



ARCHDIOCESE OF MIAMI

Office of Human Resources

ARCHDIOCESE OF MIAMI EMPLOYEE HANDBOOK

List of Revised Sections Effective August 1, 2023

The following sections of the ADOM Employee Handbook have been revised and/or created and are effective August 1, 2023. 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

- ✓ C. Proof of Right to Work. New law effective July 1, 2023 requires ALL employees to prove eligibility to work in the U.S. through E-Verify as well as Form I-9. The italicized phrase was deleted: "... for every employee of an entity that enters into contracts with one of the Early Learning Coalitions (including VPK and School Readiness)." [Page 11](#)
- ✓ F. Personnel Records. Added to the bulleted list of items included in personnel folders: "Enrollment or changes in participation in Archdiocese of Miami-sponsored retirement programs." [Page 12](#)
- ✓ G. Employee Performance Evaluations. Added reference and quote from USCCB's publication for the development of lay ecclesial ministers:
"To ensure that an employee performs at his/her best and that the good performance of the employee is properly recognized and reinforced, along with appropriate suggestions for improvement when necessary, formal performance evaluations are completed annually. This is consistent with the guidance issued by the USCCB in *Co-Workers in the Vineyard of the Lord*, the pastoral guide for the development of lay ecclesial ministers: "Documentation of honest and constructive feedback about deficiencies and subsequent steps for improvement is important, as is both formal and informal recognition of generous, Christ-centered, and effective service." [Page 13](#)
- ✓ G. Employee Performance Evaluations. Added to the bulleted list of evaluation process is the italicized copy, below:
 - "They will take into account the employee's conduct, demeanor, cooperation, record of attendance, support of the mission and *punctuality, among other workforce-ready characteristics, traits and behaviors.*" [Page 13](#)
- ✓ I. Employment At Will.
Callout box for instructional personnel added "or employment letter" [Page 15](#)

V. TIME-OFF BENEFITS

- ✓ F. Parental Leave. (Formerly "Maternity/Paternity Leave") Paid leave increased from three to four weeks. [Pages 23-24](#)
- ✓ F. Parental Leave. (Formerly "Maternity/Paternity Leave") Clarification that paid leave is not a bonus; but replaces wages. Compliance with new legislation (Pregnant Workers Fairness Act). Edited policy to reflect both:
"The Archdiocese will grant paid leave, preceding any accrued sick and vacation time, of up to four (4) weeks, to eligible employees for the care of a child after birth or adoption. This paid leave is additional paid-time-off (e.g., wage replacement) from an



ARCHDIOCESE OF MIAMI

Office of Human Resources

employee's work schedule; it is not available during any time period that an employee is not scheduled to work (for example, the summer holidays or other similar closures).

"Eligible employees are those who are FMLA-eligible (e.g., have been employed for at least one year and who have worked at least 1,250 hours during the previous twelve months (one full academic year for school personnel). This paid leave may only be taken during the first four weeks immediately following the birth or adoption of the child. Moreover, such leave must be taken concurrently with available FMLA leave (Section V, G) and generally does not exceed available FMLA leave. However, an exception may be made for employees who have exhausted some or all of their FMLA leave during the prior year. These employees may be eligible for the 4 weeks' of paid Parental Leave following the birth or adoption of their child.

"If a father and mother are both employed by the Archdiocese or its entities, they are both eligible for Parental Leave. However, if they both wish to take such leave, only a total of four weeks' paid leave will be provided between them. Please refer to FMLA (Section V, G) for unpaid leave benefits.

"In addition, employees, including those not eligible for Parental Leave, may be eligible for a reasonable accommodation including unpaid time off pursuant to the Pregnant Workers Fairness Act. Accommodation requests should be directed to the Office of Human Resources." [Pages 23-24](#)

VI. EMPLOYEE CONDUCT

- A. A bulleted item added to the list of examples of prohibited behaviors:
- "Non-compliance with procedures for requesting time off and/or using the electronic timekeeping system." [Page 30](#)
- B. Personal appearance. "Professional" replaces "business". The phrase "inspired by modesty" was added to the "choice of attire." [Page 30](#)
- N. Safe Environment Policy. VIRTUS training, required of all employees, is now delivered online only, and must be completed on or before first day of employment: "Employees complete VIRTUS training on or before the first day of employment and sign the Pledge to Promote a Safe Environment (found in the e-library) at the time of hire." [Page 37](#)
- T. Disciplinary Action: Added "and/or suspension (with or without pay)" to the list of disciplinary measures and re-ordered the sentences: [Page 40](#)
"An employee whose conduct or job performance interferes with the orderly and effective operation of the workplace will be subject to disciplinary action. Depending on the particular circumstances, the employee may receive a verbal and/or written warning and/or suspension (with or without pay) for violations of Archdiocesan policies. Disciplinary actions may include but not be limited to, suspension with or without pay, probation, demotion or loss of other privileges, up to and including termination. Depending on the particular circumstances, the employee may receive a verbal and/or written warning and/or suspension (with or without pay) for violations of Archdiocesan policies."



ARCHDIOCESE OF MIAMI

Office of Human Resources

- U. Termination of Employment: Reasons for Termination. Added to the list of reasons for termination of employment: [Page 41](#)
“*Violation of the Employee Pledge to Promote a Safe Environment;*”