

EMPLOYEE HANDBOOK



Cedar Catholic
Jr.-Sr High School
2024-2025

EMPLOYEE HANDBOOK

To Lay Employees:

I welcome you to your employment with Cedar Catholic High School with a hope that you will find challenge, satisfaction, and fulfillment in your work with us. I am aware and appreciative of the skills and knowledge you bring.

Your job is important to the welfare and the smooth operation of the Church in our community. By the high standard of your work, you make a very special contribution to the mission of our Catholic school.

These policies and procedures are intended to serve as a source of information and guidance in your work with Cedar Catholic High School.

I expect you to be both accountable and professional in fulfilling your responsibilities. On our part, we hope to provide you a warm, communicative, and trusting atmosphere to accomplish your work.

Dr. Daniel Hoelsing
President

EMPLOYEE HANDBOOK

Cedar Catholic High School of Hartington is a Nebraska nonprofit corporation and is generally referred to as “Cedar Catholic” or “the School”. This handbook is provided for informational purposes only, and does not in any manner constitute a contractual agreement between Cedar Catholic and any employee. The information contained herein provides a general description of policies and benefits. Cedar Catholic reserves the right to add to, modify, or abolish these policies and benefits at any time, with or without notice.

Non-enforcement of any of these policies shall not constitute a waiver of their future enforcement.

Except for Contract Employees, the relationship between Cedar Catholic and all of its employees is terminable at will by either party without cause and without notice. This handbook does not create any restriction upon this relationship.

An employee cannot rely on oral representations or assurances regarding an offer of employment, or an offer of continued employment, made to an employee by any supervisor. Such statements do not manifest intent to create an employment agreement between the employee and Cedar Catholic. In the event of a contradiction between this handbook and any statement made to you by a supervisor or other representative of Cedar Catholic, this handbook shall govern.

These policies are intended for administrative use at Cedar Catholic and apply to lay persons and religious.

This handbook supersedes and replaces all prior handbooks.

NOTICE TO EMPLOYEES:

Please be aware that as a religious organization, Cedar Catholic:

- Is not subject to provisions of the Congressional Omnibus Budget Reconciliation Act (C.O.B.R.A.) in providing extended health care insurance benefits to employees up to 18 months beyond their terms of employment. Available coverage information is provided on separate forms.
- Is subject to the regulations of the Health Insurance Portability Act of 1997.
- Does not participate in the State of Nebraska Unemployment Compensation program.

SECTION 100: EMPLOYMENT POLICIES

101 EQUAL EMPLOYMENT OPPORTUNITY

Cedar Catholic is an Equal Opportunity Employer. It is the policy of Cedar Catholic to promote equal opportunities in the areas of recruitment, employment, training, development, transfer, and promotion.

Except where gender, ordination, or the Catholic religion is a bona fide occupational qualification, employment at Cedar Catholic (and subsequent training, development, transfer, or promotion is without regard to race, color, sex, age, disability, or national origin) will go to those individuals whose training and experience most nearly qualify them for the position offered.

102 EMPLOYEE SCREENING

102.1 BACKGROUND EVALUATIONS:

Cedar Catholic shall conduct a background evaluation for all employees, to include the use of application forms, reference checks, and the use of background screening resources. (This requirement is in accord with Article 13 of the United States Conference of Catholic Bishops [USCCB] "Charter for the Protection of Children and Young People" which requires background checks for all employees coming into regular contact with children.)

All employees who drive a vehicle in connection with their employment and for business purposes must be able to produce a valid driver's license and evidence of proper insurance coverage.

102.2 PROOF OF RIGHT TO WORK:

Under federal law, all new employees must produce original documentation establishing their identity and right to work in the United States. They must also complete USCIS Form I-9, swearing that they have a right to work in the United States. Documentation must be produced within three (3) business days of hire.

103 FLSA EXEMPTIONS

103.1 EXEMPT EMPLOYEES:

Salaried employees (earning at least \$685.00 per week) who primarily perform executive, administrative, or professional duties in their workweek are exempt from the Fair Labor Standards Act and do not receive overtime pay. Exempt employees may receive compensatory time off for work performed over 40 hours per week. Exempt employees perform one or more of the following duties:

Executive Duties: Managing a school office or division of two or more employees, having the power to hire and terminate, and exercising discretionary decision-making authority.

Administrative Duties: Customarily and regularly exercising discretion and independent judgment related to school management policies or general business operations, unrelated to organizational production tasks.

Professional Duties: Exercising advanced knowledge acquired through prolonged intellectual instruction (i.e., baccalaureate degree) and customarily and regularly displaying discretionary and independent judgment.

103.2 NON-EXEMPT EMPLOYEES:

Employees who perform work other than in an executive, administrative, or professional capacity as defined above by the Fair Labor Standards Act, (Chapter 5, part 778) must receive overtime compensation for hours worked in excess of 40 hours per week.

104 CLASSIFICATION OF EMPLOYEES

104.1 REGULAR FULL-TIME:

For purposes of benefit administration (with the exception of eligibility for vacation pay and lunch/break time), Full-Time Employees are those regularly scheduled to work 30 hours per week or more.

104.2 REGULAR PART-TIME:

For purposes of benefit administration, Part-Time Employees are those who are regularly

scheduled to work fewer than 30 hours per week. These individuals are not eligible for employee benefits other than pro-rated sick leave. All Part-Time Employees are required to work no more than 25 hours. The number of hours for any part-time position will be identified in the Job Description. Exceptions to this requirement must be noted on the Job Description and in the employee's file.

104.3 TEMPORARY:

Employees hired to work for a specified duration of time to perform a specific task. They are not eligible for vacation time or other benefits.

104.4 CONTRACT:

Employees hired under contract for a specified length of time. All conditions of employment, salary, benefits, etc., are specified in the contract and may not be modified by this Employee Handbook.

105 TRANSFERS OF EMPLOYEES

Cedar Catholic recognizes an employee's service at another office or division within the school structure. To qualify for a transfer, the employee cannot have more than a 90-day calendar break in service.

The benefits for full-time employees who receive transfers are based on their original date of hire by the School. If an employee transfers from Temporary to Regular Full-Time status, his or her eligibility for benefits begins from the date of transfer. Similarly, if an employee transfers from Regular Part-Time to Regular Full-Time status, his or her eligibility for benefits begins from the date of the change in status. No benefits will accrue during a break in employment service.

If an employee seeks a new position within the School that differs in requirements of expertise and education from the previously held position, the employee must meet the requirements of the new position. These employees earn benefits based on the date of hire by the School, rather than the date of transfer to another office or division.

106 OFFICE HOURS & SCHEDULES

106.1 HOURS OF WORK:

Work hours are dependent on the position held, and are established in agreement by employee and his/her supervisor. Lunch and other breaks are determined by the employee's supervisor and are not considered part of the work day. Questions about the workday and/or breaks should be addressed to the employee's immediate supervisor.

107 TIME REPORTING & PAYROLL

107.1 TIME REPORTING SYSTEM:

All Non-Exempt employees are to use the timekeeping system in place at the School for all time-reporting. Employees are responsible to record all Hours Worked, Vacation Leave, Sick Leave and all other absences or leaves.

It is a critical responsibility of all supervisors to ensure the time records for their staff are accurately recorded every pay period and accurately reflect the hours worked. Administrators will be able to edit an employee's time reporting to accurately reflect hours worked.

107.2 TIME REPORTING REQUIREMENTS:

Timekeeping records are legal documents and must be maintained accurately. Entries recorded

in error should be brought to one's supervisor's attention for correction. Falsification of time records is a serious offense that can result in disciplinary action, up to and including immediate termination.

NON-EXEMPT EMPLOYEES:

Daily time reporting via the timekeeping system for all Non-Exempt Employees is required to record hours worked. Supervisors are responsible to review and approve time records for all direct reports for each pay period.

PART-TIME EMPLOYEES:

All Part-Time employees, regardless of exempt or non-exempt status, will be required to use the timekeeping system to record hours worked.

ALL EMPLOYEES:

- **Vacation Leave:** All employees, regardless of employee classification (i.e., Exempt, Non-Exempt, Part-Time, etc.), will use the timekeeping system for requesting time off. Requests will be reviewed and approved by the supervisor. All requests for time off are subject to the discretion of the supervisor based on the needs of the School.
- **Sick Leave:** All employees, regardless of employee classification (i.e., Exempt, Non-Exempt, Part-Time, etc.), will use the timekeeping system for reporting Sick Leave. All Sick leave requests require administrative approval.

107.3 PAYROLL:

Effective July 1, 2019, all pay dates and pay periods will be:

- Pay Periods: the 1st of the month through the last day of the month
- Pay Dates: the 5th of every month

107.4 OVERTIME PAY:

Employees classified as Non-Exempt will receive compensation for overtime work as follows:

- Employees are paid at the regular hourly rate for all hours worked up to 40 hours in a given workweek. The workweek runs from 12:00 a.m. Monday through 11:59 p.m. the following Sunday.
- Employees will be paid one and one-half (1½) times the regular hourly rate for all hours worked over 40 hours in any given workweek.
- Supervisors will attempt to provide as much reasonable notice to employees when the need for overtime work arises. However, advance notice may not always be possible. Occasionally, mandatory overtime may be necessary. All overtime must first have the approval in advance by the supervisor. Overtime will be recorded through the timekeeping system.

108 BEGINNING EMPLOYMENT

108.1 EMPLOYEE INTAKE:

All required employment paperwork will be completed by the employee with the assistance of the School's Bookkeeper by his/her first day of employment. New employees will be given an overview of the Employee Handbook, insurance and benefits, and other necessary School and Archdiocesan information.

108.2 EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM:

Upon a review of the Employee Handbook, employees must submit a signed acknowledgement

form to the Parish Business Office within five (5) business days of employment. A signed acknowledgement form is also required by all current employees on an annual basis after they have reviewed the updated Employee Handbook.

108.3 DEPARTMENT ORIENTATION:

The new employee's immediate supervisor is responsible for providing a detailed explanation of work area operations at the beginning of employment.

109 EMPLOYEE EVALUATIONS

Every effort will be made by supervisors to evaluate each employee's performance annually, sometime during the second half of the fiscal year (i.e., January – June). Additionally, every effort will be made for Exempt Employees to conduct a self-evaluation as part of this process.

All employees will be given the opportunity to offer feedback and input as part of the annual performance review. Documentation from the evaluation process will be kept in the employee's personnel file.

Supervisors are encouraged to conduct more informal evaluations at opportune times throughout the year in order to provide ongoing feedback to employees.

110 REFERENCE CHECKS & EMPLOYMENT VERIFICATION

110.1 REFERENCE CHECKS:

All requests to provide references for former employees should be directed to the Principal or President.

Unless there is a signed waiver by the former employee allowing the School to provide additional information, only this information will be provided on an Employment Verification or Reference Check:

- Dates of Employment
- Type of Employment
- Position during Employment

If a signed waiver is in the employee's personnel file, the following additional information can be provided by the Parish or the employee's former supervisors:

- Salary Information
- Eligibility for Re-hire
- Performance Comments from Former Direct Supervisors

110.2 EMPLOYMENT VERIFICATIONS:

A current employee needing an Employment Verification will need to notify the School's Business Office in writing. Only after written notification has been received from the employee will the information be provided to the agency or agencies identified by the employee.

SECTION 200: EMPLOYEE BENEFITS

201 PAID ABSENCE BENEFITS

201.1 ADMINISTRATIVE CLOSURES:

This section applies only to Regular Full-Time Employees (non-contract).

When the need arises, School officials may decide it is necessary to close the School (e.g., severe weather, equipment malfunction, etc.). If an employee has already submitted a request for vacation time, he or she will receive vacation pay when the School is closed due to administrative decision. If the employee has another scheduled absence, compensation will be provided according to normal policy. No other compensation or pay will be given to employees due to Administrative Closure.

If closure occurs, an employee may request that available vacation time be applied to his or her workweek to compensate for the time lost during an Administrative Closure. Scheduled School closures (e.g., "Vacations," "Breaks," "Early Dismissals," etc.) do not constitute Administrative Closure.

Ordinarily, the Principal (in consultation with the President, if necessary) will make the decision for weather-related closures for the School.

201.2 HOLIDAYS:

Only Regular Full-Time Employees (those working 30 or more hours per week) will be paid for the holidays that fall within their period of employment as specified by the Job Description.

Regular Full-Time Non-Exempt employees (those working 30 or more hours per week) will be paid at a time-and-a-half rate for holidays worked.

The following days are considered holidays by the School:

- Independence Day (July 4)
- Labor Day (first Monday of September)
 - Thanksgiving Day (fourth Thursday of November)
- Christmas Day (December 25)
- New Year's Day (January 1)
 - Good Friday (Friday prior to Easter Sunday)
- Memorial Day (last Monday of May)

Contract Employees will follow the School Calendar setting for the holidays and days off. Breaks, early dismissals, or days off from school listed in the school calendar are not considered paid holidays. Regular Full-Time Non-Exempt Employees are paid only for hours worked on those days at their regular rate of pay.

201.3 VACATIONS:

Vacations are scheduled at the mutual agreement of the supervisor and the employee. All Vacation time must be requested through the timekeeping system to be approved by the immediate supervisor. If possible, employees should strive to take vacation at times when the School is not in session.

201.3.1 VACATION ELIGIBILITY:

Regular Full-Time Employees (Non-Contract) are eligible for Vacation. At the beginning of each fiscal year, eligible employees have available Total Annual Accrued Hours of paid vacation based on the following schedule.

- 12-Month Employees

- o Up to five (5) years of continuous full-time employment: 10 work days
- o Completion of five (5) years of continuous full-time employment: 15 work days
- o Completion of 15 years continuous full-time employment: 20 work days
- o Completion of 25 years continuous full-time employment: 25 work days

- 10-Month Employees

- o Up to five (5) years of continuous full-time employment: 8 work days
- o Completion of five (5) years of continuous full-time employment: 12 work days
- o Completion of 15 years continuous full-time employment: 16 work days
- o Completion of 25 years continuous full-time employment: 20 work days

Changes or exceptions for an employee's vacation accrual, other than the schedule above, can be approved only by the President.

201.3.2 ACCRUED VACATION HOURS:

Employees are encouraged to use current year's vacation hours prior to June 30th of each year.

Employees will be compensated for earned unused vacation hours at the end of the fiscal year. However, a maximum of 40 hours of unused vacation from a given year may be rolled over into the next year. These 40 hours must then be used in the first quarter of the fiscal year (i.e., July – September).

Vacation hours may not be gifted by one employee to another.

201.4 SICK LEAVE:

Sick Leave is a benefit to meet an employee's personal medical needs and those of immediate family members. Immediate family members include: the employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

Sick leave may not to be used as additional vacation time.

Sick leave to care for the needs of a family member, when feasible, should be discussed in advance with the immediate supervisor and is subject to his/her discretion.

If an employee is absent frequently or beyond three (3) consecutive days for medical reasons, the supervisor may request a statement of health condition from the employee's physician or professional care giver.

If an employee is unable to meet the requirements of his/her position for health reasons, and if no reasonable accommodations are available, the employee may be asked to transfer to another position more suitable to his/her current capabilities (provided another position is available).

If the supervisor has concerns or doubts about an employee's ability to perform the

required duties, he/she may request a note from the employee's doctor confirming his/her "Fitness for Duty" and any work restrictions.

All Sick Leave is to be submitted and recorded through the time management system.

Once an employee has used all annual accrued hours of sick leave, the employee may utilize earned vacation days before requesting additional time off under the "General Leave of Absence" section of this handbook.

Any Sick Leave taken beyond the defined amount will be subject to reimbursement and will be deducted from the employee's paycheck. Sick Leave is accrued as follows:

- **Regular Full-Time Employee (Non-Contract):** Total Annual Sick Leave is accrued at the rate of $6\frac{2}{3}$ hours per month: a maximum of 80 hours for 12-month employees in the calendar year and a maximum of $66\frac{2}{3}$ hours for 10-month employees in the calendar year.

Unused sick leave:

- Expires on June 30th of each year and cannot be rolled over into the next year
- Is not reimbursed with pay
- May not be gifted to another employee
- Will not be paid to an employee upon separation of employment

201.5 JURY DUTY:

An employee summoned for jury duty should notify the immediate supervisor within three days from the date of the letter of notification from the clerk of the court.

An employee released from jury duty at noon or earlier on a working day should report immediately for work. Employees on jury duty will continue to receive full salary and benefits from the employer. Jury duty pay must be turned over to the immediate supervisor upon receipt.

If the employee's absence would have a detrimental effect on his/her operation, the supervisor may contact the clerk of the court to petition that the employee be excused from jury duty.

202 LEAVE OF ABSENCE

202.1 GENERAL LEAVE OF ABSENCE:

An approved general leave of absence grants an employee permission to be absent from work for a period of time without pay. If an employee is on leave during a general salary increase to all employees, his/her specific salary will be determined upon return to employment. Vacation and Sick Leave hours do not continue to accrue during any unpaid leave of absence.

- **Eligibility:** Regular Full-time Employees and Contract Employees may apply for a general leave of absence for a period of time up to one month (30 calendar days).
- **Procedure:** A request for a general leave of absence should be made one's immediate supervisor at least two (2) weeks prior to the effective date.
 - **Approval:** All requests must be approved by the immediate supervisor before the leave

of absence begins.

- **Job Status:** When a leave of absence of 30 calendar days or less is approved, the employee retains his/her position. When a leave of absence extends beyond 30 calendar days, the School retains the right to replace the employee on a temporary or permanent basis.

Any accrued but unused vacation or sick leave must be used during a general leave of absence and will be paid out to the employee.

202.2 MATERNITY/ADOPTION LEAVE OF ABSENCE

Regular Full-time Employees and Contract Employees may request up to 30 days of unpaid maternity/adoption leave. A request for maternity/adoption leave should be made with one's immediate supervisor at least 30 calendar days prior to the effective date and must be approved by the immediate supervisor before the leave of absence begins.

Eligible employees will be required to use any accrued vacation and sick leave during the leave of absence and will be paid out to the employee. Vacation and sick leave hours do not continue to accrue during an unpaid leave of absence. Upon return to work from a leave of absence, the employee will be reinstated to their former position.

Any additional unpaid maternity/adoption leave beyond 30 days must be approved by the immediate supervisor.

202.3 EDUCATIONAL LEAVE OF ABSENCE:

An educational leave of absence may be granted to a Regular Full-Time Employee, with or without pay, for courses of study. The Principal and/or President must approve any educational leave of absence.

202.4 FUNERAL LEAVE OF ABSENCE:

Funeral Leave is a benefit available to Regular Full Time Employees for the death of an employee's family member:

- **Immediate Family:** For a death in the immediate family, a paid leave of up to five (5) days may be approved to attend the funeral or make funeral arrangements for: the employee's spouse, parents, stepparents, children, or stepchildren. A paid leave of up to three (3) days may be approved to attend the funeral or make funeral arrangements for: the employee's siblings, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchildren.
- **Extended Family:** For a death in the extended family, a paid leave of one (1) day may be approved to attend the funeral. Extended family members include an employee's aunt, uncle, or cousin.

All funeral leave requests should be discussed with one's immediate supervisor in advance. Funeral leave is dependent on the needs of the School and the discretion of the direct supervisor, based on the need for travel and other extenuating circumstances. The School may require verification of the need for the leave.

Any additional unpaid funeral leave must be granted with the permission of your supervisor.

202.5 MILITARY LEAVE OF ABSENCE:

Employees will be granted a military leave of absence when called to active duty. A copy of the employee's military orders must be presented to the immediate supervisor.

Regular Full-Time Employees who have been employed by the School for at least six (6) months will receive the difference, if any, between the military pay and their current salary for up to 30 working days. All benefits will remain in effect during authorized military leave.

Upon returning from leave, a voucher must be presented to verify payments received and dates of active duty. This policy does not pertain to ordinary military reserve responsibilities.

SECTION 300: SEPARATION OF EMPLOYMENT AND TRANSITION

301 SEPARATION

An employee may leave voluntarily or be released involuntarily from employment at any time without notice or cause. However, in cases of involuntary termination, the School will generally follow the provisions of Section 302 below.

A supervisor will note in the former employee's file as to whether the employee is eligible for re-hire.

Vacation benefits paid to individuals leaving the employment of the School are limited to vacation time earned.

302 DISCIPLINE

To ensure professional standards, disciplinary action may be required at times. The School reserves the right to impose any disciplinary sanction, at any time, and to begin the disciplinary process with any disciplinary sanction deemed appropriate under the circumstances, including termination of employment.

In general, the following steps will be followed:

- **Verbal Warning:** Informal conference with supervisor—no record of conference will be placed in employee's personnel record.
- **Written Warning:** Formal conference with supervisor—written summary of conference, signed by employee and supervisor will be placed in employee's personnel file.
- **Final Warning:** Disciplinary conference with supervisor—written summary of conference, with problem and corrective action noted, will be signed by employee and supervisor, and placed in employee's personnel record.
- **Dismissal:** Supervisor provides a letter of dismissal to employee, specifying the last day of employment. A copy will be placed in the employee's personnel file.

This policy does not modify an employee's at-will status or create an expectation of continued employment due to a single warning and/or violation.

303 RESIGNATION

An employee is requested to give his/her supervisor advance notice in writing of the intent to resign. Exempt Employees are requested to give 30 days' notice and Non-Exempt Employees are requested to give two (2) weeks' notice.

304 RETIREMENT

There is no mandatory retirement age. Any retiring employee is requested to provide his/her supervisor a written notice of the effective date of retirement according to the timeline in section 303 of this handbook.

305 STAFF REDUCTION/RESTRUCTURE

In the event of staff reduction or department restructure, it may be necessary to transfer or release some employees. Should this occur, the School will attempt to provide at least 30 days' notice of reduction or restructure to the employee and every effort will be made to transfer the employee to a similar position within the School if a position is available and the employee meets the position requirements.

Any such transfers will be in accord with section 105 of this handbook.

SECTION 400: HEALTH & SAFETY

401 SAFETY AND SECURITY

Cedar Catholic is committed to providing a safe work environment for all employees. However, safety in the workplace is every employee's responsibility, accomplished through the cooperation of all employees. Supervisors are responsible for providing and disseminating safety information. Employees must ensure understanding and compliance of all safety practices applicable to the work they perform. This includes using all appropriate safety devices and measures. If in doubt about a safety matter, employees should consult their supervisor.

The responsibilities of all employees of the School in this regard include:

- Exercising maximum care and good judgment at all times to prevent accidents and injuries;
- Reporting to supervisors and seeking first aid for all injuries, regardless of how minor an injury;
- Reporting unsafe conditions, equipment, or practices to supervisory personnel; • Using safety equipment and personal protective equipment (PPE), if appropriate; and • Complying at all times to all safety rules and regulations, including but not limited to:
 - o Safe practices when lifting heavy objects.
 - o The use of provided safety equipment and PPE, if the work requires such usage.

- o Avoid dangerous situations such the operation of electrical equipment with wet hands or standing on wet surfaces.
- o To be on alert for fire or smoke.
- o To report wet or slippery floors, defective equipment, and other unsafe conditions.

Employees violating safety standards, causing hazardous situations, or who fail to report and/or where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In case of an emergency, all employees are instructed to immediately report the emergencies or accidents to their supervisor and/or emergency medical personnel, if necessary. In the event of an emergency or situation affecting the safety of employees, a notification will be sent to key personnel to activate emergency response procedures in the affected area.

402 PROHIBITED MATERIALS ON SCHOOL PREMISES

Cedar Catholic believes that maintenance of a workplace that is free of drugs, alcohol, firearms, and other harmful materials is vital to the health and safety of its employees and to the success of its mission. Accordingly, the School has established the following policy concerning the prohibition of such materials on School premises. This policy applies to all employees of the School. As such, it is forbidden for any employee to be in possession of “prohibited materials” on School premises. For purposes of this policy, the following definitions apply:

- “Prohibited Materials” means explosives and/or hazardous materials or articles; illegal drugs or other controlled substances; drug-related paraphernalia; unauthorized alcoholic beverages; firearms or other weapons.
- “School Premises” includes all premises and locations owned or leased by Cedar Catholic High School or entered into by its employees for employment purposes, including, but not limited to, closets, lockers, and storage areas.
- “Possession” means having the property on one’s person or otherwise under one’s control. If an employee is found to be in violation of this policy, the employee may be subject to disciplinary action, up to and including termination. The School reserves the right to contact local law enforcement authorities regarding a violation of this policy. It also reserves the right to dispose of the prohibited materials in whatever manner that it deems to be in the interest of safety to its employees.

403 CODE OF BEHAVIOR

In accordance with Article 6 of the USCCB “Charter for the Protection of Children and Young People,” employees who come in regular contact with children and young people, will be expected to read, sign and follow a “code of conduct” as a precondition to participating in a child care program in a School office or division. The form can be found on the Archdiocesan website under Safe Environment in the Training section.

404 ACCIDENT REPORTING

The personal safety and health of each employee of the School is of primary importance at all times. Any employee involved in an accident or injury on School grounds or on work time, should inform his/her supervisor immediately so an accident report may be completed. The supervisor will be responsible for completing the paperwork.

405 WORK RELATED INJURIES

An employee, who suffers an injury while performing his or her job duties, may be eligible to receive Worker's Compensation benefits. Timeliness of work related injury claims is important, so healthcare provider bills may be paid directly by Worker's Compensation, rather than reimbursing an employee or his/her healthcare insurance plan. The "first claim form" must be filed to the Catholic Mutual Claims Department within seven days of the date of injury, with an immediate follow-up phone call to set up the claim. An employee injured while working must notify his or her supervisor immediately.

406 INCIDENT REPORT

Any employee involved in an incident other than an accident (e.g., acts of violence, threats of violence, etc.) *must* be reported to the police. One's immediate supervisor should immediately thereafter be contacted so an incident report may be completed.

407 SMOKING

There is no smoking inside School buildings and vehicles or on School grounds; this applies to all employees, vendors, and visitors. Employees who choose to smoke must do so on their break time and apart from School grounds (e.g., in one's own vehicle).

408 TECHNOLOGY USE:

Telephone and Cell Phones: Proper use of telephones, voice mail, and other components of the School electronic communications system is important in controlling costs, ensuring effective communications, maintaining productivity, and keeping employees and others safe.

408.1 Personal Use:

While the School telephone system is to be used primarily for School business, some personal calls may be necessary. Personal calls or text messages, including those one makes or receives on his/her own personal mobile device (PMD) should be infrequent and as brief as possible. Every effort should be made to make one's personal calls or text messaging during meal or break periods.

Employees may be required to pay for personal long-distance calls on the School's system. One's supervisor can ask an employee to account for the School business purpose of long-distance calls made from his/her telephone as reflected on telephone system reports and billing statements.

408.2 Cell Phone Use While Driving:

Employees are encouraged to remember safety when using cell phones for business purposes while driving. All traffic laws must be observed. While driving, it is recommended that one pull over to engage in a conversation on a cell phone, and hands-free equipment must be used to receive calls while driving. Texting and other distractions are strictly prohibited while driving.

408.3 Texting or Sending Personal Email from Personal Mobile Devices (PMDs): Texting or sending personal email from one's PMD is considered the same as cell phone use and subject to the same guidelines as cell phone use.

408.4 Technology Acceptable Use Policy

Technology is a valuable and important tool to improve student learning and enhance the academic curriculum taught at the school. Cedar Catholic Jr.-Sr. High School's objective is to provide students and employees with a wide range of information technology to support higher-level learning and instruction in and outside of the classroom. All Cedar Catholic Jr.-Sr. High School employees and students are expected to contribute to a safe and productive learning environment while using technology and related network resources. The rules and guidelines governing the use of Cedar Catholic Jr.-Sr. High School's technology are outlined below.

Technology and Network Resources

For purposes of this policy, the term "technology" or "network resources" refers to all aspects of Cedar Catholic Jr.-Sr. High School's owned or leased electronic equipment (including computers, tablets, printers, scanners, cameras, etc.), email, internet services, servers, software, network files and folders and all other technology-related equipment and services. These rules apply to any use of Cedar Catholic Jr.-Sr. High School's technology or network resources, whether this access occurs in school (live or virtual) or outside of school. Employees are expected to use technology and network resources in accordance with this policy.

Employee Responsibilities and Acceptable Use

Employee access to technology is a privilege, not a right. Employees are expected to use technology in a responsible manner consistent with Cedar Catholic Jr.-Sr. High School's educational and religious objectives. The following list provides some examples of employee responsibilities and acceptable uses of technology:

1. All technology must be used to further the educational and religious mission of Cedar Catholic Jr.-Sr. High School and should be respected at all times. Employees are responsible for reporting any misuse.
2. Employees must use his/her real identity when using Cedar Catholic Jr.-Sr. High School's network resources.
3. The network is to be used to store and transmit school-related data only.
4. Employees may be assigned unique email and login usernames and passwords to protect the information on the network. Do not access or use other people's accounts. Do not access or use other people's computers, or folders, or any other electronic device without express permission from the owner.
5. Do not share passwords with any other person. If an employee believes his or her password has been compromised, the employee must immediately report this concern to the Administrator.
6. Employees are responsible for all actions taken under an employee's username and password.
7. With the exception of an Apple ID, employees should always use his/her Cedar Catholic Jr.-Sr. High School email address or username when utilizing online resources for digital storage or collaboration.
8. Electronic communications (emails) between employees and students **must** be made via Cedar Catholic Jr.-Sr. High School's internal email system. Electronic communications between employees and students through personal accounts may be deemed inappropriate and result in disciplinary action.
9. Employees should obtain permission before accessing, posting, or transmitting information belonging to others.
10. Employees must respect network security and should not attempt to bypass any technological blocks placed on computers to protect students and filter content that the school has classified as objectionable. Faculty may request to unblock a website if the website is appropriate and relevant to school activities.

11. There is no privacy online. Employees should never provide personal information online or share any information the employee does not want made available to the public.
12. Employees should back up his/her work often. Do not use technology as an excuse. If your computer fails at home, you are still responsible for preparing lesson plans.
13. Employees are responsible for regularly checking their Cedar Catholic Jr.- Sr. High School email accounts.

Unacceptable Uses of Technology and Network Resources The use of technology and network resources must be consistent with the educational and religious objectives of Cedar Catholic Jr.-Sr. High School. Examples of unacceptable uses of technology include, but are not limited to, the following:

- To access, post, publish or store any defamatory, inaccurate, abusive, obscene, sexually-oriented, threatening, racially offensive or illegal materials that are inconsistent with the objectives and/or teachings of the school.
- To harass, intimidate, threaten or bully others, whether inside or outside of school.
- To steal or borrow intellectual property without permission. • To plagiarize the work of others, or to use the work of others as your own without giving proper credit.
- To breach copyright laws by using unlicensed software or pirating audio or visual materials.
- To bypass Cedar Catholic Jr.-Sr. High School's content filter or network security.
 - To knowingly spread computer viruses or malware.
- To send out "chain" emails, mass emails, and/or surveys not approved by administration.
- To misrepresent one's own identity or the identity of others. • To take a photo, record through video or audio any student or employee without his/her knowledge and consent.
- To express profanity or any other inappropriate content online, including Cedar Catholic Jr.-Sr. High School's website, email program, social media or other internet sites.
- To share personal information or information about any student or employee to anyone via the Internet.
- To access another user's account or invade the privacy of others. • To store or download unauthorized software programs, music, videos, game files or personal photos on Cedar Catholic Jr.-Sr. High School computers.
- To play games, chat on-line, or watch videos during the school day unless associated with a class.
- To utilize encryption or software to hide activity that violates Cedar Catholic Jr.-Sr. High School's Technology Acceptable Use Policy. • To violate any federal, state, or local laws.

Social Networking (Facebook, Twitter, Texting, Blogs etc.) Although social networking and texting normally occurs outside of the classroom, it may have a negative impact on the school community. If an employee uses social networking or a personal electronic device to convey offensive or disrespectful communications inconsistent with this policy and/or the objectives of the school, Cedar Catholic Jr.-Sr. High School reserves the right to take any disciplinary action it deems necessary to protect students and other employees.

Guidelines for social networking:

- Be aware of what you post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, parents, teachers, administrators, or God to see.
 - Follow Cedar Catholic Jr.-Sr. High School's code of conduct when posting online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful manner.

Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

- Be safe online. Never give out personal information, including, but not limited to, first and last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password(s) with anyone.

No Expectation of Privacy

Cedar Catholic Jr.-Sr. High School sets the terms and conditions of technology use. Employees should have no expectation of privacy or anonymity while using technology and network resources provided by Cedar Catholic Jr.-Sr. High School. All content created, sent, accessed or downloaded using any part of Cedar Catholic Jr.-Sr. High School's technology or network resources is subject to the rules stated in this policy. Cedar Catholic Jr.-Sr. High School reserves the right to monitor the network and examine or remove electronic files and/or materials whenever it deems necessary. Employees should never assume that emails, files, or other content created or stored on Cedar Catholic Jr.-Sr. High School's network will be maintained as private or confidential. Should Cedar Catholic Jr.-Sr. High School determine there is a reasonable need to do so, it reserves the right to search employees' personal electronic devices (cell phones, laptops, etc.) brought on to school grounds.

Disciplinary Action

Violations of this Technology Acceptable Use Policy may result in appropriate disciplinary action (up to and including termination). Any violations of federal, state, or local laws will be reported to the appropriate authorities. Employees who receive or learn of any harassing, threatening, or inappropriate electronic communications or postings should immediately notify Cedar Catholic Jr.-Sr. High School's administration.

Access to Inappropriate Materials on the Internet/Disclaimer Cedar Catholic Jr.-Sr. High School currently utilizes an internet content filtering system that reduces employee access to offensive and pornographic materials. However, no filtering system is foolproof and Cedar Catholic Jr.-Sr. High School cannot entirely control what employees may or may not locate on the internet. While Cedar Catholic Jr.-Sr. High School allows employees to access the internet for educational purposes only, employees may have the ability to access inappropriate materials. Cedar Catholic Jr.-Sr. High School is not responsible for the content of the information or materials employees may retrieve from the internet. Employees who inadvertently access inappropriate materials must report the incident to Cedar Catholic Jr.-Sr. High School's administration immediately.

409 KEYS AND PASSWORDS

Copies of keys and combinations to all doors, vehicles, and all lockable containers (e.g., desks, lockboxes, file cabinets, etc.) belonging to the School must be stored in the key depository maintained by the School in the office. Likewise, copies of passwords to all School computers, programs, or other electronic devices must be stored in the same depository. Employees have no expectation of privacy in their use of the School's property.

410 SAFE ENVIRONMENT

In accordance with Article 12 of the USCCB "Charter for the Protection of Children and Young People," the Archdiocese of Omaha has established a "safe environment" program, cooperating with parents, civil authorities, educators and community organizations, to provide education and training for children, youth, parents, educators and others, regarding the nature of child abuse and how adults can help to prevent harm to children.

Reporting Child Abuse/Neglect (Nebraska Statue 28-711/Charter for the Protection of Children

and Young People Article 4): Nebraska Statute 28-711 imposes a mandatory duty upon any person (employee or volunteer) to report child abuse or neglect, if he or she has “reasonable cause” to believe a child has been so subjected. The report is to be made immediately to Child Protection Services at 1-800-652-1999 or local law enforcement.

Any person failing to make a report shall be guilty of a Class III misdemeanor, which is subject to imprisonment, or fine, or both. The verbal report must be followed by a written report. Cooperation will be provided to authorities in their investigation within the law of jurisdiction in question. A subsequent verbal report, followed by a written report, will be made to the Principal and President for any incident involving sexual abuse by an employee or representative of the School.

411 PROFESSIONAL/SAFE ENVIRONMENT BOUNDARIES

Definitions:

“Grooming” means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place;

“School employee” means a person nineteen years of age or older who is employed by a public, private, denominational, or parochial school approved or accredited by the State Department of Education. School employee also includes any person who is contracted with, or otherwise paid by the school or parish and who has access to or interaction with students, including all student teachers or interns.

Discipline for Violations:

- A violation of this policy or any violation of professional/safe environment boundaries is misconduct and may result in disciplinary action, up to and including termination.
- A violation of this policy by a school employee with an educator’s permit or certificate may result in a referral to the State Department of Education. Consequences include suspension or revocation of the employee’s permit or certification.
- A violation of this policy may result in revocation of a school employee’s safe environment certificate.
- A violation of this policy involving sexual or other abuse will result in referral to the Department of Health and Human Services or local law enforcement.

Prohibited Activities:

All school employees are prohibited from violating professional boundaries with any student. All school employees are prohibited from engaging in grooming behavior with any student.

All school employees are prohibited from engaging in any relationship that involves sexual behavior, sexual contact, or sexual penetration with a student while the student is enrolled at the school and for one year after the student graduates or otherwise ceases enrollment.

The following is a non-exclusive list of actions that will be regarded as a violation of the professional/safe environment boundaries that all school employees are expected to maintain with all students. **In addition, repeatedly engaging in any of these activities or a combination of these activities with the ultimate goal of engaging in sexual behavior, sexual contact, or sexual penetration with the student, regardless of when in the student's life the sexual behavior, sexual contact, or sexual penetration would take place, are examples of grooming as defined in this policy and are unacceptable:**

1. Using e-mail, text messaging, social media, or other electronic means to communicate with students on any matters or subjects that do not pertain to school or school-related activities. School or school related activities include, without limitation, student homework, in class activities, virtual instruction, school sponsored sports or clubs, or any other school sponsored activity.
2. Engaging in any kind of behavior or communication that could be reasonably construed as a sexual advance or a response in any positive manner to a student’s sexual advance.
3. Being alone with a student anywhere

with a closed door without a transparency plan in effect.

4. Showing a student any inappropriate or sexually suggestive material.
 5. Telling jokes to a student with sexual themes or making sexually suggestive comments.
 6. Invading a student's physical privacy when the school employee's duties do not require her/him to be in that location. For example, being present in a locker room when the school employee has no duty to be there.
7. "Friending" students with a personal social media account.
8. Initiating unwanted physical contact with a student.
9. Treating one student differently from other students either by providing privileges or failing to enforce school policy or impose other disciplinary action.
10. Discussing an educator's private personal matters with a student and inquiring about a student's private personal matters when there is no basis for concern about the student's health and safety.
11. Providing rides to a student in an employee's personal vehicle unless another safe environment certified adult is present.
12. Meeting alone with a student outside of school for any reason.
13. Giving or receiving gifts to or from one student. A gift to a class or the same gift to a group of students is not prohibited.
14. Consuming alcohol in the presence of any student when the student's parent or guardian is not present.
15. Providing alcohol or illegal drugs or unauthorized drugs or medication to a student under any circumstances.
16. Any other behavior which could exploit the unique position of trust and authority between a student and employee.

Exceptions to the above prohibited activities include:

1. Communications or actions with the school employee's own children or relatives.
2. An emergency situation that affects the student's immediate health or safety.
3. An unplanned chance encounter at a public place.

Permissible methods to communicate with students outside of school:

1. Use of the school-approved email system or educational software to ensure transparency.
2. Text messages that include at least one other school staff member or one of the student's parents or guardians.
3. Use of social media through a school-approved social media account as a coach or supervisor of a school-sponsored sport, club or activity, provided the communication is not one-to-one communication.

Permissible ways to engage with students when the employee has concerns about the student's well-being:

1. Contact the guidance counselor or school principal and ensure the student's parent or guardian is aware of your concerns.
2. Contact the student's parents or guardian if the concern does not relate to the parent or guardian.
3. If you believe the student has suffered child abuse or neglect, contact the Nebraska Department of Health and Human Services Child Abuse Hotline (1-800-652-1999) or local law enforcement.

Reporting Grooming or Professional/Safe Environment Boundary Violations: If any school employee has reason to believe another school employee has violated this policy, the school employee shall notify the Principal of the school and the Archdiocesan Director of Victim Outreach and Prevention as soon as possible, but within 24 hours. If the Principal of the school is unavailable or is the school employee believed to have violated this policy, the school employee aware of the conduct shall report it to the Superintendent of Catholic Schools and the Archdiocesan Director of Victim Outreach and Prevention.

If any school employee has reason to suspect that another school employee is grooming a student or has repeatedly engaged in the above prohibited activities, the school employee shall report the conduct to the Principal and the Archdiocesan Director of Victim Outreach and Prevention.

After making the report to the Principal, the school employee and Principal shall co-report the grooming or repeated engagement in prohibited activities to the following: 1. The Nebraska Department of Education; 2. The Nebraska Department of Health and Human Services; and

3. Local law enforcement.

Records Retention:

The school employee shall document the reporting to each of the above entities by recording the date and time the report was made and the person to whom the report was given. The school employee shall provide a copy of her/his documentation of the above reports to the Principal of the School and the Archdiocesan Director of Victim Outreach and Prevention. The Principal shall keep such reports electronically or in hard copy so that they are readily available to any investigative authority.

Relationship to Omaha Archdiocesan Safe Environment Policies:

This policy does not alter or replace the Omaha Archdiocesan Safe Environment Policies which remain in effect and are applicable to school employees.

NOTICE: Nothing in this policy should be construed to replace or alter a school employee's legal obligation to report suspected child abuse or neglect pursuant to Neb. Rev. Stat. § 28-711.

Reprisal or retaliation for good faith reports made by students or school employees is strictly prohibited.

SECTION 500: WORK ENVIRONMENT

501 EMPLOYEE CONDUCT

501.1 STANDARDS OF CONDUCT: Cedar Catholic is a community devoted to promoting the mission of the Roman Catholic Church. Employees of the School are trusted representatives of this community and thus expected to have an interest in and be personally committed to the School's mission, goals, and objectives.

At all times and places, employees are expected to conduct themselves in a moral and ethical manner consistent with teachings and principles of the Catholic Church. Employees are expected to:

- Live, through their example, a lifestyle consistent with the teachings and principles of the Catholic Church.
- Treat co-workers, supervisors, volunteers, and all persons with respect, regardless of the circumstances of the encounter.
 - Be attentive to issues involving sensitive or confidential information.
- Report for work regularly and on time and to avoid excessive or unnecessary absences.

Employees will witness by their public behavior, their actions and words, a life consistent with the teachings of the Catholic Church. All employees should note that, because of the Church's particular mission in society, certain conduct, inconsistent with the teachings of the Catholic Church, could lead to disciplinary action, up to and including termination—even if such conduct occurs outside the normal working day and outside the strict confines of work performed by the employee for the School.

The following non-inclusive list provides examples of prohibited behavior, which is deemed not acceptable by the School and which may lead to disciplinary action, up to and including termination:

- Misconduct;
- Harassment;
- Unauthorized disclosure of confidential information;
- Insubordination;
 - Lewd or immoral conduct;
- Public support or advocacy of positions, or conduct, which conflict with the teachings of the Roman Catholic Church;
- Falsification of records or any report, including but not limited to, employment applications, accident reports and time and attendance records;
- Excessive tardiness or absence from work;
 - Unexcused tardiness or absence for non-compelling reasons;
- Failure to treat others with dignity and respect;
- Failure to report an absence;
- Misappropriation or misuse of School property or the personal property of a coworker, client, or volunteer, without proper authorization;
- Possession of a weapon or explosives on School property or while conducting School business;
- Unauthorized use of alcohol at work; use, possession of, dispensing, or sale of illegal drugs; reporting to work under the influence of alcohol or controlled illegal substances;
 - Failure to observe safety policies and normal safety procedures; and
- Abuse or threat to commit violence (verbal, written, via electronic media, etc.) against any person during the performance of School work or willful destruction of property owned by the School or another.

501.2 CONFIDENTIALITY OF INFORMATION: Often the nature of an employee's work requires confidentiality. Employees are frequently entrusted with information that is sensitive and should be treated with the highest level of confidentiality. Employees are to be attentive to respecting the confidentiality of information acquired through their role within the School. Violations of this trust may result in disciplinary action, up to and including termination.

An employee may be required to sign a guarantee of confidentiality. Failure to observe this may result in immediate termination.

501.3 ABSENTEEISM AND TARDINESS: The School expects employees to come to work consistently and on time. Regular attendance on the job is a basic requirement for satisfactory performance.

Absenteeism or tardiness that is unexcused or excessive in the judgment of the School is grounds for disciplinary action, up to and including termination.

An employee unable to report to work because of an illness or injury:

- Must notify his/her supervisor as soon as possible prior to the start of the workday. If an employee's immediate supervisor is not available, the absence should be reported to the School Office. If it is necessary to be absent longer than one day, the employee is expected to contact the supervisor on each morning that he/she is unable to report to work. Failure to properly notify the supervisor results in an unexcused absence.
- For absences of more than three (3) consecutive workdays, the employee may request a general leave of absence as provided for in Section 202 of the handbook. Written clearance from a physician may be required before reporting back to work. In addition, the School reserves the right to require a written statement from the treating physician certifying the employee's illness or injury.
- Each employee is expected to be ready to work at the start of a scheduled shift. Excessive lateness is unacceptable and may result in disciplinary action, up to and including termination.

501.4 DRUG-FREE WORKPLACE: It is the policy of the School to create a drug-free workplace in keeping with the requirements of the Drug-Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to unacceptable safety risks, and undermines the mission of the School. In this connection, the unlawful manufacture, distribution, possession, sale, or use of a controlled substance in the workplace or while engaged in work for the School is strictly prohibited.

"Controlled substances" and "illegal drugs" refer to all forms of narcotics, depressants, stimulants, hallucinogens, and other drugs, including marijuana, whose use, possession, or transfer is restricted or prohibited by law (except use or possession of drugs prescribed for the employee by a licensed physician).

Employees may not engage in any of the following activities while on School premises, School work sites—including School vehicles, or any private vehicle parked on School-owned or leased premises or worksites—or while conducting School business:

- Possess, distribute, manufacture, transport, use, sell, purchase, or transfer controlled substances or illegal drugs.
- Possess, distribute, manufacture, transport, use, sell, purchase, transfer, or consume any type of alcoholic beverages. The only exceptions are the consumption of alcoholic beverages served at School-sponsored events.
- Work under the influence of alcohol, drugs, or controlled substances, regardless of whether they were consumed during or outside of work time. "Under the influence" is defined as being unable to perform work safely and productively and being in a physical or mental condition that risks the safety and wellbeing of the individual, other employees, and the public or School property.

If a supervisor has reasonable cause to believe that an employee's ability to perform a job is impaired by being under the influence of drugs or alcohol, the entity may require the employee to submit to a drug/alcohol test. Should the employee refuse to submit to the test, it will be presumed that the employee is currently under the influence of drugs and/or alcohol and discipline may be applied, and may include termination. The decision whether the employee is impaired and unable to work safely then becomes a decision of supervisor.

Employees who engage in any of the above activities may be subject to criminal prosecution

(where applicable) and disciplinary action, up to and including termination.

Employees who engage in any of the following activities while off School premises or School worksites, and/or off work time, may also be subject to disciplinary action, up to and including termination:

- The illegal possession, distribution, manufacture, transportation, use, sale, purchase, or transfer of controlled substances or illegal drugs where such involvement constitutes a direct threat to School property or School employees, or affects an employee's job performance, or generates either publicity or circumstances that adversely affect the School or its employees; and
- The felonious possession, distribution, manufacture, transportation, use, sale, or purchase of illegal drugs or controlled substances.

As a condition of employment, employees must:

- Abide by the terms of this policy; and
- Inform the Principal and/or President immediately of such conviction or plea if convicted of controlled substance or illegal drugs-related violations, including pleas of *nolo contendere* (i.e., no contest).
- Employees who violate any aspect of this policy may be subject to mandatory drug testing and disciplinary action, up to and including an unpaid suspension or termination. At its discretion, the Principal and/or President may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program and/or undergo periodic drug screens as a condition of continued employment.

502 SEXUAL MISCONDUCT

Any sexual conduct which is unlawful or contrary to the moral instructions and teachings of the Catholic Church constitutes grounds for immediate dismissal from employment. Further, all employees of the Archdiocese must comply with applicable federal, state, and local laws.

503 SEXUAL ABUSE

Sexual abuse is defined as: the subjection of a child or vulnerable adult, to any sexual act which is a violation of the Nebraska law. See section 410 of this handbook.

Procedures for reporting and investigating sexual abuse or sexual exploitation are as follows:

- In all cases of alleged sexual abuse, the most current Archdiocesan policy on reporting and investigation of alleged sex abuse (which may be obtained from the Chancellor or viewed on the Archdiocesan site) should be followed.
- Each reported incident may be immediately investigated, with care taken not to interfere with any criminal investigation, and with a high level of Christian care, concern, and confidentiality for the alleged victim, the family of the alleged victim, the person reporting the incident, and the alleged perpetrator.

- Any media contact or inquiries regarding an incident of sexual misconduct by an employee of the School must be directed to the President.

504 HARASSMENT

The School believes all employees are entitled to work in an environment free from all forms of harassment. The School will not tolerate the harassment of individuals for any reason; including harassment on the basis of race, color, religion, national origin, sex, age, disability, or military status.

Comments, conduct, and innuendoes perceived by others as offensive or harassing are inappropriate and will not be tolerated. Harassment is considered conduct that is focused on a person or group of persons including, but not limited to, physical or verbal abuse, unwelcome activity of a sexual nature, retaliation, as well as any behavior or action that interferes with an employee's ability to perform his/her work or that creates a hostile or intimidating work environment.

The following are types of harassment that are prohibited and will not be tolerated:

- **Verbal Abuse:** Verbal abuse involves any language which is unnecessarily loud, which degrades or berates others. Verbal abuse includes, but is not limited to, racial, religious or sexual comments or jokes, sexual innuendoes, or threats of any kind.
 - **Physical Abuse:** Physical abuse includes inappropriate touching or threatening another person, including restraining by force or blocking the path of another.
- **Interference or Hostile Environment:** Interference or hostile environment includes any behavior or action which interferes with an employee's ability to perform work assignments, or which results in or creates a hostile or intimidating work environment.
- **Sexual Harassment:** Sexual harassment includes, but is not limited to, sexual advances, requests for sexual acts or favors, and other physical conduct of a sexual nature when:
 - o submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - o submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - o such conduct is severe and pervasive, and has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile or offensive work environment.
- **Retaliation:** Retaliation includes any adverse action or threat of adverse action taken or made because an employee has exercised or attempted to exercise any rights protected by law or under the policies of the School. Retaliation includes, but is not limited to, verbal abuse, threats, or withholding or withdrawal of pay, promotions, training, or employment opportunities.

Any employee who feels in good faith that he/she has been subjected to or who has knowledge of any harassment prohibited by this policy is to report the incident verbally and in writing to the Principal

and/or President.

If the President is thought to be involved in the harassment and he is a Priest, the employee should report such harassment to the Vicar for Clergy at the Archdiocese of Omaha. If the President is a layperson, the employee should report the harassment to the Superintendent of Catholic Schools for the Archdiocese of Omaha.

Complaints of harassment will be promptly and carefully investigated in as confidential a manner as possible. Upon completion of the investigation, the complainant and alleged harasser will be notified of the results of the investigation and any corrective action taken. An employee who has a question about harassment should discuss the question with the Principal and/or President.

No employee will be retaliated against for complaining about or asking about harassment. Similarly, no employee who participates in an investigation of harassment by providing a statement or information will be retaliated against for his/her participation in the investigation.

Any employee found to have violated the harassment policy will be disciplined and, if appropriate, may be terminated from employment.

505 GRIEVANCES

The School Employees Policies and Procedures are intended to promote fair and consistent treatment of all employees. The succession of persons with whom the employee should discuss a grievance is as follows:

1. Immediate supervisor;
2. The Principal (or the Development Director in cases involving the Development Office);
3. The President

If a complicated individual problem arises and requires more than a limited discussion, the employee will submit the grievance in writing and describe the grievance to the President.

506 REPORTING OF MISCONDUCT

It is the policy of the School that all members of the School community, including its employees, are encouraged to report suspected misconduct within the School or any violation of the School's policies without fear of retaliation.

In addition to the specific reporting obligations cited elsewhere in these policies, all employees are expected to report to the Principal any suspected incidence of misconduct, wrongdoing, or malfeasance by any employee, volunteer, or parishioner, which may include the following:

- Theft, damage or misuse of School property;
- Improper or undocumented financial transactions;
- Financial reporting that is misleading;
- Improper destruction of records;

- Improper use of School assets;
- Violations of the School's conflict of interest policy
- Violations of the School's confidentiality policy; or
- Any other conduct that may harm the School or one of its employees, volunteers, or school families.

If the President is thought to be engaged in the misconduct described above and he is a Priest, the employee should report such misconduct to the Vicar for Clergy at the Archdiocese of Omaha. If the President is a layperson, the employee should report the misconduct to the Superintendent of Catholic Schools for the Archdiocese of Omaha.

APPENDIX 1: ORGANIZATIONAL STRUCTURE

The following chart depicts the chain of command to be followed at Cedar Catholic. Solid lines indicate one's immediate supervisor.

However, all employees have recourse to Cedar Catholic School Bookkeeper for Personnel/Human Resource issues or for Safe Environment questions.

President

Principal

Development
Director

Activities
Director

Assistant Bookkeeper Custodial

Admin.
Staff

Teachers & School Nurse
Dev. Office Staff

Non-Faculty
Coaches

Bus Drivers

EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I, _____, acknowledge that I have had
Printed Name of Employee

the opportunity to review the Employee Handbook for Cedar Catholic High School. I

understand that this handbook is provided for informational purposes only, and does not in any manner constitute a contractual agreement between Cedar Catholic and any employee. I understand that the information contained in the handbook provides a general description of policies and benefits and that Cedar Catholic reserves the right to add to, modify, or abolish any of the polices and benefits at any time, with or without notice.

_____ *Signature Date* _____ *Employee*