and body art must be covered and body piercings (other than traditional pierced earrings for women only) must be removed. Jewelry should be appropriate to the occasion. All employees should report to work in clean, appropriate attire that is properly fitted and in good repair. Hair, beards, mustaches and sideburns should be clean and neatly styled.

## **Hours of Work**

Notre Dame Seminary renders service twenty-four hours, seven days a week. As a consequence, the daily hours of work and the work week of employees vary according to the services rendered by a particular department. According to the Affordable Care Act, thirty hours or more a week constitutes a full-time employee. Any employee working less than thirty hours is considered part-time. Part-time employees will be given bonus days as specified; a part-time employee is not eligible for vacation, sick leave or paid holidays. Notify your supervisor promptly if an emergency compels you to be late or absent. An employee will be docked for leave without pay if the supervisor is not notified in case of absence.

The work week for full-time employees at Notre Dame Seminary is defined as 40 hours per week including a half-hour lunch break. For employees who perform manual labor and work 40 hours per week, two fifteen (15) minute breaks are allowed. For those who work less than 40 hours per week, one fifteen (15) minute break is allowed.

## **Conditions of Employment**

### **Terms of Employment – Benefit Eligible vs. Non Benefit Eligible**

All employees who are hired to work at least thirty (30) hours per week are considered benefit eligible employees. Employees who regularly work between twenty (20) hours and thirty (30) hours per week are eligible for fringe benefits on a prorated basis. *Employees who work less than twenty hours per week are not eligible for fringe benefits.*

### **Work Week**

The work week is defined as a 40-hour week which begins on Sunday and ends on Saturday.

### **Pay Periods**

Pay periods may be semi-monthly on the 15th and at the end of the month.

### **Time Worked**

All lay employees, excluding administrators and faculty, are responsible for recording their time worked and absences. Employees are expected to use the time clock provided which submits hours to the Business Manager in real time.

An employee may occasionally be required to work after hours or on weekends causing them to exceed a 40 hour week. Employees who are considered exempt from the provisions of the Fair Labor Standards Act are not compensated for this time as it is considered part of their job responsibilities. *Non-exempt employees who work more than 40 hours in one work week must be paid at 1.5 times their regular hourly rate for all hours actually worked over 40 hours in that week period.*

**Salaried employees** do not necessarily qualify as exempt from the overtime statutes of the Fair Labor Standards Act. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations. *Please refer to the Dept. of Labor's Fact Sheet #17A* for more details [http://www.dol.gov/whd/overtime/fs17a\\_overview.pdf](http://www.dol.gov/whd/overtime/fs17a_overview.pdf).

If you have any questions, be sure to consult with the Office Human Resources or with our General Counsel for a determination.

### **Immigration Law Compliance**

Notre Dame Seminary complies with the *Immigration Reform and Control Act of 1986* by employing only individuals who are authorized to work in the United States. All employees will be asked on or before their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law. The law requires that if an individual cannot verify his/her right to work within three days of hire, Notre Dame Seminary must terminate the employment relationship.

### **Introductory Period**

Unless waived at time of employment, a period of thirty days or more, not to exceed ninety days, is considered the introductory period. During this period the employee has the opportunity to demonstrate proper attitudes and abilities for the position for which he/she is employed. An employee may be dismissed without prior notice or obligation during this introductory period.

If an employee's performance is deemed satisfactory during the introductory period, as a permanent employee he/she will be offered employee benefits. Group health insurance benefits for full-time employees are paid for by Notre Dame Seminary. If insurance coverage is needed for family members, coverage may be obtained at the cost of the employee through semi-monthly payroll deductions. Dental & vision plans are also available at cost to the employee.

Employees are eligible for enrollment in the Archdiocese of New Orleans 401(k) Plan. All employees who are eligible for the 401(k) are covered by life and disability, even if they choose not to contribute to the 401(k). Details regarding life, disability and AD&D coverage provided are in the benefit booklet available through the Archdiocese of New Orleans Human Resources Office. The current administrator of the ANO 401(k) Plan is VOYA and can be reached at 1-877-659-6995.

Employees are not considered hired until after the introductory period. Insurance and benefits are offered during this period with the understanding that if the employee does not continue after the introductory period, all insurance and benefits will cease.

### **Job Description**

Each employee will be notified of the expectation of work to be performed in his/her particular department. This will be explained at time of hire. The seminary reserves the right to change job descriptions as needed to provide the necessary services to the student body. Job Descriptions can be found in the NDS Job Description Handbook found on the NDS website. The schedule may differ from week to week based on the needs of operations i.e. kitchen and housekeeping staff.

### **Personal Conduct**

Personal conduct should reflect a favorable image on Notre Dame Seminary at all times. It is expected that employees conduct themselves in a Christian manner and will be supportive of the rules and ethics of the Roman Catholic Church and that they will reflect that support in their lifestyles. As much as possible personal business should be handled outside of office hours. Personal phone calls are to be kept to a minimum in number and duration.

### **Post-Employment References**

Persons who leave the employ of Notre Dame Seminary and who wish a reference to be furnished to a prospective employer must sign a written request to that effect and the request must state that the seminary will be released from liability and held harmless regardless of the results of the information furnished. If a satisfactory release form does not accompany the reference check, the seminary will give only employment dates and the job classification of the former employee.

### **Reduction in Staff**

If the seminary finds it necessary to reduce staff or discontinue a position, the needs of the department and work performance will be the determining factors. Appropriate notice will be given to affected personnel.

### **Working Environment**

Notre Dame Seminary is committed to providing a work environment which recognizes the important role of each employee; provides benefits and fosters concern, cooperation and communication. We value and encourage opinions and suggestion in obtaining a mutual beneficial relationship. We seek to provide an environment based on trust and timely face-to-face resolutions of problems, concerns or misunderstandings. We believe that these conditions can be created and maintained through a dialogue between the immediate supervisor and the employee.

### **Intellectual Property Policy**

The vitality of any institution of higher learning depends intrinsically on the quality and robustness of the processes of research and creative communication which characterize its life. Notre Dame Seminary seeks to encourage those processes among faculty, students and staff in every aspect of its institutional life. One measure of that encouragement is the protection that is afforded to the intellectual property of each and every constituency in the Seminary.

The term “intellectual property” is understood to include all written or orally communicated results of scholarship, research, teaching or other intellectual pursuit by faculty, students or staff.

Notre Dame Seminary recognizes that full rights of ownership of all such work belong to the creator of such work. The single exception to this policy concerns those productions which fulfill responsibilities of employment by the Seminary and can rightly be understood as “works for hire” under United States law. In those cases, ownership will be exercised solely by Notre Dame Seminary.

In the event an author, creator or developer chooses to assign the ownership rights to the seminary, royalty income derived from the work will be shared with the person following the specifics outlined in this policy.

Intellectual property produced by faculty or students, including course-work, lectures and other class-related materials are covered by this policy and may not be copied, recorded nor disseminated in any form, including the Internet, without the express permission of the Rector-President of Notre Dame Seminary.

### **Application of the Policy**

This policy applies to faculty, staff, students and other persons who make use of the seminary’s facilities, equipment, or other resources or who receive funds from Notre Dame Seminary in the form of salary, wages, stipend or other support, but not including student financial aid.

### **Seminary Ownership of Intellectual Property/Copyright**

Notre Dame Seminary owns all rights to all copyrighted materials (including computer programs, software or multi-media productions) that are works made under copyright law and assigned to the seminary by contract terms of a grant or sponsored program.

The seminary retains the copyright if a work is made for hire, created under a grant or sponsored program that grants ownership rights to an institution other than the author; or subject of a contract modifying ownership rights.

### **Disclosure**

Persons to whom this policy applies have a duty to report in due time all intellectual property covered by this policy to the Academic Dean. They must also cooperate fully in proceedings needed to legally protect the rights of Notre Dame Seminary. All people covered under this

policy will confirm in writing their obligation to comply with the terms of this policy and to disclose any intellectual property in due time covered under this policy. Failure to confirm these obligations in no way diminishes or extinguishes the rights of Notre Dame Seminary.

### **General Administration**

This policy is to be administered by the Academic Dean with the assistance and advice of the Rector-President and the administrative staff. Notre Dame Seminary has the right to have internal or external evaluators review the intellectual property. The seminary has the right to transfer ownership of the intellectual property.

No use of the name of Notre Dame Seminary in the promotion or sale of intellectual property is permitted without prior written approval of the seminary, whether the seminary has the ownership of intellectual property or has returned the rights to the author, creator or developer. Requests for this approval must be submitted to the Academic Dean.

### **Amendments to the Policy**

Notre Dame Seminary reserves the right to amend this policy at any time. Any royalty distribution due on account of intellectual property matters are regulated by the policy in effect at the time the seminary enters into contractual arrangements concerning the promotion of the intellectual property.

### **Waivers**

Notre Dame Seminary may grant a waiver of any provision of this policy on a case-by-case basis. The waivers must be in writing and signed by the Academic Dean. The best interest of the seminary will always be taken into account in the granting of any waiver. Any waiver granted under this article will apply only to obligations imposed on the creator, author or developer unless otherwise agreed by the individual.

### **Royalty Distribution**

Distribution of royalties paid in accordance with this policy represents an employee benefit from the seminary to the recipient. The person must understand that the receipt of income under this policy is subject to taxation. It is the responsibility of the recipient to retain the tax applied to such income derived under the implementation of this policy.

Funds provided by external sponsors to the Seminary to support any project of the seminary are not royalties and do not constitute income to the institution on which royalty distributions may be calculated.

When royalty income is received by the seminary from intellectual property covered under this policy, the income will be disbursed as follows:

- The income will be used to reimburse the seminary for direct expenses associated with the intellectual property.

- After deduction of expenses, any income from intellectual property will be distributed in this manner:

- 50% to the creator, author developer.
- 50% to Notre Dame Seminary.

### **III. DISCIPLINE**

#### **Malfeasance or Flagrant Misconduct**

In case of malfeasance or flagrant misconduct, immediate dismissal without notice or severance pay is within the right of Notre Dame Seminary.

Among other things, the following actions or conduct shall be considered flagrant misconduct and grounds of immediate dismissal:

- 1) Possession or use of non-prescription narcotics or alcoholic beverages on seminary property or while engaged in seminary business.
- 2) Reporting to work under the obvious influence of non-prescriptive narcotics or alcoholic beverages.
- 3) Conviction of any felony offense, or misdemeanor offense (other than minor traffic offenses) while employed.
- 4) Two or more unexcused absences.
- 5) Flagrant and continued violation of the moral precepts of the Catholic Church in a manner which publically embarrasses the Church.
- 6) Persistently not arriving on time for schedule shift or leaving shift without permission.

#### **Probation**

An employee whose performance, attendance, conduct, attitude, or productivity does not meet the standards of Notre Dame Seminary will be given a notice of probation of not more than thirty (30) days in which to show improvement. The employee will be required to sign a completed notice of probation and given a copy. Refusal to sign the probation notice may be cause of dismissal for the reason of "Uncooperative Attitude." Proper action may be taken to terminate the employee in such cases, after consultation with the Rector-President.

#### **Resignation**

An employee is required to give a two week notice upon submitting his/her resignation.

#### **Termination**

At any time, if an employee fails to perform his/her duties in a satisfactory manner, the supervisor and/or Rector-President may have a conference with the employee pointing out the

deficiencies and setting a time line by which the deficiencies must be brought to a satisfactory level. The time frame for correction of the problems shall not exceed two (2) months. If at the end of the established time line, the employee has not corrected the deficiencies and maintained a satisfactory level of performance, he/she will be subject to dismissal.

All above actions will be recorded and placed in the employee's personnel file. The employee will be given the opportunity to add his or her written statement to the file acknowledging the conference.

### **Wage Garnishments**

Notre Dame Seminary is required to follow federal and state law in connection with withholding employee's pay due to garnishments served on the seminary because of judgments or court orders against employees.

### **Grievance Process**

Notre Dame Seminary is committed to providing the best possible working environment for its employees. Part of this commitment is encouraging communication and an atmosphere where work issues and complaints can be resolved in a timely and respectful way. The following procedure shall be used to address such work-related issues.

1. The employee should follow the chain of command within by first addressing the grievance with their supervisor. This should be in the form of a written statement of the complaint and the desired resolution. It must be submitted within three (3) days of the time the alleged unfair treatment became known. The supervisor will meet with the employee and investigate the complaint, responding in writing within ten (10) days of the meeting.
2. If the issue is not resolved, the employee may present his grievance to the Rector-President. This must be in writing, and within three (3) days of receipt of the written decision. The Rector-President will meet with the employee and respond in writing. If the immediate supervisor is the Rector-President, and the employee has met with him, the employee may proceed to step 3.
3. If the employee disagrees with the decision of the Rector-President, he may appeal that decision to the Archbishop who is the Chancellor of Notre Dame Seminary. The Archbishop may designate the Vicar General to investigate the grievance, and make a recommendation to the Archbishop. The decision of the Archbishop will be final.

The employee is requested to put his grievance in writing to insure that it is properly stated. Insofar as possible, written summaries shall be made at each step of the grievance procedure as an aid in defining the problem and to help with reaching a solution.

## **IV. ABSENCES**

### **Bereavement Leave**

Full-time employees shall be granted time off at the death of a member of the employee's immediate family. Bereavement leave is granted up to three (3) days for the death of a parent, spouse, child, brother/sister, grandparents, and legal guardian. During bereavement leave, the employee shall be paid for a **maximum of 3 days** his/her full salary. If additional time is needed, vacation time must be used.

### **Employee Request/Verification of Leave Forms and Time Card Forms**

All employee absences must be requested/reported to the supervisor or Rector-President in writing using the *Employee Request/Verification of Leave Form*. Vacation and sick leave will be approved and documented by the employee's supervisor. Record of vacation and sick leave must be maintained by the employee personally, and accurately reflect any leave used and then reflected on the *Employee Request/Verification Leave Form*. A copy of the *Employee Request/Verification Leave Form* must be turned in monthly to the supervisor. Any discrepancies will be brought to the employee's attention. (This needs to also be tracked by the finance office because accrued unpaid vacation is required to be paid out at termination. This schedule should use an accrual rate.)

### **Family and Medical Leave (FMLA)**

It is the policy of Notre Dame Seminary to grant up to 12 weeks of family and medical leave during any 12 month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA).

#### **Eligibility for Leave:**

- The employee must have worked for Notre Dame Seminary for at least 12 months or 52 weeks.
- The employee must have worked at least 1,250 hours during the 12 month period immediately before the date the leave would begin.

#### **Type of Leave Covered:**

In order to qualify as FMLA leave under this policy, the employee must be taking the leave for one of the following reasons:

- the birth of a child and in order to care for that child
- the placement of a child by adoption or foster care
- the care for a spouse, child or parent with a serious health condition
- the serious health condition of the employee

A serious health condition is an illness, injury, impairment, physical, or mental condition that involves inpatient care in a hospital, hospice, or residential care facility, or continuous

treatment by a health care provider. The employee is required to provide a doctor's certification of the serious health condition.

Eligibility for leave after the birth, adoption or placement of a foster child expires 12 months from the birth, adoption or placement of the child.

#### **Employee Status and Benefits during Leave:**

While the employee is on leave, Notre Dame Seminary will continue the employee's health benefit during the leave period at the same level and under the same conditions as if the employee had continued to work. Under the current policy, Notre Dame Seminary pays the full portion of the individual health care premium. While on paid leave, Notre Dame Seminary will continue to pay the premium. If health benefits include family coverage, the employee must make their payment either in person or by mail. This payment must be received by the Business Manager by the first day of each month. If the payment is not received, the employee's health care coverage may be dropped for the duration of the leave.

\*If the employee is on leave beyond 12 weeks, the employee is responsible for full cost of the health insurance premiums, including the portion paid by Notre Dame Seminary.

#### **Employee Status after Leave:**

After returning from leave, the employee will be placed in an equivalent position, with equal benefits, pay, and other terms and conditions of employment. If the leave was taken because of the employee's own illness, documentation from the employee's physician, stating that the employee is able to return to work, is required. (If the employee is on leave beyond 12 weeks, the employee may not be placed in an equivalent position, but may be offered a similar position or discharged if there is no similar position available).

#### **Use of Paid and Unpaid Leave:**

Under the FMLA statute, an employee taking leave because of the employee's own serious health condition must have all paid leave exhausted prior to being eligible for unpaid leave, or a total of 12 weeks FMLA.

#### **Certification for Serious Health Conditions:**

Leave requests for serious health conditions require a certification from the employee's attending physician. Certification of a serious health condition shall include: date the condition began, expected duration, diagnosis and brief statement of treatment. In the case of employee's own medical condition it must also include documentation that the employee is unable to perform the essential function of the employee's position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and the employee's presence would be beneficial or desirable.

#### **Procedure for Requesting Leave:**

Except where leave is not foreseeable, all employees requesting leave under this policy must submit a request to the Rector-President 30 days before leave is needed. If it is not possible to give 30 days' notice, the employee must give as much notice as possible. Such a request requires the approval of the employee's supervisor and the Rector-President.

## **Parental Bonding Leave**

**Effective January 1, 2016** Parental bonding leave may be granted for the birth of a child or the placement through adoption or foster care of a child to either parent. Employees granted this leave will receive full pay for six weeks, commencing at the birth or placement of the child. Employees on the parental bonding leave will not be required to use their accrued sick or vacation leave during the six week paid parental bonding period. Parental bonding leave will run concurrently with the location's scheduled holidays, summer break schedules and with FMLA leave where it applies. Under no circumstances will paid leave be extended due to such scheduled holidays / break time.

If parents are eligible for and request to take additional time allowed under the Family and Medical Leave Act [FMLA], *any time longer than the six week paid parental bonding time will be charged to their accrued leave balances*. If they do not have any accrued paid leave, that additional time would be unpaid.

### **Procedure for Requesting Parental Bonding Leave**

Parental Bonding leave requests should be made to the appropriate supervisor for which the employee works. As with FMLA leave, prior notice of at least 30 days is requested. Approvals are made by the location's Office in consultation with Human Resources, where necessary.

### **Use of Parental Bonding Leave**

Where both parents work for the same location, leave may be granted at alternate times at the decision of the location's Director and appropriate supervisors.

#### ***This policy covers all employees of:***

- Parishes and parish schools
- Entities owned and/or operated by the Archdiocese
- Archdiocesan Administrative Offices
- Programs and Ministries of the Archdiocese

## **Break Time for Nursing Mothers**

Notre Dame Seminary shall provide a reasonable break time for an employee to express breast milk for her nursing child for one (1) year after the child's birth each time such employee has need to express the milk; and shall provide a place other than a bathroom, that is shielded from

view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

## **Holidays**

The paid holidays for employees are published in a notice at the beginning of each calendar year. The following are the usual recognized paid holidays for full-time employees. Part-time (less than 30 hours per week) or temporary employees are not eligible for paid holidays; however, any of these days may be considered a paid day at the discretion of the Rector-President. There may be additions made to the list each year depending on the school calendar.

December 24 – January 3	Independence Day
Martin Luther King	Labor Day
Mardi Gras (Monday and Tuesday)	All Saints Day
Holy Thursday – Easter Monday	Thanksgiving (Wednesday – Friday)
Memorial Day	

Employees may be scheduled to work on holidays (i.e. over the Christmas Break). Kitchen staff and housekeeping staff may have to provide services during holidays. Staff will be alerted one week prior to the holiday. In such cases, the employee may take time off within the next pay period.

## **Jury Duty**

If you are called and are selected to serve on a jury, you will be paid your regular salary up to a maximum of thirty days per year according to the state law.

## **Sick Leave**

Sick leave is granted for the personal illness of the benefit eligible full-time employee at the rate of six days per year. To be eligible for sick leave pay, an employee must notify his/her department head or designee directly, preferably prior to the start of the scheduled work time.

Employees who are absent for five consecutive work days are required to present a doctor's certificate stating that they were too ill to work and are now able to return to work. Certificates may be required at the supervisor's discretion for employees who have attendance problems.

It is expected that all employees will be conscientious regarding attendance. Excessive absenteeism is grounds for dismissal.

Extended health leave after an illness must be negotiated with the employee's supervisor and/or the Rector-President. Short-term disability coverage through the employee's disability insurance may be used for extended health leave or if an employee has used all sick leave.

No portion of sick leave is payable upon termination under ordinary circumstance.

## **Vacations**

The amount of vacation days accrued for length of employment is described in the table below:

<b>Length of Employment</b>	<b>Amount of Vacation Days</b>
0-12 months (one year)	5 days (1.67 hrs./pay period)
13-24 months (two years)	10 days (3.33 hrs./pay period)
25-36 months (three years)	15 days (5 hrs./pay period)
37 months +	20 days (6.67 hrs./pay period)

All full time employees, excluding administrators and faculty, of NDS will accrue vacation time according to the above schedule.

Employees working at least twenty (20) hours per week on a regular basis, but less than forty (40) hours, may receive vacation on a prorated basis. This is based on a ratio of hours worked as a percentage of 40. Temporary employees and employees who work less than twenty (20) hours per week are not eligible to accrue paid vacation.

Vacation benefits are calculated from date of employment. Vacation scheduling must have prior approval by the supervisor. Vacation should be scheduled in light of the needs of the office, and should not be scheduled during peak periods of work.

Employees cannot carry over from one year to the next more than ten (10) days. Any accrued vacation in excess of this will be lost if not used by the employee's anniversary date of hire. Employees will not be paid for vacation this is not taken. Unearned vacation will not be advanced. Earned but unused vacation is the only type of leave paid upon termination.

## **V. COMPENSATION AND BENEFITS**

Each year Notre Dame Seminary reviews the insurance plans to provide the best coverage available at an affordable rate. Employees are notified of any change in provider or premium. Employees may change their coverage during the open enrollment period each year in August. Additional information on all insurance is available in the Business Office.

### **Dental Insurance**

Dental insurance is available to the employee, at their own expense. Currently, there are three options for dental insurance each offering different levels of coverage. The amount of the deduction will depend on the coverage elected. Dina Dental is the current provider for dental insurance.

### **Disability**

All employees eligible for the 401K plan are covered under policies with the Archdiocese of New Orleans for Life, Disability, and AD&D insurance, even if they do not participate in the

401K plan at no cost to the employee. Full descriptions and plan benefits are available through the Archdiocese of New Orleans Human Resources Department.

### **Medical Insurance**

Medical/hospitalization insurance is offered to the employee at no cost to the employee for his/her coverage. Coverage for spouses and children is available to the employee at their expense. The cost of dependent coverage will be deducted from the employees pay each pay period. Currently the Seminary is under an HMO plan with Blue Cross/Blue Shield of Louisiana.

### **Retirement**

The seminary participates in a 401K plan through the Archdiocese of New Orleans. The seminary will match 3.5% if the employee elects to participate. VOYA will contact the employee directly to determine if participation is desired. VOYA provides quarterly statements to the employee.

### **Vision Insurance**

Vision insurance is available to the employee at their own expense. United Health is the current provider for vision insurance.

### **Raises in Pay**

To the extent it deems possible, Notre Dame Seminary may grant an annual wage increase effective the beginning of a new fiscal year, provided the employee's work performance evaluation is satisfactory. The number of staff that can be employed and the salaries paid is determined by the fiscal year budget and available funds. The budget is approved by the Board of Trustees therefore any wage increase will have the approval of the Board.

### **Salary Disbursement**

Each employee is paid on the 15<sup>th</sup> and the last of each month. Employees are paid according to an established wage and salary structure for the position. Each check stub shows a detailed breakdown of total earnings and deductions. If there is an error with the paycheck, one is to report it to the supervisor or to the finance officer. All employees will receive a W-2 tax form at the end of the calendar year, but no later than January 31 of the following year.

### **Social Security**

Employees are covered by Social Security, otherwise known as the Federal Insurance Contribution Act (FICA).

## **Worker's Compensation**

Employees who suffer injury on the job, no matter how minor, must report the incident immediately to the Director of Facilities. If an employee loses time from the job because of injury, compensation will be paid in accordance with lawful worker's compensation policies.

## **VI. GENERAL EQUIPMENT USE POLICY**

As a part of its mission, the seminary acquires, develops, and maintains computers, computer systems, voice mail systems and networks (information resources). These information resources are intended for seminary-related purposes, including direct and indirect support of the seminary's formation program and administrative functions, and of the free exchange of ideas among faculty members and staff of the seminary. The archdiocesan offices, agencies, parishes and schools, thus, are encouraged to make innovative and creative use of information technologies in support of service and administration, but the information system is not to be used for the expression of personal opinion other than in regard to archdiocesan business. Further, all of the information resources are and remain at all times the property of the Archdiocese of New Orleans and subject to search and seizure.

The use of the aforementioned information resources, like the use of any other seminary resource, is subject to the normal requirements of legal and ethical behavior within the seminary. Based on the teachings and moral principles of the Roman Catholic Church, it is the policy of Notre Dame Seminary to provide staff an environment free from conduct deemed inappropriate by the Roman Catholic Church. Should any staff engage in any conduct violative of Roman Catholic Church teachings or principles in the use of a computer, e-mail, voice mail or the internet, the seminary reserves the right to take whatever disciplinary action it deems appropriate as to any user, notwithstanding whether such action violates any other laws, regulations or policies.

Thus, legitimate use of a computer, computer system, voice-mail system or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network, and whether or not they can be circumvented by technical means. With access to computers and people from around the world also comes the availability of material that may be offensive and contrary to the mission of the seminary. The seminary does maintain a firewall/filter to protect individuals against the existence or receipt of material that may be offensive to them. However, with the global nature of computer networks it is impossible to control all materials and an industrious user may discover controversial materials, either accidentally or deliberately. As such, those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use e-mail or make information about themselves available on the Internet should be forewarned that Notre Dame Seminary cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information. Should any user of Notre Dame Seminary information resources become aware of unauthorized access to

improper sites or material or inappropriate use of e-mail, the user should report this matter to the appropriate supervisor.

Only computer software approved by the appropriate supervisor should be installed on individuals' computers and the seminary reserves the right to delete any unauthorized programs from any Notre Dame Seminary computer, even though the deletion may cause damage to any files belonging to the owner/user.

### **A. Applicability**

This policy applies to all users of seminary information resources and to all users of those resources, whether on seminary property or from remote locations. Additional policies may apply to specific computers, computer systems, voice-mail systems or networks provided or operated by specific units of the seminary. Consult the operators or managers of the specific computer, computer system, voice-mail system or network in which you are interested for further information.

### **B. Policy**

All users of seminary information resources must comply with all federal, Louisiana and other applicable law; all archdiocesan and seminary rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities; the seminary's sexual harassment policy; the archdiocese's policy regarding the abuse and neglect of minors and all applicable software licenses. Individuals involved in "hacking" and/or "cracking" break into someone else's computer system and/or bypass passwords or licenses in computer programs. Users who engage in electronic communications with persons in other states or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

Employees should use only those information resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access information resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. E-mail and related archdiocesan accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the seminary.

All users must respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons' accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining

what authorizations are necessary and for obtaining them before proceeding. Under no circumstances should a user of Notre Dame Seminary information resources use another user's account and/or hide their identity in the forwarding of e-mail messages and/or during the use of the internet or voice-mail system. Violation of the privacy issues discussed herein will subject the user to discipline, up to and including termination.

All users should respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. Although there is no set bandwidth, disk space, CPU time, or other limit applicable to all uses of Notre Dame Seminary information resources, Notre Dame Seminary may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.

All users should refrain from using those resources for personal commercial purposes or for personal financial or other gain. Such use is prohibited. Personal use of seminary information resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other seminary responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.

All users must refrain from stating or implying that they speak on behalf of the seminary and from using seminary symbols and logos without authorization to do so. Affiliation with the seminary does not, by itself, imply authorization to speak on behalf of the seminary. Authorization to speak on the behalf of the seminary may be granted by the Rector-President.

Authorization to use seminary symbols and logos on Notre Dame Seminary information resources may be granted only by the Rector-President. The use of a disclaimer on all communications is recommended, such as; the contents of this communication are the sole responsibility of (name of user) and do not necessarily represent the opinions or policies of Notre Dame Seminary. Additionally, any communication should not be considered confidential. Any comments should be sent to (user's e-mail address).

### **C. Enforcement**

Users who violate this policy may be denied access to seminary information resources and may be subject to other penalties and disciplinary action, both within and outside of the seminary. Violations will be handled through the seminary's disciplinary procedures applicable to the relevant user. However, the seminary may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity or security of Notre Dame Seminary or other information resources or to protect the seminary from liability. The seminary may also refer suspected violations of applicable law to appropriate law enforcement agencies.

## **D. Security and Privacy**

The seminary employs various measures to protect the security of its information resources and of their users' accounts. Users should be aware, however, that the seminary cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

Users should also be aware that their uses of the seminary's information resources, including voice-mail resources, are not completely private. Data saved on Notre Dame Seminary's computers and/or servers, including e-mail equipment and e-mail and voice-mail messages are the property of Notre Dame Seminary. Messages that are created, sent or received using the seminary's e-mail or voice-mail system are the property of the seminary. The seminary reserves the right to access and monitor the activity and accounts of individual users of seminary information resources, including but not limited to the contents of individual e-mail accounts, voice-mail accounts, login sessions and communications. Further, users should be aware that their computer information, voice-mail information and e-mail information – whether deleted or not – may be reviewed by the Notre Dame Seminary and that the users have no expectation of privacy in such information.

## **Credit Card Policy and Procedures**

It is the policy of Notre Dame Seminary to issue an NDS credit to administration, faculty, and staff only under the specific approval of the Rector-President. The purpose of this policy is to allow Notre Dame Seminary (NDS) personnel access to efficient and alternative means of payment for approved expenses, especially expenses related to business travel and office supplies. Please see Appendix A for the Credit Card Policy and Procedures.

## **VII. SEXUAL HARASSMENT**

Based on the teachings and moral principles of the Roman Catholic Church, it is the policy of Notre Dame Seminary to provide employees serving in the seminary with a workplace free from sexual harassment and free from any sexual conduct deemed inappropriate by the Roman Catholic Church. Should any employee engage in any conduct that violates Roman Catholic Church teachings or principles, the seminary reserves the right to take whatever disciplinary action it deems appropriate.

Pursuant to applicable laws, employees of the seminary are entitled to a workplace free of sexual harassment. In that regard, the seminary will not permit any employee, male or female, to sexually harass another in any way. Legally prohibited sexual harassment may involve, but is not limited to:

1. Making, as a condition of a person's continued employment or service, unwelcome sexual advances or a request for sexual favors or other verbal or physical conduct of a sexual nature; or,
2. Making submission to or rejection of such conduct the basis for tangible employment decisions affecting the employee, or,
3. Creating an intimidating, hostile, or offensive working environment by such conduct that is so severe and pervasive that it alters the conditions of the victim's employment and creates an abusive work environment.

Sexual harassment includes behavior that is not welcome, that is personally offensive, that fails to respect the right of others, which lowers morale and that, therefore interferes with work effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include but are not limited to:

Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats; or,

Non-verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures: or,

Physical: Unwanted physical contact, including touching, pinching, brushing the body, pushing.

Whatever form it takes, sexual harassment is insulting and demeaning to the recipient and will not be tolerated at the seminary. All employees must comply with this policy and take appropriate measures to ensure that such conduct does not occur. Depending upon the nature and extent of any violations of this policy, such violations may result in disciplinary action up to and including termination of employment and/or notification of appropriate civil or criminal law enforcement authorities for their action, if any.

If an employee believes that he/she has been subjected to sexual harassment by anyone while on the job or in the workplace, that person shall immediately report the matter in writing to his/her supervisor keeping a copy of the report for his or her own records.

Under no circumstances should employees report the harassment to a supervisor who is the person being accused of sexual harassment. In such a situation, the employee shall report the alleged harassment in writing to the Rector-President.

Notre Dame Seminary will, to the maximum extent feasible, maintain the confidentiality of such complaints on a need-to-know basis. However, investigation of such complaints will require disclosure to the accused party, other witnesses and superiors in order to gather pertinent facts.

Following receipt of a complaint as to sexual harassment, the supervisor (or other official in cases where the immediate supervisor is the accused) – or the designee of the supervisor—shall immediately begin an investigation into the alleged sexual harassment. If there is a designee to perform the investigation, the supervisor shall remain responsible for ensuring that an investigation is conducted.

Any such investigation shall include an interview of the complainant and a written statement from the complainant setting forth times, dates, places, exact quotes or behaviors, and the names of witnesses. The supervisor (or, again, his or her designee) shall also collect from the complainant any physical evidence, such as written notes, e-mail, recordings or other items that may corroborate (or contradict) any aspect of the complaint.

The supervisor or designee in charge of the investigation shall also interview the alleged harasser, and, if possible, obtain a written statement of the events that occurred, if any.

If the harasser admits the offending conduct, then an explanation for the behavior shall be requested and appropriate disciplinary action taken.

If the alleged harasser denies the alleged action, at that point the supervisor or designee shall also interview any key witnesses who may have knowledge of the alleged harassment, e.g., through overhearing or witnessing the harassment.

Any interviews with any persons- the alleged victim, alleged harasser or any witnesses- shall take place on a confidential basis, with the supervisor obtaining from each employee and/or witness an agreement to keep the matter confidential, preferably in the written statement to be obtained from any employee. When interviewing witnesses, the supervisor shall also balance the goals of obtaining full information that supports or contradicts the complaint against poisoning the work environment if the complaint proves unfounded. The written statements obtained from all witnesses shall include all details of time, dates and places where the harassment, if any, occurred, in addition to the confidentiality agreement mentioned above.

In the situation where the alleged offensive conduct is denied, following a review of the statements from the complainant and witnesses and the resolution of any inconsistencies in these statements, the supervisor shall attempt to reconcile all of the employees' positions to determine whether or not offensive conduct occurred. If so, then appropriate employee discipline must be taken, up to and including termination.

If the investigation results are inconclusive as to whether sexual harassment has occurred, the supervisor shall immediately reinforce this policy against sexual harassment to all relevant, i.e., involved employees, including but not limited to possible counseling of the alleged harasser and/or the complainant. If feasible and if approved by the alleged victim, the appropriate supervisor may also consider offering to the complainant a transfer to another position and/or take action to prevent contact between the complainant and alleged harasser.

If the investigation results are conclusive that sexual harassment has occurred, then the supervisor must take immediate steps to ensure that the offending action ends and shall take disciplinary action against the offender, which may range from counseling to termination of employment depending on the nature of the harassment.

During the investigation, the supervisor shall also take steps to ensure that no sexual harassment or retaliation against the complainant occurs. Such steps may include, but are not necessarily limited to; the appropriate supervisor's segregating the complainant from the alleged offender in

the workplace setting or suspension with pay of the accused party, depending on the egregiousness of alleged offense and the circumstances.

In all cases, the complainant shall be apprised of the results of the investigation. Further, as mentioned, no retaliatory action shall be taken against the complainant. If the complaint is totally baseless and without any foundation, the supervisor shall consult with the archdiocesan attorneys prior to taking any action against the complainant.

**The Following Is Meant To Serve As A Commentary And Explanation Of The Above Policy On Sexual Harassment:**

Definitions are not clear-cut when dealing with a complex issue such as sexual harassment in the workplace. While there are some actions or behaviors that most would agree are blatantly offensive and inappropriate for the workplace, it is sometimes more difficult to identify the most subtle forms of sexual harassment. However, such subtle harassment can be just as damaging to affected individuals.

The identification of sexual harassment is often based on individual perceptions and can involve subjective interpretations of behavior. What may be offensive to one individual may not be offensive to another. A person may not intend for his/her actions to offend another. Further, in order to be legally actionable in terms of a sexually objectionable environment (as opposed to the situation where a supervisor requires sexual favors in return for continued employment, promotions, etc.), the sexually objectionable work environment must be one that a reasonable person finds objectionable and one that the victim in fact perceives to be objectionable. Thus, factors in identifying workplace sexual harassment rest on the effect of the behavior on the recipient weighed against a standard of reasonableness, not necessarily on the intent of the sender.

Sexual harassment in the form of workplace harassment (again, as opposed to the requirement of sexual favors for continued employment, promotions, etc.) must have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or abusive work environment that is severe and pervasive.

Further, the circumstances regarding alleged offensive behavior must be examined to determine whether a hostile work environment has been created. Determining factors may include the frequency of the offending conduct, its severity, whether it is physically threatening or humiliating, or whether it unreasonably interferes with another's work performance or psychological well-being. Any of these factors alone or in combination may constitute harassment. However, hostile work environment does not necessarily include genuine but innocuous differences in the way men and women interact with members of the opposite or same sex, simple teasing, offhand comments, and isolated incidents (unless extremely serious).

Sexual harassment can cover a wide spectrum of behavior, both intentional and unintentional. Outlined below are some examples of behavior/actions that could constitute harassment and create a hostile work environment if so severe and pervasive that so as to alter the conditions of

the job and to create an abusive work environment. However, it should be noted that this list is not all-inclusive:

Verbal:

- sexual innuendoes
- off-colored jokes
- unwelcome comments on one's physical appearance/dress
- derogatory or vulgar comments directed at an individual
- suggestive or insulting sounds (e.g., catcalls, kissing sounds, etc.)
- propositioning/asking for sex

Non-Verbal:

- demeaning, offensive, suggestive or degrading pictures, posters, calendars, cartoons, memos, letters or E-Mail notes
- pornographic material
- obscene gestures or motions
- leering or staring
- indecent exposure

Physical:

- unwanted physical contact (e.g., brushing up against, pinching, kissing, hugging, massaging, touching, etc.)
- blocking or impairing a person's movement
- unwelcome sexual advances
- physical assault or rape

Each employee is responsible for continually examining his or her behavior and carefully evaluating his or her actions in advance to avoid creating an offensive working environment. A general "rule-of-thumb" test for determining whether your actions/behaviors may be inappropriate for the work place is to ask yourself the following questions:

- Would I do or say the same thing if my supervisor, spouse, parent, or child were present?
- Would I take the same action if I knew it would be published with my name associated with it in the local paper the next morning?
- Would I feel comfortable if someone else did or said the same thing to a member of my own family?

If there are any doubts about whether another individual might be offended, then such behavior should not take place. To ensure a workplace that is harassment-free for all employees, awareness and sensitivity by every individual is essential. Each employee can make a significant impact on preventing harassment in the workplace by following the guidelines outlined below:

### Employee Responsibilities:

- Evaluate in advance the possible impact of actions on others—if you have any doubts about whether behavior might be offensive, don't do it.
- Be courteous and respectful of others.
- If an employee feels that he or she is being harassed, or if an employee is aware of another employee/volunteer being harassed, take appropriate actions to address, report in writing and resolve the matter as outlined in this policy.
- Cooperate fully and truthfully with investigations of alleged harassment.

It is recognized that a victim's reporting harassment can be difficult and uncomfortable. It is important to realize, however, that if offending behavior is ignored or if it is assumed that someone else will deal with it, the offending behavior may not stop. Additionally, the harasser may be offending others, too. Therefore, individuals who believe they are being harassed or who observe or are otherwise aware that a fellow employee is being subjected to sexual harassment may (but are not required to) — in addition to reporting the sexual harassment as outlined above—take the following actions:

- Confront the alleged harasser and inform the individual that his/her behavior or actions are not welcome;
- Tell the individual to stop the offensive behavior immediately;
- Be specific with the offending individual about the behavior to be stopped and its negative effects.

In all cases, the employee who believes that he or she is the subject of sexual harassment shall:

- Document concern (s) in writing and include such documentation in the complaint to the supervisor and/or volunteer coordinator, i.e., keep track of specific dates/times/places, details of the offending behavior; note any witnesses' names and what they observed;
- Report concerns in writing to supervisor /volunteer coordinator;
- Cooperate fully and truthfully with the investigation and recognize that no adverse action will be taken against the reporter of harassment for making a good-faith harassment complaint or for assisting in the investigation.

**Appendix A**  
**Administrative Staff Evaluation**

## ANNUAL EVALUATION GROUPS

Each member of the following groups would evaluate himself or herself, and each other member in the group. Supplemental evaluators would evaluate those individuals in each group, or individuals as noted. Evaluations should be returned to the mailbox of the individual listed.

<b>Group 1 Members – Formation</b>	<b>Supplemental Evaluators</b>
Director of Liturgy	S.A. Faith-Life Representative
Director of Music	S.A. Pastoral Representative
Director of Homiletics	
Director of Spiritual Formation	
Director of Pastoral Formation	
Assistant Director of Human Formation	
Director of Pre-Theology	
Adm. Assistant for Formation	
<b>Return Evaluations To: Vice Rector/Dir. Of Human Formation</b>	
<b>Group 2 Members – Academics</b>	<b>Supplemental Evaluators</b>
Associate Dean/Director of Philosophy	S.A. President
Director of M.A. Programs	M.A. Student Representative
Director of A.R.C.	
Librarian	
Adm. Assistant for M.A. Programs	
Director of ILEM	
Assoc. Dean/Director of Institutional Effectiveness/Registrar	
Exec. Adm. Assistant for Academic Dean	
<b>Return Evaluations To: Academic Dean</b>	
<b>Group 3 Members – Operations</b>	<b>Supplemental Evaluators</b>
Director of Development	S.A. Vice President
Director of Facilities*	*Housekeeping, Maintenance
Business Manager^	^Financial Consultant
Adm. Assistant to Facilities/Receptionist	
Exec. Adm. Assistant for Rector	
<b>Return Evaluations To: Rector</b>	

**Appendix B**  
**Evaluation Form**

## Employee Evaluation

Period Covered: \_\_\_\_\_ Evaluator: (circle one) self-evaluation or other

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

**Major Responsibilities** (See attached job description)

### Rating Ranges

1 = Unsatisfactory   3 = Needs Improvement   5 = Satisfactory   7 = Very Good   10 = Outstanding

<b>Professional Characteristics</b>	<b>Performance</b>
Understanding of Job Description	
Communication skills	
Dependability	
Effectiveness in Working with Others	
Initiative	
Understanding of Mission	
Quality of Work	
<b>Overall Evaluation Rating</b>	

### Assessment of Strengths/Weaknesses

### Administrative Use Only

Areas of Improvement needed/Course of Action to Accomplish Areas of Improvement:

**Appendix C**  
**Credit Card Policy and Procedures**

## NOTRE DAME SEMINARY

### Credit Card Policy and Procedures

#### Objectives

1. To allow Notre Dame Seminary (NDS) personnel access to efficient and alternative means of payment for approved expenses, especially expenses related to business travel and office supplies.
2. To improve managerial reporting related to credit card purchases.
3. To improve efficiency and reduce costs of payables processing.
4. To protect the integrity of the ministry.

#### Policy

1. NDS credit cards will be issued to staff, only with approval of the Rector/President.
2. Credit cards will only be used for business purposes. Personal purchases of any type are not allowed.
3. The following purchases are **not** allowed:
  - Tobacco products
  - Capital equipment *and* upgrades unless the items were specifically approved in the budget
  - Construction, renovation/installation
  - Controlled substances
  - Items or services on term contracts
  - Maintenance agreements
  - Personal items or loans
  - Rentals (other than short-term autos)
  - Telephones, related equipment, or services
  - Cell phone equipment or monthly charges
  - Any other items deemed inconsistent with the values of NDS
4. Cash advances on credit cards are **not** allowed.
5. Cardholders will be required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.

#### Procedures

1. Detailed receipts must be retained and attached to the credit card approval form. In the case of meals and entertainment, each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose of the purchase, in accordance with Internal Revenue Service regulations.
2. Credit Card Purchase approval forms, with attached detailed receipts, must be submitted to the accounting department within two (2) days of purchase to enable timely payment of amounts due.
3. Approval forms submitted for payment must include the initials of the cardholder, the signature of the approving staff member and the date of approval. Each statement must have the approval of the Cardholder and his/her supervisor.

- 4 The monthly statements are received by the finance staff and will be reconciled with the approval forms on file. The employee's card used to make a purchase on the statement that does not have an approval form will be responsible for payment.

Issued & Revised by:  
Michelle Klein  
Business Manager  
September 2015

NOTRE DAME SEMINARY  
CARDHOLDER AGREEMENT

I, \_\_\_\_\_, hereby acknowledge receipt of the following

Credit card: \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_  
(Type of credit card) (Credit card number)

I understand that improper use of this card may result in disciplinary action, as outlined in NDS Credit Card Policy. I further understand that improper use of this credit card will result in personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement, including the attached NDS Credit Card Policies and Procedures agreement.

I acknowledge receipt of said Agreement and Policies/Procedures and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of NDS and that NDS will be liable to Capital One NA for all charges made on this card.

I will strive to obtain the best value for NDS when purchasing merchandise and/or services with this card.

As a holder of this NDS card, I agree to accept the responsibility and accountability for the protection and proper use of the card, as enumerated above. I will not lend the card or number to anyone else. I will return the card to the Business Manager or Rector/President, upon demand, during the period of my employment. I further agree to return the card upon termination of employment. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, NDS will be entitled to reimbursement from me of such purchases. I hereby authorize NDS to deduct any such amounts owing from my next payroll. NDS shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Cardholder)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Business Manager)

Accounting Department use only:

Date \_\_\_\_\_ Credit Limit approved \$ \_\_\_\_\_

Signature \_\_\_\_\_  
Business Manager

