



Employment & Compliance

Employee Handbook



Table of Contents

Sections	Pages
Employment At Will	3
Diversity Policy	3
Equal Employment Opportunity	3-4
Anti-Harassment	5
Sexual Harassment Policy	5
Harassment Complaint Procedure	6
American's with Disabilities Act (ADA)	7
Immigration Law Compliance	7
Disclaimer	8

Employment At Will

All employment with the Diocese is “At Will”. At will employment means that either the employee or the Diocese may modify any of the terms or conditions of employment, or terminate the employment relationship altogether, at any time, for any reason or for no particular reason at all, with or without cause, and with or without advance notice.

The at will employment policy of the Diocese applies to all employees of the Diocese, unless the Bishop of the Diocese of Fort Worth, or the Bishop’s designee at the Bishop’s direction, modifies the at will employment relationship by entering into a written employment contract with an employee. Only the Bishop of the Diocese of Fort Worth, or the Bishop’s designee at the Bishop’s direction, has the authority to enter into an employment contract that changes the status of one’s employment from at will. To be effective, any such modification or contract must be in writing and signed by the employee and the Bishop of the Diocese of Fort Worth, or his designee, and must expressly state that the document is in fact an employment contract.

Employees should not consider this Handbook, or any other personnel document which may be distributed or posted from time to time, as a contract of continued employment, and the employee and the Diocese remain free to terminate the employment relationship at any time, for any reason or no reason, with or without advance notice or cause.

Diversity Policy

The Diocese of Fort Worth is composed of and enriched by people of diverse national, ethnic, and cultural backgrounds. In order to serve all members well, the Diocese promotes staffing in parishes and other institutions that reflects this diversity and supports the inclusion of the gifts of all the members of the church in its pastoral life.

Equal Employment Opportunity

The Diocese of Fort Worth assures equal employment opportunity in all its employment policies and practices. These policies and practices are administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran

Equal Employment Opportunity (Cont.)

status, or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job. All employment in the Diocese requires compliance with moral standards acceptable to the Catholic Church. There are certain positions in the Diocese for which it is necessary to be a Catholic in good standing, and some positions for which preference in hiring shall be given to people who are Catholic and who evidence an understanding of the Catholic faith and a commitment to living that faith. Such preference is allowed under state and federal law, and does not constitute an illegal act of discrimination.

It is the policy of the Diocese of Fort Worth to promote equal opportunity in the areas of recruitment, employment, transfer, promotion, discipline and termination. Employment in Diocesan offices and subsequent transfer or promotion will go to those individuals whose training and experience most nearly qualify them for the positions offered without regard to race, color, sex, age, disability, national origin, veteran status, or citizenship.

The Diocese of Fort Worth will make necessary and reasonable accommodations for all qualified employees or applicants with disabilities, provided that the individual may safely perform the essential functions of the job and the accommodations requested do not impose an undue hardship on the Diocese. Any requests for accommodation should be directed to the employee's supervisor or Diocesan Office of Human Resources.

Any perceived discrimination should be reported immediately to the employee's Supervisor or the Diocesan Office of Human Resources. No retaliation will be taken against any employee because he/she reports a problem concerning possible acts of discrimination. Employees can raise concerns and make reports without fear of reprisal. Any retaliation should be reported immediately to the employee's Supervisor, or the Diocesan Office of Human Resources. Anyone found to be engaging in any type of unlawful discrimination or retaliation will be subject to disciplinary action, up to and including termination of employment.

Anti-Harassment

The Diocese does not condone and will not tolerate harassment and/or bullying of any of its employees. Harassment and/or bullying includes but is not limited to verbal, visual, sexual, emotional, or physical conduct based on race, color, sex, national origin, age, citizenship, veteran status, disability, or any other characteristic protected under applicable federal, state, or local law that would be offensive to a reasonable person and creates a hostile, intimidating, or offensive work environment. Harassment of employees by supervisors, co-workers, parishioners, visitors, vendors, or other third parties will not be tolerated and should be reported as required by this policy.

The Diocese considers harassment to be a grave act of misconduct. This conduct is prohibited whether or not it constitutes illegal harassment. Engaging in conduct prohibited by this policy may subject the perpetrator to disciplinary action, up to and including discharge from employment.

Sexual Harassment Policy

The Diocese of Fort Worth prohibits all unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, display in the workplace of sexually suggestive objects or pictures, and sexually explicit and offensive jokes.

No supervisor, other employee, or third party (to the extent the employing entity has any control) shall threaten or insinuate, either explicitly or implicitly, that another's refusal to submit to sexual advances will adversely affect the following: employment, work status, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development. Similarly, no employee shall promise, imply or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct.

Employees who have complaints or observe inappropriate behavior should report such conduct/behavior to their immediate supervisor or the Diocesan Office of Human Resources. The matter will be investigated and appropriate action taken.

Harassment Complaint Procedure

If any employee feels that he/she has been harassed in violation of the Diocese of Fort Worth's policy on harassment, he/she should immediately report the alleged harassment to his/her immediate supervisor, or the Diocesan Office of Human Resources. Any employee who observes or becomes aware of possible sexual or other unlawful harassment should immediately advise his/her immediate supervisor, or the Diocesan Office of Human Resources. Supervisors who fail to report incidents of harassment to the Diocesan Office of Human Resources will be subject to disciplinary action, up to and including termination.

No employee should assume that the Diocese is aware of a problem. All employees are asked to bring complaints and concerns as noted above so that corrective steps can be taken. All complaints will be promptly and thoroughly investigated. The Diocese will treat complaints of harassment in as confidential a manner as possible. All employees must observe the confidentiality requirement as well. All employees who learn about the report or investigation of harassment must hold all information in strict confidence. Any employee who shares or releases confidential information (with the exception of reporting additional information or concerns to the Diocese) will be subject to discipline, up to and including termination.

If the Diocese determines that a violation of this policy has occurred, it will take appropriate corrective action (up to and including termination) to stop the harassment and prevent its reoccurrence. The Diocese will also take appropriate corrective action, as feasible, against nonemployees engaging in harassment toward diocesan employees.

No retaliation will be taken against any employee because he/she reports a problem concerning possible any and/or all acts of harassment. Employees can raise concerns and make reports without fear of reprisal. If any employee or supervisor is a victim of, observes, or becomes aware of retaliation, it should be reported immediately to his/her immediate supervisor, or the Diocesan Office of Human Resources.

Supervisors or employees who engage in retaliation will be subject to discipline, up to and including termination.

The Diocesan Office of Human Resources is responsible for the administration of this policy. If there are any questions regarding this policy or questions about harassment that are not addressed in this policy, please contact the Diocesan Office of Human Resources.

Americans with Disabilities Act (ADA)

The Diocese of Fort Worth complies fully with the Americans with Disabilities Act (ADA), as well as state laws, which require that an employer make reasonable accommodations for disabled individuals in the workplace. The Diocese is committed to treating physically or mentally disabled individuals without unlawful discrimination in all aspects of employment, including pre-employment, hiring, employment supervision and evaluation. The Diocese treats all medical information and records concerning disabilities as confidential to the full extent required by law.

If an employee is disabled, a request may be made that the Diocese provides reasonable accommodation to enable performance of the essential functions of the position. To make this request, employees should contact the Diocesan Office of Human Resources. The request will be evaluated in accordance with the provisions of the ADA and state law.

Immigration Law Compliance

In compliance with the Immigration Reform and Control Act of 1986, all new hires will be required to complete the Immigration and Naturalization Service Form I-9 within 3 days of their first day of work to verify their identity and eligibility for employment in the United States. If the employee does not have a completed I-9 on file within 3 days of their first day of work, they cannot continue to work until the I-9 form is completed. All employee I-9s need to be kept in a separate I-9 file.

All independent contractors must provide proof of their eligibility to work in the United States but do not need to complete an I-9.

Disclaimer

NOTICE: This handbook does not guarantee continued employment, nor does it constitute a contract, express or implied, between any applicant, employee, or any other person and the Catholic Diocese of Fort Worth. No policy within this handbook shall be intended or construed to provide any contractual obligation in any manner. The Diocese reserves the right to change, alter, amend, discontinue, abolish, or depart from this handbook or any of the policies, rules, regulations, standards of conduct, protocols, services, programs, or activities within it at any time, without notice, at its discretion. The Diocese provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability, which may otherwise be incurred.