

PERSONNEL
MANUAL
OF THE
EPISCOPAL
DIOCESE OF
PENNSYLVANIA

April 2008

DIOCESAN STATEMENT OF PURPOSE

The Diocese of Pennsylvania seeks to be:

1. A Christ-centered, worshipping, welcoming, and diverse body.
2. Biblically knowledgeable and rooted in the Christian faith and Anglican tradition
3. Committed to spreading the Good News of salvation through Christ's love to all people.
4. Practicing responsible stewardship of all God's creation.
5. Working through the Holy Spirit to create a just society in accordance with our baptismal vows.

Adopted by Diocesan Council, September 18, 1993

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EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the Diocese Personnel Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Personnel Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with The Diocese of Pennsylvania that provides otherwise, I have the right to resign from my employment with the Diocese at any time with or without notice and with or without cause, and that the Diocese has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand and agree to all of the above. I have also read and understand the Diocese Personnel Handbook. I agree to return the Personnel Handbook upon termination of my employment.

Signature _____

Print Name _____

Date _____

NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Any information that an employee learns about the Diocese, or its lay or clergy staff, or its members or donors, as a result of working for the Diocese that is not otherwise publicly available constitutes privileged and **confidential** information. Employees may not disclose confidential information to anyone who is not employed by the Diocese or to other persons employed by the Diocese who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of the Diocese. The disclosure, distribution, electronic transmission or copying of the Diocese's confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Personal information, including birthdates, social security numbers and compensation data
- Program and financial information, including information related to donors, and pending projects and proposals.
- Information about clergy or those in the process for ordination.
- Any information related to health care which would also be protected by Federal HIPAA regulations
- Contents of correspondence, whether addressed to the employee or to others

Employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential Diocese information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about the Diocese, or its lay or clergy staff, or its members or donors, as a result of working for the Diocese that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by the Diocese or to other persons employed by the Diocese who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of the Diocese's confidential information is prohibited. Any employee who discloses confidential Diocese information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature _____

Print Name _____

Date _____

Sign, keep a copy and return original to the Personnel Coordinator.

PERSONNEL MANUAL OF THE EPISCOPAL DIOCESE OF PENNSYLVANIA

I. PURPOSE

The purpose of these policy statements is to provide consistency and equity in the treatment of staff persons employed by the Diocese of Pennsylvania. These policy statements provide overall direction and establish a framework within which all Church House staff (hereinafter referred to as "Bishop's Staff") are expected to operate.

Members of the Bishop's Staff have a responsibility to assist the Bishop in carrying out the Bishop's mission and ministry in the Diocese in an efficient, professional, and courteous manner. How we present ourselves has a direct bearing on how the Diocese is viewed locally and nationally.

II. THE PERSONNEL COMMITTEE

The Personnel Committee is a representative group of the Bishop's Staff, established as an advisory body to the Bishop. It is composed of two persons appointed by the Bishop from the Bishop's Senior Staff, two persons nominated by election and appointed by the Support Staff, the Personnel Coordinator, ex officio, and is chaired by the Bishop or the Bishop's designee. The four Committee members appointed by the Bishop (not including the Chair) will serve for a term of three years from the date of appointment, may be reappointed, but may serve for no more than two consecutive terms. This group will meet at least quarterly to review personnel policies and procedures.

III. PERSONNEL RECORDS

Records will be kept confidential, and no personal information will be given to anyone without permission of the employee unless legally required. Information changes (addresses, telephone numbers and the like) should be given to the Personnel Coordinator promptly so that records are kept current. The personnel coordinator is responsible for sharing these changes with the database manager and the insurance coordinator. All employees have the

right to review the contents of their files, but this must be done in the presence of their Supervisor or the Personnel Coordinator.

IV. DEFINITIONS

Full-time Employees: those employees whose job responsibilities require them to work a full work-week, i.e. the regular working hours of the Church House (Monday-Friday, 9:00 AM to 4:45 PM, or the equivalent in approved flex-time). The Receptionist is expected to begin work at 8:45 AM.

Part-time Employees: those employees whose job responsibilities require them to work less than the full work-week, but at least 20 hours a week.

Convenient Employees: those employees who are working on a temporary basis less than 1000 hours per year, thus excluding them from eligibility for employee benefits.

Exempt Staff: those employees who hold salaried positions classified by exempt from the Fair Labor Standards Act and, therefore, do not receive overtime pay for overtime work. These employees are also known as Appointed or Senior Staff because they are appointed to their positions by the Bishop.

Non-exempt Staff: those employees who hold hourly positions classified as subject to the provisions of the Fair Labor Standards Act. As the law requires, they keep records of hours worked and are eligible for overtime pay or compensatory time. These employees are also known as Support Staff because they are in support of the Bishop and the Bishop's Senior Staff.

Probation Period: all newly hired Staff must complete a three month probationary period before being considered Regular Staff Members. At the end of the three months, the employee will be evaluated by the immediate supervisor and either designated as a Regular Staff Member, continued on probation for another specified period of time or released from employment.

Regular Staff Members: all Full-time and Part-time employees, both Exempt and Non-exempt who have successfully completed their Probationary Period.

V. EQUAL OPPORTUNITY

The Bishop's Staff is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, non-limiting physical or mental disabilities, marital status, veteran status or sexual preference.

VI. SEXUAL HARASSMENT POLICY

It is the policy of the Bishop's Staff that all employees have a right to work in an environment free of discrimination, which encompasses freedom from sexual harassment in any form.

Specifically, no supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding the employee's employment, advancement, assigned duties, shifts, or any other condition of employment or career development.

Other sexually harassing conduct in the workplace which may create an offensive environment, whether it be in the form of physical or verbal harassment, and regardless of whether committed by supervisory or non-supervisory personnel, is also prohibited. This includes, but is not limited to, repeated offensive or unwelcome sexual flirtations, advances, propositions, continual or repeated verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace of sexually suggestive objects or pictures.

An employee who believes that s/he is being harassed should:

- Consider carefully whether the conduct in question is harassment.
- Confront the person responsible and request that the conduct cease.
- If the problem is not resolved, take the complaint through the lines of supervision, beginning with the employee's own supervisor.
- If this is not desirable, appropriate or possible, discuss the complaint with the Bishop or the Bishop's designee.

Sexual harassment in the workplace by any employee:

- Will result in disciplinary action up to and including dismissal, and

- May lead to personal legal and financial liability.

All staff members are required to complete the Safe Church Training workshop. This is offered several times a year. This training is aimed at making the Church a safer place for all of its members by preventing sexual harassment and exploitation among adults and abuse of children. Certificates are awarded at completion of course.

VII. HOURS OF WORK

Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early are unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your supervisor or the Personnel Coordinator as far in advance as possible and no later than one hour before the start of your scheduled work day. In the event of an emergency, you must notify your supervisor as soon as possible.

The regular work week is Monday through Friday from 9:00 AM to 4:45PM. The exception is for the Receptionist, whose workday begins at 8:45AM. There is a one-hour lunch period. All staff must sign in and sign out in the reception area when entering and leaving the building; no employee should sign in and then leave the building for any reason without signing out. This includes parking.

Support Staff members are expected to be available for work at their workstations at 9:00AM (or whatever time their workday begins if they are on approved flextime described below). They are also expected to take turns in relieving the Receptionist at lunchtime and breaks.

If a Support Staff member is required to work overtime, the employee will receive pay or compensatory time off as agreed to in advance with their supervisor. Overtime hours should be noted on report forms and copies should be given to the supervisor and the Personnel Coordinator.

Flextime: Support Staff, with the approval and agreement of their immediate supervisor, may choose to exercise a certain flexibility in arrival and departure times with regard to work hours, provided the total number of hours per day remains the same as the regular work hours, and provided such flexibility remains within the parameters of 8:00 AM to 6:00 PM (e.g. 8:00 AM to 3:45 PM, 10:15 AM to 6:00 PM). Such flextime, ideally, should become the employee's regular schedule rather than change daily or even weekly.

Furthermore, in the face of a specific project, the supervisor may choose to suspend an established pattern of flextime for a particular period.

Business calls should be handled in a courteous, professional manner. If the person or information sought in a telephone call is not readily available, the caller should be offered the opportunity of leaving a detailed message in the appropriate person's voicemail. If this is not an acceptable option, thorough messages should be taken and given to the appropriate person or office immediately. Written messages should not be put in the mail box. A thorough message should include the name (properly spelled), their telephone number, the time they called, the reason for the call, if known, whether they wish to receive a call back and the name of the person taking the message.

VIII. JOB DESCRIPTION/SALARY RANGES

Each position has an official job description and a salary level which equates to the latest salary range listing. Existing job descriptions will be evaluated annually for possible revision/updating by the respective supervisor. A substantial change in the content of a job will be forwarded to the Personnel Committee for evaluation and assignment of salary level. Level, title, and salary ranges are maintained in the Personnel Coordinator's Office.

PERFORMANCE REVIEW: All supervisors will meet with their individual staff members annually to discuss job performance and expectations. Detailed information is available in the Guidelines for Employee Evaluations and Evaluation Instructions (Appendices A and B). A written Performance Self-Appraisal will be prepared by the employee and forwarded to their immediate supervisor for use during the Evaluation Review (Appendix C). The completed Performance Appraisal will be forwarded to the Personnel Coordinator who will forward it to the Bishop.

PERSONAL GROWTH AND DEVELOPMENT: Members of the Bishop's Staff are encouraged to seek continuing education opportunities that are job-related. These opportunities must be worked out between the staff member, his/her supervisor, the Personnel Coordinator, and the Personnel Committee Chair.

SALARY ADJUSTMENTS: There are two types of salary adjustments staff may receive: Merit Adjustments (based on performance and position in the salary range) and Promotional Adjustments (based on a substantially higher level of responsibility assumed in a new job).

MERIT ADJUSTMENT GUIDELINES: Performance rating, position in the salary range, and the Diocesan budget are the items considered in determining merit adjustments.

PROMOTIONAL ADJUSTMENT: Promotional adjustment is a means of recognizing accomplishment above expectations for a respective job description. These adjustments are given when:

There is a change in job content which significantly changes the level of responsibility (such as a more complex or difficult task), or

An employee accepts a new position which is at least a level higher in the salary table than the prior position.

If an employee experiences no significant increase in duties and responsibilities, but the job changes over a period of time, there is no entitlement to a promotional adjustment.

AMOUNT OF PROMOTIONAL ADJUSTMENT: the amount of a promotional adjustment centers on the new job level and current salary. An employee may receive up to a 5% increase in salary for moving up each salary level.

If a promotional adjustment fails to bring the employee's salary to the minimum of the new range, a special increase will be granted to raise the salary to the minimum.

PAYDAYS: Paydays are on the 15th and the last day of each month, except when either of these days fall on a weekend or holiday, then pay is distributed the preceding workday. Employees are encouraged to sign up for ACH which allows the Diocese to automatically deposit their net pay into their checking or savings account.

IX: HOLIDAYS AND VACATION

A. Holidays

There are thirteen (13) paid holidays celebrated by Church House each year:

New Years Day	Labor Day
Martin Luther King's Birthday	Thanksgiving Day
President's Day	Day after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve

The 13th day is a floating holiday to be used at the discretion of the employee.

When one of the above holidays falls on a Saturday, the holiday will be observed on the preceding Friday. If one of the above holidays falls on a Sunday, it will be observed on the following Monday.

B. Vacation

1. Vacation time is to be arranged through mutual agreement between the employee and their immediate supervisor. Every attempt will be made to schedule vacation time according to the employee's wishes, but department workloads and plans must be taken into account.
2. Up to five days of vacation time may be carried over into the next year. However, they cannot be "sold" for additional compensation. These days are to be taken before April 30th of the year into which they are carried.
3. Staff may receive their vacation pay in advance by submitting a written request to the Payroll Department at least five working days in advance of the employee's last day of work prior to his/her vacation.
4. If a holiday falls within an employee's scheduled vacation, the employee is entitled to a day off with pay.

C. Vacation Days for Non-exempt Staff:

New Support Staff members are eligible to take vacation days after they have successfully completed their probationary period. At that point, they can take vacation days according to the following schedule in their first calendar year of employment. If an employee has been employed for less than one year and has used their vacation allowance early in the year, then leaves the Bishop's Staff, the employee's last pay will be adjusted accordingly.

Hiring Date	Vacation Days Allowed
April 1 – June 30	5 days
July 1 – Sept. 30	3 days
Jan. 1 – March 31	7 days
Oct. 1 – Dec. 31	none

The year of hiring will count as the first calendar year. Vacation days for staff after the first calendar year are determined as follows:

Less than 5 years	10 days
5-10 years	15 days
10 or more years	Max of 22 days

D. Vacation Days for Exempt Staff

Exempt Staff are entitled to twenty-two (22) days of vacation per year.

E. Vacation Pay at Termination

All staff are entitled to be paid for unused vacation days accrued, based on the percentage of the year worked at the time of their departure.

IX. ABSENCES AND LEAVE

A. Personal Time Off

Members of the Bishop's Staff may be granted up to three (3) days leave per year for personal and family emergencies, or other personal business which cannot be cared for outside of working hours. Additional leave may be extended at the discretion of the Bishop or extended leave without pay may be granted.

B. Sick Leave

Staff members are allowed up to ten (10) sick days per year. A doctor's note will be required for any absence of three (3) or more consecutive days. Once these ten (10) days have been used, one of the following situations will apply:

1. Pay may be withheld
2. Vacation day(s) may be used
3. Short-term disability provisions take over in those instances when continuous disability exceeds available annual sick leave.

Sick days unused in the twelve-month period January 1 to December 31 do not carry over to the next twelve-month period. Any exception to the above must be approved, in writing, by the Bishop or his/her designee.

This will also be a part of the employee's Performance Appraisal. Employees must contact their immediate supervisor before 9:00 AM when they are taking a sick day. In the absence of their immediate supervisor, employees are to call the Personnel Coordinator.

Family Leave

1. Maternity Leave

Staff who will be taking maternity leave should advise the Personnel Coordinator by submitting a note from their doctor stating the last day she expects to be working. She will be paid as a disabled worker as long as the attending doctor states that the employee is physically disabled. Once this disability period is over, the employee may:

- a. come back to work,
- b. be eligible for a leave of absence without pay until six months after delivery, or
- c. advise the Personnel Coordinator that he/she chooses not to return to work.
- d. Maternity leave exceeding thirty days may qualify for short-term disability coverage.

2. Adoptive Leave

While an employee who is adopting a child cannot be considered disabled pursuant to the provisions governing maternity leave, some amount of leave of absence, not to exceed six weeks, in conjunction with an adoption will be considered on a case-by-case basis taking into consideration all the circumstances of the particular case. Health Insurance, Life Insurance, Disability Insurance, and Pension Plan contributions, as applicable, will be continued by the Diocese for the period of the leave of absence (not to exceed a period of two months

from the first of the month following the first day of absence). Salary benefits will be entirely dependent upon regular paid leave benefits to which the employee is entitled, e.g. vacation and personal time not yet expended for the calendar year may be used in conjunction with such leave of absence. Any request for such special leave of absence will be forwarded through the employee's immediate supervisor to the Personnel Coordinator.

3. Paternity Leave

Paternity Leave may be granted to male employees in conjunction with child birth or adoption in a manner similar to that discussed above in the case of adoption. i.e, any request for paternity leave will be considered on a case-by-case basis, there will be no consideration of disability, any such leave of absence will not exceed six weeks, employee insurance and pension benefits will continue to be paid by the Diocese as specified above, and salary benefits will be entirely dependent on specific employee entitlement.

C. Short-term Disability

The Diocese offers short-term disability insurance to all clergy and lay employees. There is an Elimination Period which is the length of time of continuous disability due to an injury or sickness that must be satisfied *before* you are eligible to receive benefits. STD benefits would begin after 30 consecutive days of total or partial disability. The benefits, as of January 1, 2008, are equal to 70% of the employee's compensation up to a maximum of \$1,000 per week. Benefits may pay up to 52 weeks and are taxable (since the employer pays the premium.) Please note that the benefits are subject to renegotiation and change on an annual basis.

D. Long-term Disability

Staff unable to work due to a disabling medical condition or accidental injury*, certified in writing by a physical, will be eligible for the following income continuation payments.

Continuous service As of the 1 st day of Continued disability	Benefits & full Salary continue	Benefits & 60% salary for an additional
Less than 1 year	2 weeks	N/A
1 year, less than 2 yrs	4 weeks	6 months
2 years, but less than 5 years	8 weeks	12 months
5 or more years	12 weeks	18 months

- Work-related accidental injuries come under the provision of the Worker's Compensation Insurance.

E. Leaves of Absence

At the written request of the staff member, they may be granted leaves of absence for a period of up to six months without pay and without accrual or payment by the Diocese of benefits or pension. An employee may continue his or her benefits during this period as long as they make provision for payment of them, such that payments are received on or before the 255th day of the month proceeding the benefit month. Such leaves will be approved contingent upon the projected workload in that employee's area.

F. Military Reserve Duty

Staff members who leave to perform military service will be placed on leave of absence for the duration of that service and will be reassigned to a position with equivalent salary upon completion of such service and application for reassignment within ninety days of honorable discharge. Time spent on military leave constitutes service for the purpose of computing pension. When vacation allowances are computed, the original date of employment will be used. All insurance coverage will be reinstated upon reassignment.

G. Jury Duty

Staff members who give prior notice to their immediate supervisor will be paid in full for time spent on Jury Duty. Evidence of jury service must be presented to their immediate supervisor or to the Personnel Coordinator in order to be paid for that time. Jury pay may be retained by the employee.

H. Bereavement

Employees may be granted time off to attend funerals of friends and relatives with the permission of their immediate supervisor and approval of the Bishop. The supervisor, with the Bishop's approval, may grant allowance of up to five working days with pay when a death occurs within the immediate family (i.e. mother, father, brother, sister, spouse, grandparent, child), or within the household of any employee. Unusual circumstances requiring an absence beyond five days must have the approval of the Bishop. There a limit to the number of bereavement days with pay of 3 days in any one calendar year.

I. Wedding Leave

Staff members employed for at least one year who plan to continue working for the Diocese after marriage, are allowed three working days wedding leave with pay. Time off for preliminary arrangements is considered part of the three days.

X. BENEFITS

A. Group Health Insurance

Each full-time employee (and their family members) are eligible to be covered by a Diocesan group medical insurance plan. The Diocese pays 100% of the premium. An HMO alternative is also available.

The Diocese of Pennsylvania, as an employer, voluntarily complies with Federal laws providing access to health care for a limited time after an employee is terminated. The laws, known as COBRA, permit the former employee to pay premiums for health care and stay as a part of the Diocesan plan for a time certain. See Federal guidelines for details.

B. Group Life Insurance

Effective January 1, 2008, term life insurance is provided to each full-time employee at the rate of one-times salary (with a limit of \$100,000). This coverage terminates on the 1st day of the month following an employee's resignation, retirement or termination. The Diocese pays 100% of the premium.

The coverage is offered through the Diocese and will at all times be consistent and compliant with the current contract that the Diocese has with the Church Life Insurance Company (CLIC). Policy face value and limits may be modified by that contract and may modify this benefit; however the Diocese will not discriminate, nor permit CLIC to make individual changes, that would be deemed to be discriminatory. In the event of a claim at any time in the future, the policy face value and limits currently in effect as specified in the Diocese contract with CLIC will govern.

CLIC generally allows for a conversion of a group term policy to a whole life policy following an employee's resignation, retirement or termination. Such conversion must be exercised within 30 days. An employee should review the provisions for this in their Group Term Life Insurance contract.

Employees are permitted to purchase additional supplemental group term life insurance for themselves and their families.

Medical underwriting is required for all coverage limits in excess of \$50,000. You may contact our Insurance Administrator for further information.

C. Insurance Coverage at Retirement

A supplement to Medicare coverage covers each retired employee who has attained the age of 65 (and 65 year-old spouse) with ten or more years of continuous Diocesan service.

The Diocese will also provide \$10,000 term life insurance for lay retirees who satisfy the same age and length of service criteria.

D. Short-term and Long-term Disability

The Diocese provides short and long-term disability coverage to full-time employees.

The program is provided by the Church Life Insurance Company and is administered by UNUM.

For 2008, the short-term disability coverage has a 30 day elimination period and pays 70% of salary, subject to certain offsets as required by contract. Benefits may pay up to 52 weeks and are taxable (since the employer pays the premium.) Please note that the benefits are subject to renegotiation and change on an annual basis.

The long-term disability coverage is paid at 66.67% of salary, subject to certain offsets, including social security, SSI and state disability payments; it seamlessly integrates with the short-term disability coverage at day 360. Please note that the benefits are subject to renegotiation and change on an annual basis. You may contact our Plan Administrator for further information

D. Workers' Compensation

Employees are covered for work-related accidents or injuries. As of January 1, 2008, coverage is provided by Guide One Insurance Company.

E. Pension Plan

Each full-time lay employee is provided with retirement benefits through a pension program administered by the Church Pension

Fund. This pension fund currently allows for a variety of investments in various Fidelity Investment Funds.

Lay Senior Staff are enrolled immediately and Lay Support Staff are enrolled following one year of continuous service. The Diocese contributes an amount equal to 10% of the individual's salary to fund this retirement benefit for a lay person.

All clergy employees, whether they are Senior or Support Staff, are covered by the Canonical requirements of the Episcopal Church. Subject to salary, housing allowances, social security allowance and other adjustments, a contribution for clergy employee pensions is made by the Diocese to the Church Pension Fund at the mandatory rate of 18% for 2008. Benefits for all clergy employees begin immediately upon employment.

F. Unemployment Compensation

The Diocese is exempt from the provisions of the Pennsylvania Unemployment Compensation Law. However, it is the policy of the Diocese to pay unemployment compensation to those who lose their jobs through no fault of their own. (Actually the state fund bills us for this....) It will be paid during the statutory time before new employment is found. The rate is comparable to that established by the Commonwealth of Pennsylvania. The Diocese reserves the right to change or amend this policy at any time.

XI. PROBATIONARY PERIOD

- A. Support Staff are considered to be on probation for the first three months of their employment, and are so informed in their offer letter. At the conclusion of this period, a conference is held between the employee and his/her immediate supervisor to review their performance to date. A written memorandum containing comments and recommendations is signed by both parties and forwarded to the Personnel Coordinator.
- B. Should a new appointment be made to the Senior Staff, an adjustment period of six months for the existing Support Staff will go into effect in order to assure that a satisfactory supervisor/support staff relationship is established. Should the decision be to sever the supervisor/support staff relationship, after consultation with the Personnel

Coordinator, the employee will be reassigned to a comparable position at Church House, if possible.

Should it be necessary to terminate the employee, severance provisions delineated in Section XV below will apply.

XII. JOB POSTING

When a Non-exempt position is available, internal candidates who have been in their current positions at least six (6) months will have an opportunity to apply for the position.

The job description, its title, salary level, and salary range will be posted in the lunchroom for at least five (5) working days.

If an employee is interested in being interviewed for the position, they should:

- A. Inform their immediate supervisor of their intent to apply;
- B. Submit a resume of qualifications to the hiring supervisor.

Any internal candidate who applies for the position will be given an opportunity to interview. If turned down, they will be given reasons, in writing, by the hiring supervisor.

If an internal candidate is offered and accepts an internal position, the existing and new supervisor will negotiate the length of the notice period (typically two weeks).

At the discretion of the Bishop, Exempt positions may be posted as well.

XIII. MISCELLANEOUS

A. Chapel Services

The Eucharist is celebrated at noon on Thursdays and on all "red letter" days (when feasible). Noonday Prayer, Prayer and Praise or Contemplative Prayer may be celebrated from time to time. Everyone is welcome to attend and participate. For employees who wish choose to attend religious services, the time of the service will not be subtracted from their lunch hour. However, they may have difficulty scheduling a full lunch hour because of other time requirements by their immediate supervisor and co-workers.

B. Lunchroom

A kitchen and dining room are available for staff members. All persons are expected to clean up after themselves. Please immediately wash all items used in order that they will be available for use by others. Kitchen monitoring is the responsibility of all staff persons (both Senior and Support).

Please make certain:

- The oven and all burners are turned off
- The appliances are unplugged
- The coffee machine is off and the coffee pots have been emptied and washed at the end of the day
- All counters and tables are free from crumbs, spilled sugar etc.,
- All food is put away.

A large bulletin board is also available for timely notices and announcements.

C. Meetings after office hours

If a committee meeting is to take place at Church House after regular office hours, before they depart, it is the responsibility of the staff liaison to the committee to:

- Lock all doors, shutters, and windows; turn out all lights; activate the security system; lock the gate to the parking lot.

D. Employment of Relatives

It is the general policy of the Diocese of Pennsylvania to refrain from employing relatives of Church House staff.

E. Collections and Campaigns

It is the policy of the Diocese of Pennsylvania to make provision for contributions to the United Way of Southeastern Pennsylvania, but otherwise does not encourage general collections or appeals for contributions.

F. Honoraria

In the normal course of Senior Staff duties, no honoraria should be expected or accepted. However, a congregation or agency may

contribute to the particular ministry which that staff person represents i.e. evangelism, stewardship, Christian education etc. Other situations should be discussed with the Bishop.

G. Solicitations

Persons with merchandise to sell, or solicitors, are not allowed in the Church House, nor are staff members permitted to offer goods or services for sale, or solicit for charities, in the Church House, whether casually or formally.

H. Snow Days

When the Philadelphia Public Schools are closed because of snow, Church House is also closed. If a storm should occur when the Philadelphia Schools are not in session, such as during Christmas holidays, staff should call the main switchboard at Church House where a message will be placed advising whether or not Church House is closed.

1. Staff members (both Senior and Support) who report for work on declared "snow days" are entitled to compensatory time off at the convenience of their immediate supervisor, for their hours of work on those days, but not overtime pay.
2. Staff members (both Senior and Support) who do not come in on declared "snow days" will be not penalized.

On those days which are not declared "snow days", it is expected that all staff (both Senior and Support) will make every reasonable effort to come to work. If a person cannot do so because of the road conditions or public transportation failure, they should call Church House and let their immediate supervisor or the Personnel Coordinator know as soon as possible.

I. Smoking

Church House has been designated a smoke-free building. Anyone who finds it necessary to smoke must do so outside of the building, e.g. the Courtyard in front or in back of the building.

J. Telephone Usage

It is important that use of telephones be limited to emergencies or unavoidable necessities. Personal telephone calls should be limited

to emergencies and incoming personal calls should be kept short. Any charges for personal toll calls are to be paid by the employee. Abuse of this policy reduces productive time and may seriously interfere with the work to be done. It is suggested that personal calls not be made in the office.

XIV. GRIEVANCE PROCEDURE

In the situation where persons work closely together, there is a possibility of disagreement and misunderstandings. When problems arise related to a grievance, the employee may resort to the following procedure:

- A. The employee shall discuss the grievance directly with their immediate supervisor.

It is to the advantage of all parties concerned if a grievance can be settled at the supervisory level. This helps to develop an atmosphere of cooperation and prevents minor problems from becoming major problems which damage morale and cause disruption.

- B. The grievance is discussed with the Personnel Coordinator, who then meets with the parties involved.

This will be a three-way meeting with the employee, their immediate supervisor and the Personnel Coordinator in which the employee and their immediate supervisor or other employee can openly discuss the issues and where the Personnel Coordinator helps each person to hear clearly what is being said by the other.

In many instances when the parties involved are able to see the perspective of the other person, empathy and understanding develops and the problems can be resolved.

- C. The Personnel Coordinator seeks to settle the grievance in terms of the Personnel Manual, Evaluation Procedures, and other reference materials that are available.

Many times clarification of policies and procedures will help to rectify the problems.

- D. The Personnel Coordinator acts as arbitrator regarding the cause of the problems and helps parties devise a plan for resolution.

XV. TERMINATION/RESIGNATION

VOLUNTARY AT-WILL EMPLOYMENT

Unless an employee has a written employment agreement with the Diocese, which provides differently, all employment at the Diocese is "at-will." That means that employees may be terminated from employment with the Diocese with or without cause, and employees are free to leave the employment of the Diocese with or without cause. Any representation by any the Diocese officer or employee contrary to this policy is not binding upon the Diocese unless it is in writing and is signed by the Bishop (or his/her representative) with the approval of the Standing Committee.

An employee's employment may come to an end in one of the following ways:

A. Resignation

This is voluntary resignation by the employee. A reasonable period of notice is expected: a minimum of one month for an Exempt employee and two weeks for a Non-exempt employee. The employee will be paid all accrued vacation in the final paycheck which will be received on the last day worked.

B. Mutual Agreement

When the employee and their supervisor agree that it would be mutually beneficial to end the employment relationship, a departure date within a reasonable length of time will be agreed on. The employee will be paid all accrued vacation pay in the final paycheck which will be received on the last day worked.

C. Involuntary Termination

When an employee is involuntarily terminated, the Diocese of Pennsylvania will assist with the preparation of their resume, pay all accrued vacation in the final paycheck, provide a severance package to mimic state-provided unemployment compensation per Paragraph X F above, and some allowance for medical insurance.

The amount of the severance package shall be determined by the Bishop in consultation with the Personnel Coordinator, with consideration of years of service.

Reasons for discharge may include, but are not limited to:

- Falsifying or withholding information on your employment application that did or would have affected the Diocese's decision to hire you (this conduct will result in your immediate termination);
- Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records;
- Performance at work below a level acceptable to the Diocese or the failure to perform assigned duties;
- Failure to complete required time records or falsification of such time records
- Insubordination
- Refusing to work reasonable overtime
- Negligence in the performance of duties likely to cause or actually causing personal injury or property damage;
- Fighting, arguing or attempting to injure another;
- Destroying or willfully damaging the personal property of another, including the Diocese's property;
- Breach of confidentiality
- Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the general public or disclosing such information that damages the interests of the Diocese or its customers or vendors;
- Placing oneself in a position in which personal interests and those of the Diocese are or appear to be in conflict or might interfere with the ability of the employee to perform the job as well as possible;
- Using the Diocese property or services for personal gain or taking, removing or disposing of Diocese material, supplies or equipment without proper authority;
- Gambling in any form on the Diocese property
- Dishonesty;
- Theft;
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the Diocese premises at any time in violation of the Diocese's policies.
- Carrying or possessing firearms or weapons on the Diocese property;
- Excessive tardiness or absenteeism whether excused or unexcused;
- Unauthorized absence from work without proper notice; and

- Engaging in discriminatory or abusive behavior, including sexual harassment.

At the sole discretion of the Bishop or his/her representative, the employee may be asked to leave immediately or be given a period of notice.

Guidelines for Employee Evaluations

1. Each employee will receive a written narrative evaluation of his/her job performance during the past year based on the written job description. Such evaluation will be prepared by the employee's immediate supervisor.
2. All employee evaluations are due annually in the month of November.
3. The narrative will include, but not be limited to, comments on the following areas:
 - a. Knowledge of work – how well equipped the employee is with regard to the knowledge essential to the performance of the work and how well that knowledge is applied to the job by the employee.
 - b. Quality/Quantity of work – accuracy, volume, thoroughness, efficiency and effectiveness of the employee's performance.
 - c. Problem solving – thoroughness in analyzing, planning, and decision-making as well as the ability to think through problem situations, particularly the unanticipated ones.
 - d. Communications – ability to write and speak clearly and effectively and whether the employee consistently communicates all important information up, down and across the organization.
 - e. Interpersonal skills/team work – ability to maintain effective working relationships inside Church House with subordinates, peers and supervisors and outside across the Diocese and the Church House.
 - f. Flexibility – receptivity to change and the ability to develop or utilize new approaches for increasing the effectiveness of operations and performance.

- g. Initiative/Independence- extent to which an individual is a self-starter and can work independently, consulting with his/her immediate supervisor when appropriate.
 - h. Managerial/Supervisory skills – the ability to accomplish work effectively through the selection, motivation, development, and general supervision of others.
4. The narrative evaluation should contain a description of improvements, goals, and objectives for the upcoming year.
 5. No mention of salary increments or recommendations therefore should be made (either written or verbally) within the evaluation process.
 6. All evaluations should be signed by the evaluator and the employee being evaluated, with the opportunity and space given to the employee to provide a self-evaluation and to agree/disagree with the evaluation by their immediate supervisor.

Job performance, supervision and evaluation

POLICY: Consistent, objective evaluation of employee performance is essential to the employee's professional growth and is integral to our accountability to the Diocese. All employees will be reviewed at the end of their three-month probationary period as new employees and reviewed annually thereafter each November. In addition, any employee placed on probation for unsatisfactory performance will be reviewed at the end of their probationary period.

All evaluations will be in writing, with copies given to the employee. All evaluations will be signed by the employee to indicate his/her participation in the Evaluation Process. The Employee has the opportunity to provide a written addendum added by them to the performance evaluation to indicate any areas of disagreement.

Evaluations are to be carried out in a manner which supports the professional growth of the employee being reviewed and which allows for that person's active participation in the evaluation.

1. PROCEDURES

A. Job performance

- i. All employees are expected to perform the duties outlined in their job description in a timely and professional manner.
- ii. The employee is expected to participate in orientation sessions within the first two weeks of employment with
 1. The Personnel Coordinator regarding benefits and an overview of the Diocese, and
 2. Their immediate supervisor regarding the job duties, departmental goals and procedures.
 3. Employees are expected to review the Diocesan Personnel Manual, to sign indicating receipt of the manual, to sign the confidentiality statement, and to bring any questions concerning policies procedures to their immediate supervisor.

B. Supervision

- i. The three primary functions of supervision are:
 1. Administrative – the structuring and implementation of organizational objectives, including the monitoring and evaluation of job performance.
 2. Educational – individualized, task-related teaching.
 3. Supportive – helping the employee deal with job-related stress and developing attitudes and feelings to maximize performance. The supervisor should not attempt to fill the role of personnel counselor. If the employee needs assistance, s/he should be referred to a professional counselor or an appropriate agency by the supervisor after consultation with the Bishop or the Personnel Coordinator.
- ii. Supervisory conferences are to occur on a regular basis to meet program needs. It is suggested that these occur at a minimum of weekly during the probationary period and bi-weekly thereafter.
- iii. Areas of concern regarding an employee's job performance should be put in writing by the supervisor and shared promptly with the employee. Such a memorandum should:

1. state specific area(s) of concern
 2. be specific regarding expectation for changes sought in the performance, and
 3. develop a timeframe within which the employee's performance will be reviewed.
- iv. Records of the supervisory conferences will be kept in the employee's Personnel File. Personnel Files will be held by the Personnel Coordinator.

C. Evaluation Following Probationary Periods

- i. All new employees will be reviewed at the end of their first three months of employment. Responsibilities listed in the employee's job description will be the basis of that review.
- ii. Employee's being placed on probation for unsatisfactory performance will receive a letter at the outset of the probation specifying:
 1. areas of concern
 2. expectations for the type of change in performance
 3. a timeframe within which the employee's performance will be reviewed.
- iii. The Letter of Probation will serve as the basis for evaluating the employee's performance at the end of the probationary period.
- iv. The evaluation is written by the immediate supervisor within one week following the evaluation conference and given to the Bishop and Personnel Coordinator for review. Both the employee and the immediate supervisor sign the evaluation and receive copies. The original is placed in the employee's permanent personnel file.

D. Annual Evaluation

- i. Annual evaluation conferences of all employees (as required in the Diocesan Personnel Manual, Section VIII) will be scheduled no later than November 15th of the year. In preparation for the evaluation conference, the immediate supervisor will outline, in detail, the main points which s/he

intends to discuss with the employee and may wish to review these items with the Bishop and/or the Personnel Coordinator and request input prior to the meeting with the employee.

- ii. The written evaluation will be completed within one week following the evaluation conference, signed by the immediate supervisor, and forwarded to the employee for his/her review. The employee should sign the evaluation after completing the section requesting his/her comments. The form is then returned to their immediate supervisor who will make copies. The employee and immediate supervisor keep copies and the form is forwarded to the Bishop and the Personnel Coordinator with the original maintained in the employee's permanent personnel file.
- iii. The purpose of the evaluation conference is to provide the employee and his/her immediate supervisor with an opportunity to step back from the pressures of the day-to-day operation and to assess the employee's performance relative to the expectations of the job. The evaluation conference is carried out on the assumption that the employee is committed to his/her professional/vocational growth and that the Diocese has the responsibility to assist the employee in developing their potential.
- iv. Given that the purposes of the overall evaluation process are to insure quality services to the Diocese and to assess, encourage and support the employee's professional/vocational development, the following guidelines are to be applied to the completing of the evaluation:
 1. The evaluation conference is to be carried out at a time specifically set for that purpose, and the evaluation should be the only item on the agenda.
 2. An adequate amount of time should be allotted to the evaluation conference to ensure that the process is not rushed.

3. The format of the evaluation conference should be made available to the employee one week prior to the evaluation conference.
4. The employee and their immediate supervisor are both expected to be active participations in the evaluation conference. Therefore, it is expected that each person will come to the performance conference prepared to share their thoughts and to respond to the points on the evaluation form.
5. There should be an affirmation of what the employee does well as well as areas requiring further growth. Identification of these areas for further growth must be specific and objective. Any discussion of areas for further growth should include the goals for the employee as well as the role of their immediate supervisor and the Diocese in assisting the employee to reach their goals.
6. The annual evaluation is constructive only if it occurs within the context of an on-going supervisory process. The employee and their immediate supervisor should review their working relationship and be candid in examining ways in which it could be even more effective. If significant difficulties exist within the working relationship which cannot be resolved through discussion, the assistance of the Personnel Coordinator or Bishop should be sought.
7. In general, an employee should anticipate that an evaluation will include review of the concrete aspects of the job such as management of time, use/abuse of sick leave, etc., quality of work performance, relationships with those in the Diocese and outside the Diocese, with fellow staff members, co-workers and their immediate supervisor. Each evaluation should include specific areas of growth to be worked on over the next several months.
8. The final written evaluation is prepared after the evaluation conference during which the employee and their immediate supervisor share their views. A sample is attached in the Appendix.

XVI. REIMBURSEMENT OF EXPENSES

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities. Mileage or transportation, parking fees, business telephone calls, and meal costs when required to attend a luncheon or banquet, are all illustrative of reasonable and necessary expenses.

Employees serving in an official capacity for the Diocese of Pennsylvania at conferences and meetings are reimbursed for actual and necessary expenses incurred, such as travel expenses, meal costs, lodging, tips and registration fees. When attending meetings that have been approved by the Bishop (or his/her representative), employees are reimbursed for travel expenses, course fees, and costs of meals and lodging at the current rates. Employees may also request a travel advance to cover anticipated expenses approved travel. Employees also may be granted leave to attend a conference or professional meeting related to their professional development, and/or the Diocese's current and anticipated work. Expenses for these purposes can be paid by the Diocese, if funds are available, and the employee obtains prior written approval of such expenses.

Employees are responsible for transportation costs between the office and home during normal work hours. Transportation costs are paid by the Diocese for work outside normal work hours if the employee is on official business for the Diocese. Employees authorized to use their personal cars for the Diocese business are reimbursed at the U.S. Internal Revenue Service approved rate.

Forms are provided to request reimbursement for actual expenses and advance payment for travel. Receipts must be provided for all expenditures made in order to claim reimbursement.

XVII. RETURN OF PROPERTY

Employees are responsible for the Diocese equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Telephone cards,
- Credit cards,
- Office/building keys,
- Computers, computerized diskettes, electronic/voice mail codes, and
- Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request by the Bishop or his or her designee, Employees must return all the Diocese property that is in their possession or control. Where permitted by applicable law(s), the Diocese may withhold from the employee's final paycheck the cost of any property, including intellectual property, which is not returned when required. The Diocese also may take any action deemed appropriate to recover or protect its property.

XVIII. COMPUTER AND INFORMATION SECURITY

This section sets forth some important rules relating to the use of the Diocese's computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and the Diocese's telephone, voice mail and electronic mail systems.

The Diocese has provided these systems to support its mission. Although limited personal use of the Diocese's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, the Diocese's ethical responsibilities, or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in The Diocese's computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of the Diocese. The Diocese may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in the Diocese's systems.

This includes documents or messages marked "private," which may be inaccessible to most users but remain available to the Diocese. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

The Diocese's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, the Diocese's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to the Diocese's host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided.

- Attempts should not be made to bypass, or render ineffective, security facilities provided by the company.
- Passwords should not be shared between users, whether they are other authorized users or not. If written down, passwords should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support personnel or the Bishop (or his/her representative).
- Additions to or modifications of the standard software configuration provided on the Diocese's PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to computer support personnel or the Bishop (or his/her representative).
- Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support.

- Programs should never be downloaded from bulletin board systems or copied from other computers outside the company onto company computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support.
- Users should not attempt to boot PCs from floppy diskettes. This practice also risks the introduction of a computer virus.
- The Diocese's computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems and data.
- Computer games should not be loaded on the Diocese's PCs.
- Unlicensed software should not be loaded or executed on the Diocese's PCs.
- Company software (whether developed internally or licensed) should not be copied onto floppy diskettes or other media other than for the purpose of backing up your hard drive.
- Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support.

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

- Turn off (or lock) your personal computer when you are leaving your work area or office for an extended period of time.
- Exercise judgment in assigning an appropriate level of security to documents stored on the company's networks, based on a realistic appraisal of the need for confidentiality or privacy.
- Remove previously written information from floppy diskettes before copying documents on such diskettes for delivery outside the Diocese.
- Back up any information stored locally on your personal computer (other than network based software and documents) on a frequent and regular basis.

Should you have any questions about any of the above policy guidelines, please contact computer support or your supervisor.

INTERNET ACCEPTABLE USE POLICY

At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. The Diocese has provided access to the Internet for authorized users to support its mission. No personal use of the Internet should conflict with the primary purpose of the Diocese, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

The Diocese may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual and the time associated with the visit to each website. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, the Diocese may restrict access to certain sites that it deems are not necessary for business purposes.

The Diocese's connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.
- The Internet must not be used to access, send, receive or solicit sexually-oriented writings, messages or images.
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support.
- Without prior approval of computer support, software should not be downloaded from the Internet as the download could introduce a computer virus onto the Diocese's computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.
- Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of the Diocese.
- Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.

- Employees should not download personal e-mail or Instant Messaging software to the Diocese computers.
- The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
- The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job related purposes.
- The Internet should not be used to endorse political candidates or campaigns

The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your supervisor.

If you have any questions regarding any of the policy guidelines listed above, please contact your supervisor.

PERFORMANCE APPRAISAL FORM

Employee: _____ **Supervisor:** _____

Period covered in appraisal: _____

This form is to supplement, not replace, a narrative written evaluation of the employee by the supervisor. Staff members should be given the opportunity to do a self appraisal on their work performance, but this is optional. These written items form the basis for a conversation between the employee and their supervisor which is to be held at the end of the probationary period for new staff members and at least annually for all staff members. The staff member should receive the written materials at least two working days in advance of the scheduled annual performance review.

Ratings: **Outstanding** – consistently exceeds goals/responsibilities for the year; demonstrates overall excellence in skills and knowledge required for the job. **Effective** – Accomplished goals/responsibilities for the year and productively used skills and knowledge required for the job. **Improvement needed** – accomplished some, but not all goals/responsibilities for the year. Skills and knowledge could be used more effectively to perform the job. **Unacceptable** – failed to demonstrate adequate progress towards completion of goals/responsibilities and did not consistently demonstrate necessary skills and knowledge required for the job.

Qualitative & quantitative factors: please rate the staff member in each area, being consistent with what was documented in the written evaluation.

Factor	Outstanding	Effective	Improvement Needed	Unacceptable
Knowledge of Work	()	()	()	()
Quality of work	()	()	()	()
Quantity of work	()	()	()	()
Communication				
Skills	()	()	()	()
Team work	()	()	()	()
Initiative	()	()	()	()
Flexibility	()	()	()	()
Supervision of Others	()	()	()	()

For this section, indicate results achieved (if any) for specific responsibilities and rate the performance. Please add sheets for more responsibilities as needed.

<u>Specific responsibility</u>	<u>Results achieved</u>	<u>Rating</u>
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1.

2.

3.

4.

5.

6.

7.

Supervisor comments: (add sheets as needed)

Employee comments: (add sheets as needed)