



ARCHDIOCESE OF MIAMI

Office of Human Resources

ARCHDIOCESE OF MIAMI EMPLOYEE HANDBOOK

List of Revised Sections Effective August 1, 2022

The following sections of the ADOM Employee Handbook have been revised and/or created and are effective August 1, 2022. Employees with the earlier version will need to read the updated areas listed below and sign and return the *Acknowledgement and Statement of Understanding* (last page of the handbook) to their supervisors.

III. BEGINNING EMPLOYMENT

- ✓ E. Orientation Program. Sentence added to the end of the paragraph: “*New Employee Orientations conducted by the Archdiocese for specific positions (i.e., new teachers, DREs, development, bookkeepers/HR) are meant to supplement, and not replace, orientations conducted by the local employer.*” *Page 11*
- ✓ G. Employee Performance Evaluations.
 - Added “*cooperation*” and “*support of the mission*” as other important traits to take into accountability when evaluating employee performance. *Page 13*
- ✓ I. Employment At Will.
Callout box for instructional personnel added “or employment letter” *Page 14*

IV. COMPENSATION POLICIES

- ✓ A. Classification of Employees. 3. Deleted “if they work at least 1,000 hours per [P]lan year” to reflect January 1, 2022 Plan amendment granting the employer match to all employees contributing from their salaries, regardless of the number of hours worked. (Vestiture still required for employee distributions from the match). *Page 15*

V. TIME-OFF BENEFITS

- ✓ A. Holidays. Sentence added to end of second paragraph: “*Archdiocesan elementary and high school staff (non-faculty) may be required to work during school ‘floating holidays’ and/or recess weeks.*” Footnote clarifies directs employees to The Archdiocesan Educational Policy Manual. *Page 19*
- ✓ G. Family and Medical Leave. 4. Leave Entitlement. Replaced “vacation” with “*recesses / holidays*” in last sentence referring to leave entitlement for elementary and high-school faculty. *Page 26*

VI. EMPLOYEE CONDUCT

- ✓ A. Standards of Conduct. A bulleted item added to the list of examples of prohibitive behaviors: “*Non-compliance with procedures for requesting time off and/or using the electronic timekeeping system.*” *Page 29*
- ✓ F. Concurrent Employment, Contractual Relationships or Outside Employment. Added footnote: “*Excluded from this policy are parish musicians contracted by third parties for participation at weddings or funerals. (See ARCHDIOCESAN POLICY: Compensation for Parish Musicians.)*” *Page 32*



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- ✓ K. Workplace Injuries. Added clarification to last sentence: *“even if s/he has initially waived treatment”* to clarify that employees have recourse to treatment from service providers indicated by the Workers Compensation program even if they might have declined treatment at the time of the injury. *Page 36*
- ✓ N. Safe Environment Policy. *Page 37*
 - VIRTUS training, required of all employees, is now delivered online only, and must be completed within two weeks of hire.
 - Sentence added to third paragraph: *“Additional child-protection requirements in place for school educators may be found in the Archdiocesan Educational Policy Manual.”*
- ✓ U. Termination of Employment: Reasons for Termination. Added to two of the list of reasons for termination of employment: *Page 40*
 - 4. *“Failure to comply with the assignment of and/or meet the performance standards indicated in a performance improvement plan;”*
 - 13. *“Exercising poor judgment or engaging in negligent conduct that results in injury to persons or damage to property;”*

VII. GENERAL INFORMATION

- ✓ K-L. Deleted “Tuition Discount at St. John Vianney College Seminary (online only) for Archdiocesan Employees.” Section. *Page 46*