

## Summary of Handbook Changes/Updates - 2022

Page #	Change
4	Clarification on local/universal policies
6	Reference Checks for employees who have worked at other locations - instruction to Pastors to check with prior supervisor
7	Clarification of Employment of Minors
12	Clarification of Business Ethics (examples; Bidding Process.)
13	Intellectual Property – no deletion of files upon resignation
14	Clarification of Handling a Harassment Complaint (hierarchy)
15	Discipline and Dismissal – added that HR must be contacted
17	Specification of contents of employee files (added HIPAA)
20	Benefits: clarification of coverage, specifies length of time to qualify for LTD
24	Updates to Work From Home policy (now Remote Work)
25	Fragrances in Workplace- made universal
26	Clarification of use of <i>Facility Closure</i> code (vs inclement weather)
28	Addition of No Link to Minor Social Media (new policy)
30	Clarification on vacation policy: when it can be used, explanation of proration of days.
35	Sick leave bank replenishment at a rate of one-half day, rather than one full day, per month
35	Sick leave policy: doctor's note for verification of absences of three days or more (previously four days)
35	Clarification of who may call in for employee (attendance and punctuality)
38	Paid FMLA – clarification that location pays for FMLA leave
39	Paid FMLA - Additional language re: spouses working for the diocese – when leave must be split between spouses
48	Giving notice- Teachers and School Administrators must give and work 30 days' notice
49	Clarification around Severance pay: two weeks for teachers/administrators; severance to reemployment (waiting period clarified); weeks of severance pay for two completed years of service increased to six weeks
49	Reiteration that DoR does not participate in COBRA
51	Reemployment: increase minimum weekly cap (\$750.00); define equivalent employment; clarify application form process