

KENRICK-GLENNON SEMINARY

Saint Louis Roman Catholic Theological Seminary
(Legal Title)

SUPPORT STAFF HANDBOOK

Saint Louis Roman Catholic Theological Seminary

Support Staff Handbook

Issue Date: August 2003

Saint Louis Roman Catholic Theological Seminary

Support Staff Handbook

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In the name of your colleagues, I welcome you to Kenrick-Glennon Seminary and wish you every success here.

We believe that each staff member contributes directly to Kenrick-Glennon Seminary's mission and success, and we hope you will take pride in sharing in the important responsibility of preparing "the pastors of the new millennium".

This handbook was developed to describe some of the expectations of our staff members and to outline the policies, programs and benefits available to eligible staff. Please familiarize yourself with the contents of the staff handbook as soon as possible. It will answer many questions about employment with Kenrick-Glennon Seminary.

We hope that your experience here will be challenging, enjoyable and rewarding. Again, welcome!

Sincerely,

Monsignor Ted L. Wojcicki
President-Rector

History of the Archdiocese of St. Louis

The Archdiocese has a long and rich history. Beginning with the establishment of the first parish along the banks of the Mississippi River at St. Louis in 1796. The Archdiocese has played a vital role in the history of this area and of the Catholic Church in this nation.

The City of St. Louis and the ten counties that currently make up the geographical area of the Archdiocese are but a tiny fraction of the original territory that was the diocese of St. Louis. In fact, at one time, the diocese extended as far as the Rocky Mountains and included territory in Illinois, Iowa, Kansas and Nebraska.

The church in this area was established as a diocese on July 14, 1826 when Pope Leo XII divided what was then the territory of Louisiana Purchase into two dioceses, the one based here in St. Louis and the other in New Orleans. The first bishop of the new diocese was Joseph Rosati, a member of the Congregation of the Mission (Vincentians).

As people continued to stream into the West, the population in the area covered by the diocese grew also. To serve this population more effectively, a number of dioceses were established out of the territory of the Diocese of St. Louis. In total since 1826, forty-five dioceses have been created out of the original territory of the diocese of St. Louis. In 1847, Pope Pius IX established St. Louis as an archdiocese and set up dioceses in Dubuque, Chicago, Milwaukee, and St. Paul. Bishop Peter Richard Kenrick who had already succeeded Bishop Rosati became the first archbishop of St. Louis.

He was succeeded by Archbishop Kain, who in turn was succeeded by Cardinal Glennon in 1903. After Cardinal Glennon died in 1946 as he returned from the consistory in Rome, in which the Pope named him a cardinal, he was succeeded by Archbishop Ritter who led the Archdiocese through the years of the Second Vatican Council and was also named a cardinal. When he died Cardinal Carberry followed him as archbishop. The latter resigned as archbishop when he became 75. He was succeeded in 1980 by Archbishop May who resigned due to illness in 1992 and who died in March 1994. Archbishop Rigali was appointed in early 1994 to assume the leadership of the Archdiocese. Archbishop Rigali was assigned by Pope John Paul II to serve as Archbishop of Philadelphia in October 2003.

In the years since 1847 there have been additional changes in the boundaries of the Archdiocese. The present boundaries were determined in 1956 when the four dioceses in the state of Missouri were given their boundaries. In addition to St. Louis, the state has three dioceses: Kansas City-St. Joseph, Jefferson City, and Springfield-Cape Girardeau. Although each of these dioceses is independent they collaborate together as an ecclesiastical province and through the Missouri Catholic Conference on issues of concern and interest to Catholics in the state.

The Archdiocese of St. Louis encompasses 5,968 square miles. It covers the territory defined by the City of St. Louis, and St. Louis, Franklin, Jefferson, Washington, Perry, Lincoln, Warren, St. Charles, St. Francois, and Ste. Genevieve counties. It consists of over 555,000 Catholics in some 230 parishes and missions.

The primary patron of the Archdiocese is St. Louis IX, King of France whose feast is celebrated on August 25. There are two secondary patrons. St. Vincent De Paul, whose feast is celebrated September 27, was chosen because of the close involvement of the Congregation of the Mission, founded by him, in the development of the Archdiocese. The other, St. Rose Philippine Duchesne, whose feast is celebrated November 18, worked for many years during the nineteenth century in the Florissant and St. Charles area.

INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with the Kenrick-Glennon Seminary and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Kenrick-Glennon Seminary to benefit its employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Kenrick-Glennon Seminary continues to grow, the need may arise to revise, supplement, or rescind any policies or portion of the handbook from time to time, as it deems appropriate, in its sole and absolute discretion. Department supervisors have at their discretion the ability to modify policies and procedures to meet the needs of their department. The only exception to any changes is our employment-at-will policy permitting you or Kenrick-Glennon Seminary to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

EMPLOYEE ACKNOWLEDGEMENT FORM

I acknowledge that I have received a copy of the Kenrick-Glennon Support Staff Handbook dated August 2003. I understand that it contains important information about Kenrick-Glennon Seminary's general personnel policies and about my privileges and obligations as an employee. I further acknowledge that I have read and understand the Seminary's policies and agree to adhere to these policies.

Since employment with Kenrick-Glennon Seminary is considered to be "at-will" employment, I understand that my employment is not for a specified term and is at the mutual consent of Kenrick-Glennon Seminary and myself. Accordingly, either the Seminary or I may terminate the employment relationship with or without cause at any time. I further acknowledge that revisions to the Handbook may occur, with the exception of the policy of employment-at-will. Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received this Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions to it.

Employee Name (Printed)

Employee Signature

Date

Please remove this page from the Handbook, sign and date it, and return it to your supervisor so it may be forwarded to the Business Officer and placed in your personnel file.

EMPLOYMENT

Saint Louis Roman Catholic Theological Seminary

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1.01 Nature of Employment

Employment with Kenrick-Glennon Seminary is voluntarily entered into, and the employee is free to resign that at-will relationship at any time, with or without cause. Similarly, Kenrick-Glennon Seminary may terminate the at-will employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Kenrick-Glennon Seminary and any of its employees.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the President-Rector of Kenrick-Glennon Seminary.

1.02 Employee Relations

Kenrick-Glennon Seminary believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Kenrick-Glennon Seminary amply demonstrates its commitment to employees by responding effectively to employee concerns.

1.03 Equal Employment Opportunity

Kenrick-Glennon Seminary is committed to providing equal employment opportunities for all persons without regard to race, color, sex, age, national origin, ancestry, citizenship, or disability, or other categories protected by law. Kenrick-Glennon Seminary does not discriminate on the basis of religion unless religious affiliation or expertise is needed due to the nature of the position. Employment decisions will be based on merit, qualifications, and abilities. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Kenrick-Glennon Seminary will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, to the Business Officer or directly to Human Resources of the Archdiocese. Employees can raise concerns and reports without fear of reprisal. Anyone found to have engaged in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

1.04 Hiring of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by Kenrick-Glennon Seminary may be hired only if they will not be working directly for or supervising a relative. Kenrick-Glennon Seminary employees cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, management will decide.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

1.05 Immigration Law Compliance

Kenrick-Glennon Seminary is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department of the Archdiocese. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

1.06 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Kenrick-Glennon Seminary wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the President-Rector for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of Kenrick-Glennon Seminary. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Kenrick-Glennon Seminary's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the President-Rector of Kenrick-Glennon Seminary as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Kenrick-Glennon Seminary does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Kenrick-Glennon Seminary.

1.07 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with Kenrick-Glennon Seminary. All employees will be judged by the same performance standards and will be subject to Kenrick-Glennon Seminary's scheduling demands, regardless of any existing outside work requirements.

If Kenrick-Glennon Seminary determines that an employee's outside work interfere with performance or the ability to meet the requirements of Kenrick-Glennon Seminary as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Kenrick-Glennon Seminary.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside of Kenrick-Glennon Seminary for materials produced or services rendered while performing their jobs.

1.08 Disability Accommodation

Kenrick-Glennon Seminary is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

To be protected by the ADA, one must have a disability or have a relationship or association with an individual with a disability. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having impairment. The ADA does not specifically name all of the impairments that are covered.

Title I requires employers with 15 or more employees to provide qualified individuals with disabilities an equal opportunity to benefit from the full range of employment-related opportunities available to others. For example, it prohibits discrimination in recruitment, hiring,

promotions, training, pay, social activities, and other privileges of employment. It restricts questions that can be asked about an applicant's disability before a job offer is made, and it requires that employers make reasonable accommodation to the known physical or mental limitations of otherwise qualified individuals with disabilities, unless it results in undue hardship.

1.09 Job Posting and Employee Referrals

Kenrick-Glennon Seminary provides employees an opportunity to indicate their interests in open positions and advance within the organization according to their skill and experience. In general, notices of all regular, full-time job openings are posted, although Kenrick-Glennon Seminary reserves its discretionary right to not post a particular opening.

Job openings will be posted on the Archdiocesan website, employee bulletin board and in the e-mail system, and normally remain open for 5 days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

Kenrick-Glennon Seminary also encourages employees to identify friends or acquaintances that are interested in employment opportunities and refer qualified applicants for posted jobs. Employees should obtain permission from the individual before making a referral, share their knowledge of the organization, and not make commitments or oral promises of employment. An employee should submit the referral's resume and/or completed application form to the Business Officer for the posted job.

EMPLOYMENT STATUS & RECORDS

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2.01 Employment Categories

It is the intent of Kenrick-Glennon Seminary to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Accordingly, the right to terminate the at will employment relationship at any time is retained by both the employee and Kenrick-Glennon Seminary.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by Kenrick-Glennon Seminary management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Kenrick-Glennon Seminary's full-time schedule of 35 or more hours per week. Generally, they are eligible for Kenrick-Glennon Seminary's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work more than 12, but less than 35 hours per week. Regular part-time employees are eligible for some benefits, subject to the terms, conditions, and limitations of each benefit program.

EXTRA employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 40 hours per week. While they do receive all legally mandated benefits (such as Social Security and worker's compensation insurance), they are ineligible for all of Kenrick-Glennon Seminary's other benefit programs.

2.02 Access to Personnel Files

Kenrick-Glennon Seminary maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases and other employment records.

Personnel files are the property of Kenrick-Glennon Seminary, and access to information they contain is restricted. Generally, only supervisors and management personnel of Kenrick-Glennon Seminary who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Business Officer. With reasonable advance notice, employees may review their own personnel files in Kenrick-Glennon Seminary's offices and in the presence of an individual appointed by Kenrick-Glennon Seminary to maintain the files.

2.03 Employment Reference Checks

To ensure that individuals who join Kenrick-Glennon Seminary are well qualified and have a strong potential to be productive and successful, it is the policy of Kenrick-Glennon Seminary to check the employment references of all applicants.

The Business Officer will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by Kenrick-Glennon Seminary's records. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

2.04 Personnel Data Changes

It is the responsibility of each employee to promptly notify Kenrick-Glennon Seminary of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Business Officer.

2.05 Employment Application

Kenrick-Glennon Seminary relies upon the accuracy of information contained in the employment application, as well as, the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Kenrick-Glennon Seminary's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

EMPLOYEE BENEFITS PROGRAM

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3.01 Employee Benefits

Eligible employees at Kenrick-Glennon Seminary are provided with a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Auto Mileage
- Benefit Conversion at Termination
- Bereavement Leave
- Cafeteria
- Dental Insurance
- Drug or Alcohol Rehabilitation Program
- Educational Financial Assistance
- Family Leave
- Flextime Scheduling
- Holidays
- Jury Duty Leave
- Life Insurance
- Long-Term Disability
- Medical Insurance
- Medical Leave
- Meal Allowances
- Parking
- Pay Advances
- Pension Plan
- Personal Leave
- Pharmacy
- Retirement Savings Plan (403b)
- Travel Allowances
- Uniform and Uniform Maintenance
- Vacation Benefits
- Voting Time Off

Some benefit programs require contributions from employees, but most are fully paid by Kenrick-Glennon Seminary. The benefit package for regular full-time employees represents an additional cost to Kenrick-Glennon Seminary of approximately 33 percent of wages.

3.02 Vacation Benefits-Regular & Part time

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Regular full-time and regular part-time employees are eligible

to earn and use vacation time as described in this policy.

Vacation begins to accrue on the first of each month. Vacation may not be taken until a new employee has attained one year of service. Vacation days can be used as accrued or accumulated for existing employees. The vacation year begins July 1 and ends June 30. At no time will vacation be paid in lieu of taking the time off work except upon voluntary termination of employment, where the required notice has been provided. The amount of paid vacation time employees receive each year increases with the length of service as indicated in the following schedule:

| VACATION DAYS ACCRUAL SCHEDULE | | | |
|---------------------------------------|--|---------------------|-------------------|
| | Number of years of service completed in prior years | | |
| MONTH | 0 – 5 YEARS | 6 – 15 YEARS | 15 + YEARS |
| July | 1 day | 1 ½ days | 2 days |
| August | 1 day | 1 ½ days | 2 days |
| September | 1 day | 1 ½ days | 2 days |
| October | 1 day | 1 ½ days | 2 days |
| November | 1 day | 1 ½ days | 2 days |
| December | 0 | 0 | 0 |
| January | 1 day | 1 ½ days | 2 days |
| February | 1 day | 1 ½ days | 2 days |
| March | 1 day | 1 ½ days | 2 days |
| April | 1 day | 1 ½ days | 2 days |
| May | 1 day | 1 ½ days | 2 days |
| June | 0 | 0 | 0 |
| Total | 10 days | 15 days | 20 days |

A regular part-time employee is entitled to vacation time that reflects their average workweek of the previous year, as a percentage of a forty-hour workweek.

The President/Rector can allow the new employee to enter the schedule at any point, at his discretion. Documentation of this exception must be noted on the employment agreement.

Paid vacation time can be used in minimum increments of one hour. To take vacation, employees must give a written two weeks advance notice to their supervisor. Requests will be reviewed based on a number of factors, including seminary needs and staffing requirements. Written approval by the supervisor will be given if the vacation time is granted.

Vacation time off is paid at the employee's base pay rate at the time the vacation is taken. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differential.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation time is not used by the end of the fiscal year, following the year in which it is earned, employees will forfeit the unused time.

Upon termination of employment, employees will be paid for unused vacation time.

3.03 Holidays

Kenrick-Glennon Seminary will grant holiday time off to all employees on the holidays listed below:

- Independence Day (July 4)
- Assumption (weekday)
- Labor Day (first Monday in September)
- All Saints (November 1-weekday)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Immaculate Conception (weekday)
- Christmas (December 25)
- Day after Christmas (December 26)
- New Year's Day (January 1)
- Martin Luther King, Jr. (third Monday in January)
- President's Day
- Holy Thursday (starting at noon)
- Good Friday (Friday before Easter)
- Easter Monday
- Memorial Day (last Monday in May)

Kenrick-Glennon Seminary will grant holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated on the employee's straight time pay rate.

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday. If a recognized holiday falls during an eligible employee's absence (such as vacation or scheduled personal leave), holiday pay will be provided instead of the paid time benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at two times their straight time rate for the hours worked on the holiday. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

3.04 Workers' Compensation Insurance

Kenrick-Glennon Seminary provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period, or if the employee is hospitalized, immediately.

Employees who sustain work related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it is

reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither Kenrick-Glennon Seminary nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Kenrick-Glennon Seminary.

3.05 Personal Leave Benefits

If an employee has accrued personal days, they may be used to receive paid time-off if the employee is unable to work due to his/her personal illness, illness of an immediate family member, or have a personal matter. Personal leave benefits will accrue at the rate shown in the following schedule, beginning on the first of the month after the initial date of employment up to a maximum of ten days per fiscal year. Personal leave may be accrued but not used during the employee's initial 90-day probation period. Personal leave cannot be used until earned. Any unused personal leave benefits may accrue and be carried over from year to year, up to a maximum of 60 days. Accrued but not used personal leave will not be paid upon termination.

| Month | Days Accrued |
|-----------|--------------|
| July | 1 |
| August | 1 |
| September | 1 |
| October | 1 |
| November | 1 |
| December | 0 |
| January | 1 |
| February | 1 |
| March | 1 |
| April | 1 |
| May | 1 |
| June | 0 |
| Total | 10 |

Part-time employees receive Personal Leave benefits proportionate to time worked (i.e., an employee who works 20 hours per week receives a maximum of 5 days annually).

Paid personal leave can be used in minimum increments of one hour. Employees who are unable to report to work and wish to use personal leave, must speak personally with their direct supervisor before the scheduled start of their workday if possible. Leaving a voicemail message is not acceptable notification. A voicemail message can be left with your direct supervisor, but a follow up call is required to ensure your supervisor received your message. If you are unable to speak personally with your direct supervisor, you must contact their supervisor. The direct supervisor must be contacted on each additional day of absence. The Seminary may request written verification of the illness by a health care professional.

Any personal leave taken under this policy shall be included in the leave granted under the Family and Medical Leave Act, if applicable, and shall not be in addition to leave granted under that Act.

3.06 Time Off to Vote

Kenrick-Glennon Seminary encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, Kenrick-Glennon Seminary will grant up to 2 hours of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the election day. Advance written notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule.

3.07 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Up to 3 days of bereavement leave will be provided to eligible employees in the following classification(s):

- Regular full-time employees
- Regular part-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisor's approval, use any available paid leave for additional time off as necessary.

Kenrick-Glennon Seminary defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

3.08 Jury Duty

Kenrick-Glennon Seminary encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to 2 weeks of paid jury duty leave over any 1-year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees

- Regular part-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they must use any available paid time off (for example, vacation time) or may request an unpaid jury duty leave of absence. Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either Kenrick-Glennon Seminary or the employee may request an excuse from jury duty if, in Kenrick-Glennon Seminary's judgment, the employee's absence would create serious operational difficulties.

Kenrick-Glennon Seminary will continue to provide health insurance benefits for the full term of the jury duty absence. Vacation, personal leave and holiday benefits will continue to accrue during unpaid jury duty leave.

3.09 Witness Duty

Kenrick-Glennon Seminary encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by Kenrick-Glennon Seminary, they will receive paid time off for the entire period of witness duty.

Employees will be granted a maximum of 4 hours of paid time off to appear in court as a witness at the request of a party other than Kenrick-Glennon Seminary. Employees will be paid at their base rate and are free to use any remaining paid leave benefits (such as vacation) to receive compensation for any period of witness duty absence that would otherwise be unpaid.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

3.10 Benefit Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Kenrick-Glennon Seminary's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Kenrick-Glennon Seminary's group rates plus an administration fee. Kenrick-Glennon Seminary provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Kenrick-Glennon Seminary's health insurance plan. The notice contains important information about the employee's rights and obligations.

3.11 Health Insurance

Kenrick-Glennon Seminary's health insurance plan provides employees and their dependents

access to medical and dental insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- Regular full-time employees
- Regular part-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Kenrick-Glennon Seminary and the insurance carrier.

All regular full-time employees and regular part-time employees who average over 20 hours per week (in the previous year) are eligible for the health insurance plan. Eligible employees whose hours fall within the following range are asked to contribute the following percentage of the premium:

| HOURS | Employer pays | Employee pays |
|--------------------------------|---------------|---------------|
| 35 Hours or more | 100% | 0 |
| 32 but less than 35 hours week | 90% | 10% |
| 29 but less than 32 hours week | 80% | 20% |
| 26 but less than 29 hours week | 70% | 30% |
| 23 but less than 26 hours week | 50% | 50% |
| 20 but less than 23 hours week | 25% | 75% |

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the Employee Benefit Handbook. After an employee is determined to be eligible, the seminary then assist the health insurance provider by informing them of the effective date of enrollment in the health insurance plan.

The enrollment date of the employee is determined by the exempt and non-exempt status of the position. For the exempt employee their enrollment date is their starting date of employment, or the effective date of their contractual agreement with the seminary. The effective date of the non-exempt employee is after 31 days of employment, or on the first day of the following month, whichever comes first. Contact the Business Officer for more information about health insurance benefits.

3.12 Life Insurance

Life insurance offers you and your family important financial protection. Kenrick-Glennon Seminary provides a basic life insurance plan for eligible employees. Basic Life Insurance is equivalent of your annual compensation multiplied by one and one half and is taken to the next higher \$1,000, if not already an exact multiple thereof. Benefits are reduced to a parentage, after the age of 65 is attained. Please consult your Employee Benefit Handbook for this information.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part

of the basic life insurance plan.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- Regular full-time employees
- Regular part-time employees working on average 20+ hours a week

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between Kenrick-Glennon Seminary and the insurance provider.

Details of the basic life insurance plan including benefit amounts are described in the Employee Benefits Handbook provided to eligible employees. Additional life insurance coverage can be purchased through the Archdiocese Human Resources Office. Contact the Business Officer for more information about life insurance benefits.

TIMEKEEPING/PAYROLL

Saint Louis Roman Catholic Theological Seminary

Support Staff Handbook

4.01 Timekeeping

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require Kenrick-Glennon Seminary to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end their work, as well as, the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. It is the employee's responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing.

In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record at the place where the correction or modification is made. Both signatures indicate that both parties are in agreement on the change of time indicated on the time record.

4.02 Paydays

All employees are paid semimonthly on the fifteenth and last days of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regular scheduled payday falls on a day off such as a weekend or holiday, employees will receive their paycheck on the last workday before the regular scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his/her return from vacation.

Employees may have direct deposit, of their paycheck, into their bank accounts if they provide advance written authorization to Kenrick-Glennon Seminary. Employees will receive an itemized statement of wages when Kenrick-Glennon Seminary makes direct deposits.

4.03 Employment Termination

Termination of employment is an inevitable part of personnel activity within an organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee.
- Discharge – involuntary employment termination initiated by the organization.

- Layoff – involuntary employment termination initiated by the organization for no disciplinary reasons.
- Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Kenrick-Glennon Seminary will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Kenrick-Glennon Seminary, or return of Kenrick-Glennon Seminary owned property. Suggestions, complaints and questions can also be voiced.

Since employment with Kenrick-Glennon Seminary is based on mutual consent, both the employee and Kenrick-Glennon Seminary have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state laws.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions and limitations of such continuance.

4.04 Pay Advances

In the event of a personal emergency, employees may submit a written request for a pay advance to their supervisor or manager, indicating the nature of the emergency involved. The supervisor or manager will evaluate the request and determine whether a pay advance can be granted.

4.05 Administrative Pay Corrections

Kenrick-Glennon Seminary takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of their supervisor. The supervisor and Business Officer will make the necessary corrections as soon as possible, either immediately or the next payroll paycheck.

4.06 Pay Deductions

The law requires that Kenrick-Glennon Seminary make certain deductions from everyone's compensation. Among these are applicable federal, state and local income taxes. Kenrick-Glennon Seminary also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base". Kenrick-Glennon Seminary matches the amount of Social Security taxes paid by each employee.

Kenrick-Glennon Seminary offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the cost of participation in these programs.

WORKING CONDITIONS & HOURS

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5.01 Safety

To assist in providing a safe and healthy work environment for employees, students, and visitors, Kenrick-Glennon Seminary has established a workplace safety program. This program is a top priority for Kenrick-Glennon Seminary. The Plant Supervisor has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all of us.

Kenrick-Glennon Seminary provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns or suggestions for improved safety in the workplace, are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Plant Supervisor. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Plant Supervisor and their immediate supervisor. An Incident Report must be completed to comply with laws and initiate insurance and workers' compensation benefits procedures.

5.02 Work Schedules

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as, variations in the total hours that may be scheduled each day and week.

The seminary's office hours are from 8 a.m. to 4 p.m. Monday through Friday.

Flexible scheduling, or flextime, is available in some cases, to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

5.03 Use of Phone and Mail Systems

Employees may be required to reimburse Kenrick-Glennon Seminary for any charges resulting from their personal long distance use of the telephone. The usage of personal phones (cell phones, car phones, PDA's) should be restricted to usage during breaks and lunch only.

The usage of Kenrick-Glennon Seminary paid postage for personal usage is permitted, as long as, the employee reimburses the receptionist for the exact postage used.

To ensure effective telephone communications, employees should always speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

5.04 Smoking

In keeping with Kenrick-Glennon Seminary's intent to provide a safe and healthful work environment, smoking is prohibited within the workplace or any parts of the building.

This policy applies equally to all employees, customers and visitors.

5.05 Rest and Meal Periods

Each workday, full-time nonexempt employees are provided with 2 rest periods of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is paid time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All full-time regular employees are provided with one meal period of 30 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

5.06 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Paid time off will not be considered time worked for purposes of overtime. Examples of paid time not worked are personal days, vacation, or leave of absence.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

5.07 Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult

to replace. When using the equipment and vehicles, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify your supervisor if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as, excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

5.08 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt the seminary operations. In extreme cases, these circumstances may require the closing of a work facility.

When the decision to close is made **AFTER** the workday has begun, employees will receive official notification from their immediate supervisor. In these situations, time off from scheduled work will be paid.

When the decision to close is made **BEFORE** the workday has begun, time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation or personal leave benefits.

In cases where an emergency closing is not authorized, employees who fail to report to work will not be paid for the time off. Employees may request available paid leave time such as unused vacation or personal leave benefits.

5.09 Business Travel Expenses

Kenrick-Glennon Seminary will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work locations. The immediate supervisor must approve all business travel in advance.

Employees whose travel plans have been approved should make all travel arrangements through Kenrick-Glennon Seminary's designated travel agency.

When approved, the actual costs of travel, meals, lodging and other expenses directly related to accomplishing business travel objectives, will be reimbursed by Kenrick-Glennon Seminary. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased or rented by Kenrick-Glennon Seminary may not be used for personal use without prior approval.

Cash advances to cover reasonable anticipated expenses may be made to employees, after travel

has been approved. Employees should submit a written request to their supervisor when travel advances are needed.

When travel is completed, employees must submit a completed travel expense report within 14 days. Receipts for all expenses needing reimbursement should accompany reports. Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses or any other business travel issues.

Abuse of this business travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

5.10 Visitors in the Workplace

To provide for the safety and security of employees and the facilities at Kenrick-Glennon Seminary, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors, here to see employees, must enter Kenrick-Glennon Seminary at the receptionist area, by the front door. Employees must escort all visitors to and from their destination. All authorized visitors will sign in and out at the receptionist desk. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized or unattended visitor is observed on Kenrick-Glennon Seminary's premises, employees should immediately notify their supervisor or, if necessary, direct the individual(s) to the receptionist desk.

5.11 Computer and E-mail Usage

Computers, computer files, Internet access, the e-mail system and software furnished to employees are the property of Kenrick-Glennon Seminary and are intended for business use. Employees should not use a password, access a file or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

Kenrick-Glennon Seminary strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Kenrick-Glennon Seminary prohibits the use of computers, Internet access and the email system in ways that are disruptive, offensive to others or harmful to morale.

For example, the display or transmission of sexually explicit images, messages and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations or other non-business matters.

Kenrick-Glennon Seminary purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documents. Unless authorized by the software developer, Kenrick-Glennon Seminary does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. Kenrick-Glennon Seminary prohibits the illegal duplication of software and its related documentation. Employees should notify their immediate supervisor, the Business Officer or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

5.12 Workplace Monitoring

Workplace monitoring may be conducted by Kenrick-Glennon Seminary to ensure quality control, employee safety, security and customer satisfaction.

Computers furnished to employees are the property of Kenrick-Glennon Seminary. As such, computer usage and files may be monitored or accessed.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because Kenrick-Glennon Seminary is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

LEAVES OF ABSENCE

Saint Louis Roman Catholic Theological Seminary

Support Staff Handbook

6.01 Medical Leave

Kenrick-Glennon Seminary provides medical leaves of absence with pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth and related medical conditions.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

- Regular full time employees

Eligible employees may request medical leave only after having completed 30 calendar days of service. Exceptions to the service requirement will be considered to accommodate disabilities.

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseen events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Kenrick-Glennon Seminary. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of three weeks within any twelve-month period. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions and limitations of the applicable plans, Kenrick-Glennon Seminary will continue to provide health insurance benefits for the full period of the approved medical leave.

Benefits accruals, such as vacation, personal leave and holiday benefits, will continue during the approved medical leave period.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide Kenrick-Glennon Seminary with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the

employee is qualified.

If an employee fails to return to work on the agreed upon return date, Kenrick-Glennon Seminary will assume that the employee has resigned.

6.02 Family Leave

Kenrick-Glennon Seminary provides family leaves of absences without pay to eligible employees who wish to take time off from work to fulfill family obligations relating to following:

- For the birth and care of the newborn child of the employee;
- For placement with the employee of a son or daughter for adoption or foster care;
- To care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- To take medical leave when the employee is unable to work because of a serious health condition.

An eligible employee has been employed by Kenrick-Glennon Seminary at least 12 months, and has worked at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

An eligible employee's FMLA leave entitlement is limited to a total of 12 workweeks of leave during any 12-month period for any one, or more of the above state reasons. Any combination of family leave and medical leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking any unpaid family leave.

Subject to the terms, conditions and limitations of the applicable plans, Kenrick-Glennon Seminary will continue to provide health insurance benefits for the full period of the approved family leave. Benefit accruals, such as vacation, personal leave and holiday benefits will continue during the approved family leave period.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide Kenrick-Glennon Seminary with at least two weeks advance notice of the date the employee intends to return to work. When family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, Kenrick-Glennon Seminary will assume that the employee has resigned.

**EMPLOYEE CONDUCT &
DISCIPLINARY ACTION**

Saint Louis Roman Catholic Theological Seminary

Support Staff Handbook

7.01 Drug and Alcohol Use

It is Kenrick-Glennon Seminary's desire to provide a drug-free, healthful and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Accordingly, our employees must be aware of their responsibilities to the organization and to co-workers.

While on Kenrick-Glennon Seminary premises and while conducting business-related activities off Kenrick-Glennon Seminary premises, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. The object of our alcohol and drug policy is to provide a safe and healthy work place for all employees, to comply with federal and state health and safety regulations and to prevent accidents.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences. In arriving at a decision for proper action, the following will be considered:

- The seriousness of the infraction,
- The past record of the employee,
- The circumstances surrounding the matter.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may participate in a rehabilitation or treatment program through Kenrick-Glennon Seminary's health insurance benefit coverage.

Under the Drug-Free Workplace Act, an employee who receives work from a government contract or grant must notify Kenrick-Glennon Seminary of a criminal conviction for drug-related activity occurring in the workplace. As a condition of employment, we require all employees to notify the Institution of any criminal drug statute conviction for a violation occurring in the workplace no later than five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Business Officer without fear of reprisal.

7.02 Sexual and Other Unlawful Harassment

Kenrick-Glennon Seminary is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Business Officer or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Business Officer or any member of management who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

7.03 Attendance and Punctuality

To maintain a safe and productive work environment, Kenrick-Glennon Seminary expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Kenrick-Glennon Seminary. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

7.04 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Kenrick-Glennon Seminary presents to customers and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

7.05 Return of Property

Employees are responsible for all Kenrick-Glennon Seminary property, materials, or written information issued to them or in their possession or control. Employees on or before their last day of work must return all Kenrick-Glennon Seminary property.

7.06 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with Kenrick-Glennon Seminary. Although advance notice is not required, Kenrick-Glennon Seminary requests at least two weeks' written notice of resignation from nonexempt employees and three weeks' notice from exempt employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for

resignation and the effect of the resignation on benefits.

7.07 Security Inspections

Kenrick-Glennon Seminary wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Kenrick-Glennon Seminary prohibits the possession, transfer, sale, or use of such materials on its premises. Kenrick-Glennon Seminary requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of Kenrick-Glennon Seminary. Accordingly, any agent or representative of Kenrick-Glennon Seminary can inspect them, as well as any articles found within them, at any time, either with or without prior notice.

7.08 Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by Kenrick-Glennon Seminary may not solicit or distribute literature in the workplace at any time for any purpose.

Kenrick-Glennon Seminary recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty).

Examples of impermissible forms of solicitation include:

- The collection of money, goods, or gifts for religious groups

In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Affirmative Action Statement
- Employee Announcements
- Job Openings
- Workers' compensation insurance information

If employees have a message of interest to the workplace, they may submit it to the President-Rector for approval. All approved messages will be posted by the President-Rector.

7.09 Progressive Discipline

The purpose of this policy is to state Kenrick-Glennon Seminary's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The use of progressive discipline is at the sole discretion of the Seminary.

Kenrick-Glennon Seminary's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

Although employment with Kenrick-Glennon Seminary is based on mutual consent and both the employee and Kenrick-Glennon Seminary have the right to terminate employment at will, with or without cause or advance notice. Kenrick-Glennon Seminary will make a decision to use progressive discipline when it deems it the appropriate response to misconduct on the part of the employee.

The inclusion of progressive discipline in the Handbook is not a promise that progressive discipline will be applied in every instance of employee misconduct.

Disciplinary action may call for any of four steps – verbal warning, written warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Kenrick-Glennon Seminary recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme circumstances, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Kenrick-Glennon Seminary.

7.10 Problem Resolution

Kenrick-Glennon Seminary is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Kenrick-Glennon Seminary supervisors and management.

Kenrick-Glennon Seminary strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with Kenrick-Glennon Seminary in a reasonable, business-like manner or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor within 30 calendar days, after the incident occurs. If supervisor is unavailable or employee believes it would be

inappropriate to contact that person, the employee may present problem to Business Officer or any other member of management.

2. Supervisor responds to problem during discussion or within 30 calendar days, after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to Business Officer within 30 calendar days, if problem is unresolved by immediate supervisor.
4. Business Officer consults and advises employee, assists in putting problem in writing, visits with employee's manager(s), if necessary, and directs employee to President-Rector for review of problem.
5. Employee presents problem to President-Rector in writing.
6. President-Rector reviews and considers problem. President-Rector informs employee of decision within 30 calendar days, and forwards copy of written response to President-Rector for employee's file. The President-Rector has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

MISCELLANEOUS

Saint Louis Roman Catholic Theological Seminary

Support Staff Handbook

8.01 Life-Threatening Illnesses in the Workplace

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Kenrick-Glennon Seminary supports these endeavors, as long as, employees are able to meet acceptable performance standards. As in the case of other disabilities, Kenrick-Glennon Seminary will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. Kenrick-Glennon Seminary will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Business Officer for information and referral to appropriate services and resources.

8.02 Recycling

Kenrick-Glennon Seminary supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set up to promote the separation and collection of the following recyclable materials at Kenrick-Glennon Seminary:

- Computer paper
- White high grade or bond paper
- Mixed or colored paper
- Magazines
- Envelopes
- Aluminum

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

Kenrick-Glennon Seminary encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:

- Communication through email versus hardcopy documents
- Posting memos for all employees
- Two-sided photocopying
- Eliminating fax cover sheets
- Reusing paper clips, folders and binders
- Turning off lights when not in use
- Turning up or down A/C Units and Radiated Heat when not in use

Whenever possible, employees are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

By recycling, Kenrick-Glennon Seminary is helping to solve trash disposal and control problems facing all of us today. If you have any questions or new ideas and suggestions for the recycling program contact the Business Officer.

8.03 Suggestion Program

As employees of Kenrick-Glennon Seminary, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost-savings ideas.

A suggestion is an idea that will benefit Kenrick-Glennon Seminary by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making Kenrick-Glennon Seminary a better or safer place to work. Statements of problems without accompanying solutions, or recommendations concerning co-workers and management are not appropriate suggestions.

All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. If you have any questions or need advice about your idea, contact your supervisor for help.

Submit suggestions to the Administrative Council. As soon as possible, you will be notified of the adoption or rejection of your suggestion.

Special recognition will be given to employees who submit a suggestion that is implemented.