



# Archdiocese *of* Toronto

## **POLICIES & PROCEDURES MANUAL**

FOR

**ARCHDIOCESAN EMPLOYEES**

May  
2023

This Policy & Procedures Manual and forms are available on the Archdiocese of Toronto's employee website at: <http://employee.archtoronto.org> as well as on the Parish Office Handbook website at: <https://parishhandbook.archtoronto.org>.

Alternative formats of this document and forms are available upon request.

This document was produced by the Archdiocese of Toronto Human Resources Department. All policies are in effect from May 1, 2023, unless stated otherwise in the policy language.

May 2023

**ARCHDIOCESE OF TORONTO**  
**POLICIES & PROCEDURES MANUAL**  
 FOR ARCHDIOCESAN EMPLOYEES

**TABLE OF CONTENTS**

| SECTIONS:  | PAGE      |
|--|-----------|
| <b>FORWARD .....</b>   | <b>1</b>  |
| <b>INTRODUCTION .....</b>  | <b>3</b>  |
| <b>1. EMPLOYMENT .....</b>   | <b>4</b>  |
| 1.1 Our Approach .....   | 4         |
| 1.2 Scope.....   | 4         |
| 1.3 Employees Covered by This Manual .....   | 4         |
| 1.4 Employment Eligibility.....  | 5         |
| 1.5 Recruitment and Selection of Personnel .....                                     | 5         |
| 1.6 Non-Discrimination & Respect in the Workplace.....                               | 5         |
| 1.7 Accessibility for Ontarians with Disabilities Act (AODA) .....                   | 6         |
| 1.7.1 AODA Accommodation .....   | 6         |
| 1.8 Employee Classification .....  | 7         |
| 1.9 Orientation .....  | 8         |
| 1.10 Personnel Files .....   | 8         |
| 1.11 Privacy .....   | 9         |
| 1.12 Employees Holding Second Job.....   | 9         |
| 1.13 Employees Working at Multiple Parishes ( <i>applies to parishes only</i> )..... | 10        |
| 1.14 Remote Work Policy .....  | 11        |
| 1.15 Staff Re-Organization Policy .....  | 11        |
| 1.16 Re-Employment and Bridging of Service.....                                      | 12        |
| <b>2. TERMS AND CONDITIONS OF EMPLOYMENT .....</b>                                   | <b>13</b> |
| 2.1 Confidentiality .....  | 13        |
| 2.2 Probationary Period .....  | 13        |
| 2.3 Salary Administration (Compensation Policy).....                                 | 14        |
| 2.4 Expense Reimbursement.....   | 15        |
| 2.5 Stipends .....   | 15        |
| 2.6 Attendance.....  | 16        |
| 2.7 Hours of Work .....  | 16        |
| 2.8 Minimum Pay for Reporting to Work .....  | 16        |
| 2.9 Additional Work Hours .....  | 17        |
| 2.10 Appointments .....  | 17        |
| 2.11 Dress Guidelines and Personal Hygiene .....                                     | 17        |
| 2.12 Public Use of The Archdiocesan Name .....                                       | 18        |
| 2.13 Employee Solicitation.....  | 18        |
| 2.14 Termination of Employment .....   | 18        |
| 2.15 Resignation.....  | 18        |
| 2.16 Exit Interview .....  | 18        |

|           |  |           |
|-----------|--|-----------|
| <b>3.</b> | <b>PUBLIC HOLIDAYS/VACATIONS AND LEAVES .....</b>                              | <b>20</b> |
| 3.1       | Public/Archdiocesan Holidays .....   | 20        |
| 3.2       | Recording Employee Absences.....   | 20        |
| 3.3       | Vacation .....   | 21        |
| 3.4       | Sick Leave/Family Responsibility Leave .....                                   | 22        |
| 3.5       | Sick Leave During Vacation.....  | 23        |
| 3.6       | Bereavement Leave.....   | 23        |
| 3.7       | Moving Day.....  | 24        |
| 3.8       | Retreat .....  | 24        |
| 3.9       | Leave of Absence Without Pay .....   | 24        |
| 3.10      | Pregnancy/Parental Leave .....   | 24        |
| 3.11      | Family Caregiver Leave .....   | 28        |
| 3.12      | Family Medical Leave.....  | 28        |
| 3.13      | Critical Illness Leave.....  | 29        |
| 3.14      | Crime-related Child Disappearance Leave.....                                   | 30        |
| 3.15      | Child Death Leave.....   | 31        |
| 3.16      | Domestic or Sexual Violence Leave.....   | 32        |
| 3.17      | Organ Donor Leave.....   | 32        |
| 3.18      | Emergency Leave: Declared Emergencies and Infectious Disease Emergencies ..... | 33        |
| 3.19      | Reservist Leave.....   | 34        |
| 3.20      | Jury Duty/Court Appearances .....  | 35        |
| 3.21      | Voting Leave .....   | 35        |
| <b>4.</b> | <b>BENEFITS PROGRAM AND PENSION .....</b>                                      | <b>36</b> |
| 4.1       | Health Benefits .....  | 36        |
| 4.2       | Pension Plan (Group Retirement Services).....                                  | 36        |
| 4.3       | Long Term Disability (LTD).....  | 38        |
| 4.4       | Benefits for Employees on LTD.....   | 38        |
| 4.5       | Benefits/Pension for Employees on Medical Leave Without Pay .....              | 39        |
| 4.6       | Benefits for Employees on Approved Personal Leave Without Pay.....             | 39        |
| 4.7       | Employee and Family Assistance Program (EFAP) .....                            | 39        |
| 4.8       | Termination of Benefits.....   | 40        |
| <b>5.</b> | <b>REWARDS &amp; RECOGNITION PROGRAMS .....</b>                                | <b>41</b> |
| 5.1       | Employee Service Recognition Program .....                                     | 41        |
| 5.2       | Employee Discounts Program .....   | 41        |
| 5.3       | Employee Referral Bonus Program.....   | 41        |
| 5.4       | Retiring Allowance .....   | 42        |
| <b>6.</b> | <b>HEALTH AND SAFETY.....</b>  | <b>43</b> |
| 6.1       | Protocol.....  | 43        |
| 6.2       | Safety in the Workplace.....   | 43        |
| 6.3       | Freedom from Discrimination, Harassment & Violence.....                        | 44        |
| 6.4       | Fit for Duty and Substance Abuse .....   | 45        |
| 6.5       | Smoke-Free Workplace .....   | 45        |
| 6.6       | First Aid .....  | 46        |
| 6.7       | Scent Reduction.....   | 47        |
| 6.8       | Emergency Response.....  | 47        |

|                                   |  |           |
|-----------------------------------|--|-----------|
| 6.9                               | Severe Weather Conditions .....                          | 47        |
| 6.10                              | Disconnecting from Work .....                            | 48        |
| <b>7.</b>                         | <b>JOB PERFORMANCE &amp; EVALUATION .....</b>            | <b>49</b> |
| 7.1                               | Job Descriptions .....                                   | 49        |
| 7.2                               | Performance Development Process - PDP .....              | 49        |
| 7.3                               | Performance Improvement Process .....                    | 50        |
| 7.4                               | Career Development & Educational Assistance .....        | 50        |
| <b>8.</b>                         | <b>EMPLOYEE RELATIONS .....</b>                          | <b>52</b> |
| 8.1                               | Abuse/Inappropriate Conduct Reporting Protocol.....      | 52        |
| 8.2                               | Work Related Complaint Resolution Procedures .....       | 53        |
| 8.3                               | Performance Management .....                             | 54        |
| 8.4                               | Termination for Just Cause .....                         | 54        |
| 8.5                               | Termination Without Cause .....                          | 55        |
| 8.6                               | Employer Property Upon Termination .....                 | 55        |
| <b>9.</b>                         | <b>TECHNOLOGY .....</b>                                  | <b>56</b> |
| 9.1                               | Computer Use, Internet and Email .....                   | 56        |
| 9.2                               | Social Media .....                                       | 56        |
| 9.3                               | Telephone/Cell Phone Usage and Long-Distance Codes ..... | 56        |
| 9.4                               | Company-Paid Corporate Mobility Plan .....               | 57        |
| 9.5                               | Recording Devices in the Workplace.....                  | 57        |
| <b>APPENDICES .....</b>           |  | <b>59</b> |
|                                   | EXPANDED POLICIES .....                                  | 60        |
|                                   | EMPLOYEE FORMS/PROCESS .....                             | 61        |
|                                   | HUMAN RESOURCES CONTACT INFORMATION.....                 | 62        |
| <b>ACKNOWLEDGEMENT FORM .....</b> |  | <b>63</b> |





April, 2023

Dear Father and Employees of the Archdiocese of Toronto:

I am grateful to all who serve the faithful of the archdiocese in so many diverse ways. In parishes, the Catholic Pastoral Centre and its satellite offices, our clergy and staff draw on their many talents in a spirit of service and generosity to all those we encounter.

Wherever our ministry may occur throughout this vast archdiocese, we are deeply committed to fostering a safe and accessible workplace for all. *The Policies and Procedures Manual for Archdiocesan Employees* helps ensure that all employees are aware of the many benefits and policies in place. It is an important document that you are encouraged to refer to on a regular basis. If you have any questions regarding this manual or its content, please contact the Human Resources Department.

Be assured of my ongoing gratitude for the many contributions made by all those who faithfully serve the Archdiocese of Toronto each day. May God continue to bless you, your loved ones and all those you serve.

Sincerely Yours in Jesus with Mary,

A handwritten signature in blue ink that reads "Francis Leo".

Most Reverend Francis Leo  
Archbishop of Toronto





## INTRODUCTION

Dear Employee:

First and foremost, we want to welcome you if you are a new employee at the Archdiocese of Toronto. For our existing employees we offer our sincere thanks for your ongoing commitment to the important work that we do.

The Policies and Procedures Manual (Employee Handbook) is an important resource that all staff, supervisors, and Pastors must familiarize themselves with and follow. The manual and associated policies are aligned with our commitment to fairness, equity, work life balance, wellness, respect in the workplace and our belief in the intrinsic value of each person.

This manual will be reviewed as needed to reflect changes in legislation or employment policies and practices. Care has been taken to ensure that this manual complies with the Ontario Human Rights Code, the Ontario Employment Standards Act, 2000, the Occupational Health and Safety Act and any other Statutes governing the workplace. In cases of discrepancies, the legislation requirements supersede the manual.

Our Human Resources team is here to serve you and we welcome your calls and inquiries. Contact information may be found in the Appendices of this document.

As part of our employee family, we look forward to collaborating with you and seeing your gifts enrich our workplace.

Sincerely,



Stephanie Nargoz

Director, Human Resources

[snargoz@archtoronto.org](mailto:snargoz@archtoronto.org)

416-934-3400, ext. 613

# **1. EMPLOYMENT**

## **1.1 OUR APPROACH**

The Archdiocese of Toronto recognizes employees as individuals with different interests, abilities, needs and values. We provide a positive environment, which respects this individuality and provides meaningful opportunities for personal development and satisfaction.

Employees are selected and promoted on the basis of their individual skill and ability and their willingness to work harmoniously with other members of staff and the archdiocese to achieve the required results. Because we believe discriminatory practices are unfair and harmful to our success and growth, we will conduct an ongoing review of our practices and policies to ensure that they are free of barriers to accessibility and equal opportunities. The Archdiocese of Toronto is committed to complying with provisions contained in the Accessibility for Ontarians with Disabilities Act, 2005 (“AODA”) and the Integrated Accessibility Standards Regulation made under the AODA.

At all times, we encourage an atmosphere of open and honest communication. Our communications are intended to both share vital information with all employees and provide ample opportunity for feedback of comments, suggestions, and concerns.

## **1.2 SCOPE**

This manual is a summary of the Archdiocese of Toronto’s policies, procedures, and benefits related to lay employees of the Archdiocese of Toronto; this includes all Chancery and Parish employees. It is not an employment contract and it does not guarantee permanent employment. The archdiocese, at its sole discretion, may determine policies, procedures, and benefits for its employees and existing policies and procedures may be subject to change.

## **1.3 EMPLOYEES COVERED BY THIS MANUAL**

The policies and procedures outlined in this manual apply to lay employees of the various departments operating within the Catholic Pastoral Centre, and at other sites who are under the payroll jurisdiction of the Chancery Office, including ShareLife Trust, the Office of Catholic Youth, the Office of Vocations, the Office for Refugees, the Regional Offices of the Auxiliary Bishops, and the Campus Chaplaincy Departments of the Archdiocese of Toronto. This manual also applies to employees of the parishes within the Archdiocese of Toronto. This manual does not cover independent contractors (those who invoice the parish for their services).

## **1.4 EMPLOYMENT ELIGIBILITY**

In compliance with federal legislation, new employees, if requested, and as a condition of employment, must present documentation establishing their identity and their eligibility to work in Canada. A valid Social Insurance Number, combined with landed immigration papers, employment visa or temporary work permit will be deemed sufficient for this purpose. Failure to prove eligibility for employment in Canada constitutes just cause for termination, without notice or pay in lieu of notice.

An employee must be at least 16 years of age to be employed by the archdiocese either in a parish or at any other location under the jurisdiction of the Archdiocese of Toronto.

For certain positions, where a bona fide occupational requirement exists, the archdiocese has the right to hire only practicing Catholics who live in accordance with the teachings of the Church.

As part of our Safe Environment Policy, to hold a position within the Archdiocese of Toronto all employees 18 years of age and older will be required to complete a Police Record Check following an offer of employment and prior to their first day of work. Employees are required to complete a new Police Record Check every 5 years thereafter. Any employee who is charged with a criminal offence is required to notify their Department Head/Pastor immediately.

## **1.5 RECRUITMENT AND SELECTION OF PERSONNEL**

It is the responsibility of the Department Heads/Pastors, in cooperation with the Human Resources Department, to ensure that a consistent process is used to recruit and select employees on the basis of qualifications, knowledge, and work-related experience. All vacancies are typically posted on the archdiocesan website and applications are encouraged from current qualified employees. In consultation with the Director of Human Resources, a vacancy may be filled by reassignment or promotion of an existing employee.

## **1.6 NON-DISCRIMINATION & RESPECT IN THE WORKPLACE**

It is the policy of the Archdiocese of Toronto not to discriminate against any employee, or applicant for employment, pursuant to the provisions of the Ontario Human Rights Code.

The Ontario Human Rights Code prohibits discrimination or harassment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age (18 and over), record of offences, marital status, family status or disability.

The archdiocese believes in and supports the intent of the Human Rights Code. It is our policy to protect employees from discrimination and harassment in the workplace and to take what steps are necessary in order to put an end to such unacceptable conduct.

Employees have the right to lodge a complaint with their Department Head or Supervisor, Pastor or the Human Resources Department in the event that they are being discriminated against or harassed by anyone in the work environment on any of the grounds protected in the Human Rights Code.

Employees are encouraged to bring such complaints to the attention of management in order that the archdiocese may ensure that all individuals can enjoy a workplace free from discrimination and harassment.

### **1.7 ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)**

The Archdiocese of Toronto is committed to being compliant with all the applicable standards under the AODA.

The Archdiocese of Toronto is committed to establishing, maintaining and implementing policies as well as associated practices and procedures in the area of employment, and to meet the accessibility needs of people with disabilities in a timely manner.

The Accessibility policy and related documents are available on the archdiocesan website. Should you need to receive these documents in a different format, you can contact the Human Resources Department.

***Ref. [Archdiocese of Toronto AODA Policy and Procedures](#)***

#### **1.7.1 AODA ACCOMMODATION**

The Archdiocese of Toronto will meet all legislative requirements in providing accommodation to job applicants as well as employees.

Any applicant or current employee of the Archdiocese of Toronto who communicates the need for accommodation shall be considered in a manner that is non-discriminatory, and respectful of our Human Rights obligations.

## **1.8 EMPLOYEE CLASSIFICATION**

Employees are classified as follows:

### **Full Time Employee**

An employee who is scheduled to work 35 hours or more in a week is a Full Time employee. An employee who is scheduled to work 20 hours or more but less than 35 hours per week, is a **Modified Full Time** employee. Satisfactory completion of the probationary period is a condition of employment. Full Time employees are entitled to all employee benefits upon satisfying the eligibility requirements of the particular plan. Modified Full Time employees have to meet certain eligibility requirements to qualify for all benefits. See [Section 4. Benefits Programs and Pension](#) for more information.

### **Part Time Employee**

An employee, who is scheduled to work less than 20 hours in a week on an ongoing basis, is designated as a Part Time employee. Satisfactory completion of the probationary period is a condition of employment. Part Time employees are not eligible to participate in the employee benefit and pension plans.

### **Temporary Employee**

A Temporary Employee is a worker who is employed for specific purposes and for a fixed period of time. They may be employed to handle special projects, cover for employees during extended absences or assist with short-term, heavy workloads. These employees will be paid only for those days or partial days worked. The Department Head/Pastor decides where, when and how the work will be done. Temporary Employees are not eligible to participate in the employee benefit plans.

### **Casual Employee**

A Casual Employee is a worker who is employed on an as needed basis. They may be employed to cover vacations, fill in during short-term absences and/or float between departments or parish roles as required. These employees will be paid only for those days or partial days worked. Casual Employees are not eligible to participate in the employee benefit plans. If a Casual Employee does not work for 12 consecutive months their employment automatically expires without notice or pay in lieu of notice.

### **Student Employee**

An employee is considered to be of student employment status when the individual is currently enrolled on a full time basis in an educational institution and regularly attending classes while employed with the organization. Students under the age of 18 who work no more than 28 hours a week when school is in session, or who work during a school holiday (e.g. March break, Christmas break, summer holidays) are entitled to the **student minimum wage**. Students who work *more* than 28 hours a week when school is in session are entitled to the general minimum wage.

## **1.9 ORIENTATION**

Orientation is a process involving the Human Resources Department (for Chancery employees), the Department Head/Supervisor/Pastor, and the newly hired individual. Topics include:

- Completion of Employment Agreement and Declaration of Confidentiality
- Completion of forms required for payroll and/or benefits purposes
- Receipt of the Archdiocese of Toronto Policies and Procedures Manual, AODA Training Requirements, and Emergency Response Plan
- Formal greeting, introduction to colleagues, tour of workplace
- Expectations regarding terms of employment such as hours of work, overtime, etc.
- Expectations of the job along with specific duties and responsibilities
- Whom to contact with questions and for various items needed for job completion
- Employee benefits including vacation and public holidays
- Other items as required

An Orientation Checklist is used to ensure that all relevant information is communicated and collected.

## **1.10 PERSONNEL FILES**

The Human Resources Department maintains a confidential Personnel File for each Chancery employee under its sole control and will ensure that the files are secured in a locked filing cabinet or, for electronic files (e.g. payroll), that security precautions (e.g. password protection) have been implemented.

For Parish employees these records will be maintained in the same manner under the care of the Pastor.

Items normally on file:

- Resume (if provided)
- Current address and telephone number
- Social Insurance Number
- References
- Salary record
- Person(s) to contact in case of emergency
- List of items provided to the employee during his or her employment (e.g. access card, keys, cell phone etc.)
- Acknowledgement of Review of Archdiocese Policies & Procedures Manual for Employees
- Employment Agreement or Contract of Employment (as applicable)
- Changes in employee classification or assignment
- Performance evaluations and any disciplinary letters

- Records of vacation taken and records of vacation pay
- Records of other leaves taken (including sick leave, bereavement, etc.)
- Correspondence between employee and the archdiocese including various forms for Taxation, Payroll and Benefits purposes
- TD1 and TD1 (ON) forms
- Any other information pertaining to the employee's work record

It is the responsibility of the employee to advise the Human Resources Department/Pastor of any change to his or her address, or other information pertinent to the proper maintenance of personnel and payroll records.

### **1.11 PRIVACY**

All personnel files are considered confidential and are the property of the Archdiocese of Toronto. It is the policy of the Archdiocese of Toronto to protect the privacy of its employees and of the information contained in the personnel files. Files will be made available only to those persons authorized to have access.

All employees have the right to review their own personnel file. The Director of Human Resources/Pastor (or designate) will be present for these reviews. When an employee retires, resigns, or is terminated, the personnel file will be retained for a length of time, in accordance with the Records Management retention policy for the Archdiocese of Toronto, which is based on legislation.

### **1.12 EMPLOYEES HOLDING SECOND JOB**

This policy is in no way intended to restrict an employee's right to pursue other job opportunities. Rather, it sets out the expectations of the archdiocese with respect to those employees who hold other jobs.

#### **A. Interference with Primary Job**

It is expected that an employee who holds a second job will continue to perform his or her normal work requirements within the scheduled workweek. Work assignments and schedules will not be changed for an employee to perform duties not related to the primary job. If the employee's work performance is affected negatively, that employee may be asked to leave the secondary job.

#### **B. Conflict of Interest**

Except as otherwise agreed, employment by the Archdiocese of Toronto shall be deemed to be "full time". The archdiocese recognizes the fact that an employee may be justified in accepting casual outside employment to be performed after working hours if no conflict with the interests of the archdiocese is involved.

No employee shall accept or engage in any activity, business or employment, either during or after working hours that would conflict with the archdiocese's interests or that diminishes the ability of the employee to render to the archdiocese the full, legal and undivided service that is contemplated in his or her employment.

Potential conflicts of interest should be brought to the attention of the employee's Department Head/Pastor and will be reviewed on a case-by-case basis.

C. Approval of Employment

Where an employee wishes to work part time for another employer, (including parishes within the archdiocese) he or she must discuss the matter with his or her Department Head/Pastor prior to accepting the job.

When the Department Head/Pastor has concluded that the performance and the work schedule of the employee will not be negatively affected, and that no conflict of interest exists, the Department Head/Pastor will provide a written statement to the employee (copy to personnel file) acknowledging that the matter has been discussed and that the Department Head/Pastor supports the employee's request to take on a second job.

**1.13 EMPLOYEES WORKING AT MULTIPLE PARISHES (APPLIES TO PARISHES ONLY)**

When an employee works at 2 or more parishes, the employee is entitled to vacation and sick leave benefits based on the total number of weekly hours. However, the allocation of vacation and sick leave benefits is split proportionately between the parishes. The following examples illustrate possible scenarios:

Nancy works 15 hours at Parish A and 13 hours at Parish B, for a total of 28 hours per week. She is a 5-year employee.

A full time employee works 35 hours per week: vacation entitlement is 15 days of 7 hours each.  $15 \times 7 = 105$  hours of vacation per calendar year

Nancy works 28 hours per week, her pro-rated vacation entitlement is:  
 $105 \text{ hours} \times 28/35 = 84$  hours per calendar year

|  |  |
|--|--|
| Parish A portion:                              | Parish B portion:                              |
| $84 \times 15/28 = 45$ hours per calendar year | $84 \times 13/28 = 39$ hours per calendar year |

Each parish is required to keep its own record of vacation times taken. The same principle would apply to sick leave credits.

Please review the following sections for additional information related to employees working at multiple parishes; [Section 2.9 – Additional Work Hours](#), [Section 4.1 – Health Benefits](#), and [Section 4.2 – Pension Plan](#).



## **1.14 REMOTE WORK POLICY**

The Archdiocese of Toronto understands that some employees may benefit from the option of splitting their time between on-site and remote work. This can reduce commuting time, create more work-life balance and positively affect employee morale and engagement. This is referred to as a hybrid or blended work arrangement.

Working remotely is not to be applied universally. It will be arranged on a case-by-case basis within the parameters outlined in the policy, which reviews eligibility, guiding principles, the process to be followed and expectations for employees working remotely. Employees not eligible for hybrid work may still be eligible for accommodation based on other grounds requiring flexibility including, but not limited to, disability or family status.

Permission to work remotely must be pre-approved and will be reviewed regularly by the employee's Department Head/Pastor. Employees may submit a one-time Remote Work Request form as a temporary flexible option or they may request an ongoing remote working arrangement using the same form. These requests should be completed, signed and submitted for review at least 10 business days in advance of the start date of the arrangement.

***Ref. Remote Work Policy, Remote Work Request Form***

## **1.15 STAFF RE-ORGANIZATION POLICY**

In consultation with the Director of Human Resources, a re-organization can occur in a department/parish or in several at once.

A re-organization occurs when there is a need to review a certain position or positions because the duties have been altered sufficiently to warrant significant changes, the position has been eliminated or a new position has been created and duties and responsibilities need to be redistributed. Newly created jobs, as distinguished from the addition of duties to a current job (including titles and salaries) are not considered part of re-organizations. In such cases, the normal recruitment practices will apply. At the discretion of the Chancellor of Temporal Affairs, reassigning or promoting a current staff member may fill a vacancy.

The addition of duties to a current job and/or the changing of a job title, without the addition or the elimination of a position, are also considered re-organization. In all cases appropriate notice and legislative requirements will be met.

## **1.16 RE-EMPLOYMENT AND BRIDGING OF SERVICE**

Employees who were formerly employed by the Archdiocese of Toronto may be considered for re-employment based on the relative merits of their whole employment background and application unless the employee's former Department Head/Supervisor/Pastor recommends against rehiring the individual.

Employees who were terminated for cause, or who abandoned their previous position, will not be considered eligible for re-hire.

Employees who are rehired within 90 days of leaving the organization will have their previous service bridged for seniority and employee benefits. Breaks of service longer than 90 days, other than for an authorized leave, are considered permanent and seniority will not be considered upon rehire.

## **2. TERMS AND CONDITIONS OF EMPLOYMENT**

### **2.1 CONFIDENTIALITY**

Employees of the Archdiocese of Toronto will be required to sign a Declaration of Confidentiality binding them against the release of information acquired during employment and after termination of employment, unless specifically released from this obligation by the Archbishop of Toronto, or his designate, or a court of law.

### **2.2 PROBATIONARY PERIOD**

New employees are appointed to a position for a minimum three-month probationary period (six months for Lay Pastoral Associates) to provide an opportunity for the archdiocese and the employee to explore whether or not the employment is mutually satisfactory. During this time, the Department Head/Supervisor/Pastor will review the training, work progress, attendance and overall conduct of the employee.

If the employee is not performing at an acceptable level, but it is believed that with more supervision and training the employee's performance will improve, the Department Head/ Supervisor/Pastor may extend the probationary period for up to an additional three months. The probationary period does not preclude the archdiocese from terminating the individual's employment for cause, during the initial three-month probationary period or any extension thereafter. No notice or pay in lieu applies under these circumstances.

Prior to the end of the new employee's probationary period, the Probationary Review Form should be completed.

A decision will then be made to:

1. Advance the individual to regular employment status, or
2. Extend the probationary period up to an additional three months, or
3. Terminate the employment of the individual.

The archdiocese may terminate the employment without cause at any time during the probationary period or upon one week's written notice or one week's pay in lieu of notice during the extended probationary period.

## **2.3 SALARY ADMINISTRATION (COMPENSATION POLICY)**

### **For Chancery Employees:**

Employees are compensated based on their job classification. Salary reviews take place annually and revisions, if any, are normally effective in January. Employees are paid semi-monthly (24 pay periods per year).

Each salary grade has an established Salary Range. These ranges define the minimum and maximum salaries to be paid for a job, but also allow sufficient latitude for an individual to progress through the salary range as a result of merit increases. Salary ranges are reviewed annually, and may be adjusted periodically to respond to economic and market conditions.

Employees, who have completed a successful probationary period, are paid at least the minimum of the appropriate salary range, but not more than the maximum of the salary range except in special approved circumstances.

The salaries of employees who are at or above the maximum of their assigned salary ranges are “red-circled” and not eligible for base salary increases until the range maximum increases. They may be eligible to receive a bonus payment based on merit as approved by the Chancellor of Temporal Affairs.

The salaries of new employees are set based on the classification of the position, the salaries paid in the market, and the applicant’s education, skills, and previous related experience. When an individual meets the minimum qualifications of the position, the salary is normally set at the minimum of the salary range. However, if an individual has directly related prior job experience, or if the market warrants, the salary may be established above the minimum.

The Archdiocese of Toronto recognizes and rewards individual performance by providing all regular part time, modified full time and full time employees with a base salary increase effective January 1 of each year typically. We also reward exceptional performance for those employees who have gone significantly above and beyond their role, for example, completion of a special project, introducing a workplace improvement, introducing a revenue-generating or cost savings idea, being seconded to a more complicated role, etc. In these rare cases, the manager will discuss the situation with Human Resources and review bonus eligibility in conjunction with the Controller.

Increases do not occur during leaves of absence (e.g. Long Term Disability, Maternity Leave, Parental Leave). In these cases, any applicable increases will be deferred until the return to active duty.

### **For Parish Employees:**

Salary levels have been established over time, based on the budget of the parish and rates of pay for comparable jobs within the parish community and factors in any guidance provided by the Human Resources Department. Detailed salary guidance is sent to parishes every 12-24 months. The Pastor should review salary ranges for employees annually with the Parish Finance Council. Employee performance evaluations should be completed prior to a salary review. Salary reviews should take place annually and revisions, if any, are normally effective with the first pay in January unless employment agreements state differently.

## **2.4 EXPENSE REIMBURSEMENT**

The Archdiocese of Toronto will reimburse employees for necessary and reasonable expenses incurred while on company business or for specific business purposes only. Expenses must be approved by the Department Head/Pastor, documented, and detailed on the required expense report.

Expenses will be allowed for the following items when applicable:

- Transportation for business (e.g. use of personal vehicle, taxi service, public transit)
- Travel and lodging for business
- Meals for business purposes
- Company cell phone
- Work-related seminars/workshops/conferences
- Purchases on behalf of the department/parish

***Ref. Expense Reimbursement Policy, SAP Concur Application – Chancery, Expense Report - Parish, Automobile Expenses Form - Parish***

## **2.5 STIPENDS**

Employees may be called upon to speak or present to groups within the Archdiocese of Toronto on a topic related to their work.

Such engagements are part of their job and as such, employees are not permitted to receive stipends. Employees will count the hours relating to the engagement as part of their work and will decline stipends.

However, any presentation or engagement that is not work related, falls outside of this policy and the employee may accept stipends. The employee's Department Head/Pastor will make that determination.

## **2.6 ATTENDANCE**

Regular and consistent attendance, as well as punctuality is vital to the functioning of any organization. Employees are expected to attend and be prepared to begin work activities at their designated work locations, and assigned hours every applicable workday. Employees are also expected to remain at work for the entire period, excluding rest and unpaid lunch periods. Late arrivals, early departures, and other personal absences require the approval of the Department Head/Supervisor/Pastor.

We understand the importance of work life balance and flexibility and will review any scheduling accommodation requests on a case-by-case basis.

Employees must notify their Department Head/Supervisor/Pastor in advance when possible if they are unable to report for work as scheduled. Excessive absenteeism, which renders an employee insufficiently available for work will be evaluated on a case-by-case basis to determine the needs for accommodation or the merits of corrective action which may include termination of employment in extreme situations.

A position will be considered abandoned when an employee has not reported to work for three or more consecutive working days and is not on an approved leave.

## **2.7 HOURS OF WORK**

A typical workweek for full time employees consists of 35 working hours; comprised of 7 work hours per day Monday through Friday, and a one-hour unpaid lunch break, for a total of 8 hours at work. Employees are also entitled to take two rest breaks throughout the workday. Typically, break times are determined at a department or parish level and managed informally.

The hours of work for all part time and casual employees depend upon the operational requirements of the department/parish. Part time and casual employees are not guaranteed a set numbers of hours per week unless indicated in the employment agreement.

The Department Head/Supervisor/Pastor prepares the work schedules. It is recognized that because of the nature of the work in various departments and parishes, employees may be assigned other hours that may include evenings and/or weekend shifts.

## **2.8 MINIMUM PAY FOR REPORTING TO WORK**

If an hourly employee who regularly works, more than three hours a day must report to work but works less than three hours, they will be paid for three hours at their regular rate.

## **2.9 ADDITIONAL WORK HOURS**

Only pre-authorized additional work hours will be compensated by equal time off in lieu. Lieu time is calculated for each hour beyond the normal workday using the Additional Work Hours/Lieu Time form. An employee's work hours, including pre-authorized additional work hours should not exceed 44 hours per week or overtime rates will apply.

Managers and supervisors are not covered by the overtime rules in Ontario and should not be submitting lieu time banking requests. If the workload is unmanageable, they should speak with their Department Head/Pastor.

Lieu time should be taken during the same calendar year it was accrued. A maximum of 5 lieu days may be carried over to the next year with the approval of the Department Head/Pastor.

### ***Ref. Additional Work Hours/Lieu Time Form***

## **2.10 APPOINTMENTS**

Medical, dental, legal, or other personal appointments should be made outside of working hours whenever possible. If it is not possible to do so, appointments should be scheduled in a way to minimize the impact on working hours. Prior approval of the Department Head/ Supervisor/Pastor should be obtained before attending appointments during working hours. If appointments are required over a long period of time, such as cyclical medical treatments, or procedures in hospitals, accommodation should be discussed with the Department Head/ Supervisor/Pastor.

Sick days or partial sick days may be used for medical and dental appointments if they cannot be scheduled outside of working hours. Again, effort should be made to minimize the impact on your work. An informal approach may be taken for managing short appointment related absences of less than an hour. This may include making up the time if the Department Head/Pastor is in agreement.

## **2.11 DRESS GUIDELINES AND PERSONAL HYGIENE**

Neatness, cleanliness, and appropriate dress are very important to both the personal image of the employee and the image of the Archdiocese of Toronto. Employees are expected to dress in a manner consistent with the nature of work performed and the environment in which it is performed<sup>1</sup>. In most parishes and archdiocesan offices, business casual is acceptable. Employees are also expected to maintain acceptable standards of personal grooming and hygiene while performing their duties. Avoid wearing strong perfumes/colognes/scents, and any personal practices that may be offensive to others.

<sup>1</sup> If you have any questions as to what constitutes proper attire, consult with your Department Head/Supervisor/Pastor or Human Resources.

## **2.12 PUBLIC USE OF THE ARCHDIOCESAN NAME**

Without the specific authority of the archbishop or his delegate, employees of the Archdiocese of Toronto, including parishes, should never make any public pronouncements on theological or moral issues in the name of the archdiocese, or which might be construed as having been made with the authority of the archdiocese.

It is recognized that employees are also private citizens and as such have the freedom as individuals to speak out on matters of public concern; however, in doing so they should make it very clear that they are speaking as private citizens and not with the authority of the archdiocese.

## **2.13 EMPLOYEE SOLICITATION**

From time to time employees participate in various fundraising activities and customarily ask their colleagues to help them support these activities. These matters should be approved by the Department Head/Pastor. Any solicitation outside of an employee's department/parish must receive approval from the Chancellor of Temporal Affairs or his designate.

## **2.14 TERMINATION OF EMPLOYMENT**

The archdiocese may initiate staff reductions as a result of reorganization, shortage of work, financial constraints or other reasons.

Notice of layoffs, termination of employment and any termination pay, where applicable, are provided in accordance with the Ontario Employment Standards Act, 2000. Employment may be terminated without cause upon provision of notice of termination of employment, or payment in lieu of notice, in accordance with the Ontario Employment Standards Act, 2000.

## **2.15 RESIGNATION**

An employee intending to resign is required to give no less than two weeks' written notice to his or her immediate Department Head/Pastor.

## **2.16 EXIT INTERVIEW**

An employee who resigns will usually be asked to participate in an exit interview, which is conducted by the Human Resources Department/Pastor. The departing employee does not have to participate in the interview if he or she does not wish to do so.



The exit interview provides an occasion to explain processes such as last pay, termination of benefits, Record of Employment, etc. This also represents a great opportunity to receive feedback from the employee with respect to his or her experience with the organization.

### 3. PUBLIC HOLIDAYS/VACATIONS AND LEAVES

#### 3.1 PUBLIC/ARCHDIOCESAN HOLIDAYS

All employees qualify for paid public/archdiocesan observed holidays, and if such a holiday happens to fall during their annual scheduled vacation or on a day that would not ordinarily be a working day for the employee, they (full time/modified full time employees) are entitled to another day/time off with pay (e.g. next business day after holiday or business day prior to holiday). Part time, temporary, and casual employees are entitled to pro-rated compensation for public/archdiocesan observed holidays.

All employees are eligible for public holiday pay. Calculation for public holiday pay is as per the Ontario Employment Standards Act, 2000.

The Archdiocese of Toronto observes the following **11** holidays:

- |                    |                    |   |
|--------------------|--------------------|---|
| 1. New Year's Day  | 5. Victoria Day    | 9. Thanksgiving Day                                 |
| 2. Family Day      | 6. Canada Day      | 10. Christmas Day                                   |
| 3. Good Friday     | 7. Civic Holiday * | 11. Boxing Day                                      |
| 4. Easter Monday * | 8. Labour Day      | * <i>These holidays are per archdiocesan policy</i> |

The offices at the Catholic Pastoral Centre close at 12:00 noon on December 24<sup>th</sup> and 31<sup>st</sup>. Parish schedules for these days will be determined by the Pastor based on parish needs.

#### 3.2 RECORDING EMPLOYEE ABSENCES

A record of employee absences due to vacation, sickness, or other leave provisions must be maintained in the employee's personnel file. For Chancery employees, absence requests must be completed online using their Desjardins self-serve access. For Parish employees, a Vacation or Other Absence Report form must be completed in a timely manner when any type of leave occurs and be signed by the employee's Department Head/Supervisor/Pastor.

Vacation requests must be submitted in advance of the absence and require pre-approval. Absences due to sickness should be submitted immediately upon return to work.

**Ref. [Online Absence Request System - Chancery](#), *Vacation or Other Absence Report - Parish***

### 3.3 VACATION

Vacations are to be planned in a manner that best enables the department/parish to operate efficiently. Annual vacations should be taken within the same calendar year; however, with approval from the Department Head/Pastor a maximum of 5 days may be carried over to the next year. In extenuating circumstances, with the permission of the Chancellor (for Chancery employees) or Pastor (for Parish employees), additional carry over may be permitted.

Employees may take vacation in their first year of employment after completion of their probationary period unless otherwise negotiated upon hire.

Department Head/Pastors are responsible for working with their employees to ensure that vacation entitlement is used. Department Head/Pastors may assign vacation based on business needs. Flexibility is recommended. We discourage the practice of paying out vacation time and prefer that employees use vacation time to recharge and maintain work life balance.

#### **Full Time Employees and Modified Full Time Employees:**

Full Time employees are entitled to paid vacation as per the following chart, while Modified Full Time employees will have their vacation pro-rated based on their hours of work.

|                     |         |
|---------------------|---------|
| Upon hire           | 15 days |
| 8 years of service  | 20 days |
| 20 years of service | 25 days |
| 30 years of service | 26 days |
| 40 years of service | 27 days |
| 50 years of service | 28 days |

Vacation entitlement changes on January 1<sup>st</sup> of the year following the above lengths of service.

An employee, who reaches their 8, 20, 30, 40, or 50 years of service anniversary month, will be entitled to additional vacation during that year as outlined below.

For 8 or 20 years of service where employment start date is during:

|                           |   |
|---------------------------|---|
| January/February/March    | 4 days in addition to standard vacation entitlement |
| April/May/June            | 3 days in addition to standard vacation entitlement |
| July/August/September     | 2 days in addition to standard vacation entitlement |
| October/November/December | 1 day in addition to standard vacation entitlement  |

For 30, 40, or 50 years of service the additional day will be added on your anniversary month.

In the event that an employee leaves the organization prior to the end of the calendar year and if his or her vacation entitlement for the year has been exhausted, unearned days will be deducted from the final pay. Conversely, if an employee leaves before his or her vacation entitlement is used up, any unused accrued vacation days will be paid as per entitlement.

### **Part Time, Temporary and Casual Employees:**

Part Time, Temporary and Casual employees whose period of employment is less than five years are entitled to **4%** of their wages as vacation pay, whereas employees whose period of employment is five years or more are entitled to **6%** of their wages as vacation pay. Vacation pay may be paid when the employee commences his or her vacation, or it may be included in each pay period, as per the employment agreement.

In the case of status transfer from regular part time to full time, a review of hours will take place to determine vacation eligibility. Employees are encouraged to contact the Human Resources Department to discuss these situations on a case-by-case basis.

## **3.4 SICK LEAVE/FAMILY RESPONSIBILITY LEAVE**

Sick leave (sick days) is designed to allow time for an employee to recover from personal illness or injury. However, sick days may be used for other personal reasons, these reasons include, but are not limited to, family responsibilities due to illness, injury, medical emergency or other urgent matters, or care relating to a dependent or family member as defined by the Ontario Employment Standards Act, 2000 (spouse, parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse, spouse of the employee's child, brother or sister of the employee or the employee's spouse, or relative of the employee who is dependent on the employee for care or assistance). Employees must have been employed with the Archdiocese of Toronto for at least two consecutive weeks to qualify for this leave.

Full time employees accumulate one (1) day of paid sick leave for each month worked with a maximum accumulation of 12 days of sick leave per year. In the event of a prolonged absence at the beginning of the year, sick days that have not yet been accrued for that year may be used. A medical doctor's note is required upon return to work from any personal sick absence of three or more consecutive workdays. Modified full time employees will have their sick leave credits pro-rated accordingly. In cases of high absenteeism, and in consultation with the Human Resources Department, the Department Head/Pastor may request a medical doctor's note for individual absences.

The number of paid sick days to which an employee is entitled will be restored as of January 1st of each year. Unused sick days, to a maximum of 12 days may be carried over to the next year. The maximum allowable sick leave credit at any time is 24 days, including the current year. Modified full time employees will have their sick leave entitlement pro-rated accordingly.

No payment will be made for unused sick leave upon resignation, termination of employment, or retirement. Part time and temporary/casual employees do not qualify for paid sick leave; however, they are entitled to 3 job-protected unpaid sick days per calendar year and 3 job-protected unpaid family responsibility days per calendar year.

### **3.5 SICK LEAVE DURING VACATION**

If an employee becomes ill during his or her vacation, the employee will be eligible to use sick leave credits only if the employee provides a medical doctor's note clearly indicating the following:

- that he or she must be off work for health reasons
- the number of days counted for illness as stated by the medical doctor
- the note is dated appropriately

### **3.6 BEREAVEMENT LEAVE**

In the event of the death of a member of the employee's immediate family (spouse, child, parent, grandparent, grandchild, sibling), the employee will be granted a paid leave of absence, the length of which is normally up to 5 days for full time employees. Modified full time employees' allotment of bereavement leave should mirror their weekly work schedule (e.g. if they work 3 days/week, regardless of work hours, they will be entitled to 3 days).

For step-child, step-parent, step-grandparent, step-grandchild, step-sibling, foster parent, foster child, mother in-law, father in-law, sister in-law, brother in-law or a relative of the employee who is dependent on the employee for care or assistance, a paid leave of absence of up to 3 days will apply for full time employees and 1 1/2 days for modified full time employees.

For other relatives, all employees are entitled to bereavement leave of one day with pay and an additional unpaid day may be granted upon request.

To attend funerals not covered by the above leave provisions, please review the request with your Department Head/Supervisor/Pastor.

Bereavement leave is granted without deduction from vacation or sick leave credits for full time and modified full time employees. Part time employees may be granted unpaid bereavement leave as needed; currently under the Ontario Employment Standards Act, 2000 they are entitled to 2 unpaid bereavement leave days.

### **3.7 MOVING DAY**

Employees are entitled to one day off per calendar year, with pay, and without deduction from vacation or sick leave credits, for the purpose of moving/relocating to a new primary residence. Arrangements for a moving day must be submitted in writing to the Department Head/Pastor at least two weeks prior to the proposed date.

### **3.8 RETREAT**

One day off per year with pay may be granted to attend a religious retreat with the approval of the Department Head/Pastor.

Lay Pastoral Associates may receive up to one week (5 days) paid leave per year to attend a religious retreat or retreats with the approval of their Pastor.

### **3.9 LEAVE OF ABSENCE WITHOUT PAY**

The Archdiocese of Toronto is committed to supporting employees with unpaid leaves of absence so they may balance their personal and professional obligations. All leaves must be approved in writing in advance by the Department Head/Pastor to ensure departmental/parish operations will not be significantly affected during the proposed absence.

Prior to taking a leave of absence **without pay**, an employee must use up vacation time, unless the Department Head/Pastor approves a different type of arrangement. Paid vacation days will not accrue during unpaid, job-protected leaves. Unused sick days may be used depending on the reasons for the leave, with the approval of the Department Head/Pastor.

Leaves are typically limited to a maximum of 6 months and may not be used to engage in alternative employment.

Please contact Human Resources to discuss accommodation options. It may not be possible to approve all leave requests due to operational needs.

### **3.10 PREGNANCY/PARENTAL LEAVE**

Employees are entitled to pregnancy/parental leave, **without pay**, in accordance with the Ontario Employment Standards Act, 2000. The leaves have been designed to allow employees to recover from childbirth and bond with and care for their newborn or adopted children.

A new parent or pregnant employee is entitled to pregnancy or parental leave whether they are a full time, part time, permanent, or contract employee, provided that they:

- Were hired at least 13 weeks before the date the baby is expected to be born (the “due date”); or
- Were hired at least 13 weeks before the date the parental leave commences.

**Pregnancy Leave** (provided to the biological birth mother)

- Provides the right to take up to 17 consecutive weeks (or longer in certain circumstances) of job-protected unpaid time off work.
- Usually, the earliest a pregnancy leave can begin is 17 weeks before the employee’s due date. However, when an employee has a live birth more than 17 weeks before the due date, she can begin her pregnancy leave on the date of the birth.
- The latest pregnancy leave can begin is on the baby’s date of birth.

**Parental Leave** (provided to a new parent: mother, father, adoptive parent or domestic partner)

- Provides the right to take job-protected, unpaid time off work once a child is born or first comes into the employee’s care.
- Birth mothers who take pregnancy leave are entitled to take 35 weeks of parental leave if they choose the Standard 12-month leave or 61 weeks of parental leave if they choose the Extended 18-month leave, usually beginning right after their pregnancy leave ends (**see note following**).

**NOTE:** A birth mother who takes pregnancy leave must ordinarily begin her parental leave as soon as her pregnancy leave ends. However, an employee’s baby may not yet have come into her care for the first time when the pregnancy leave ends. For example, perhaps her baby has been hospitalized since birth and is still in the hospital’s care when the pregnancy leave ends. In this case, the employee can commence her leave either when the pregnancy leave ends or choose to return to work and start her parental leave later. If she chooses to return to work, she can start her parental leave anytime within 78 weeks of the birth or the date the baby first came home from the hospital.

- Birth mothers who do not take pregnancy leave and all other new parents are entitled to 37 weeks of parental leave if they choose the Standard 12-month leave or 63 weeks of parental leave if they choose the Extended 18-month leave, beginning no later than 78 weeks after the date the child was born or first came into their care and custody.
- Parents can, but do not have to, take their leave at the same time as the other parent.

After starting pregnancy/parental leave, the employee must take it all at once and cannot split it for the leave to be job-protected.

Employees should contact the Human Resources Department/Pastor to discuss matters related to pregnancy/parental leave. The Human Resources Department/Pastor needs to be informed at least two weeks prior to beginning pregnancy/parental leave.

Employees are required to provide the Human Resources Department/Pastor with four weeks' notice if they are changing the end date of their leave and advise of their expected date of return to work or provide their letter of resignation if they choose not to return to work.

### *Miscarriages and Stillbirths*

An employee who has a miscarriage or stillbirth more than 17 weeks before her due date is not entitled to a pregnancy leave, but may take a paid bereavement leave of up to 5 days. If an employee has a miscarriage or stillbirth within the 17-week period preceding the due date, she is eligible for pregnancy leave. The latest date for commencing the leave in that case is the date of the miscarriage or stillbirth.

The pregnancy leave of an employee who has a miscarriage or stillbirth ends on the date that is the later of:

- 17 weeks after the leave began; or
- 12 weeks after the stillbirth or miscarriage.

### *Use of Sick Leave Benefits, Vacation, or Other Leaves*

If an employee requires the use of sick leave credits at any time before starting a pregnancy or parental leave period, the Archdiocese of Toronto Sick Leave Policy shall apply. If an employee chooses to use vacation time prior to starting a pregnancy or parental leave, the Archdiocese of Toronto Vacation Policy shall apply.

If an employee requires an extension of leave following a pregnancy leave, the employee may use one of the other suitable Protected Leaves based on the reason for the leave, where medically substantiated. The employee must provide as much advance notice as possible before the exhaustion of pregnancy leave.

After the pregnancy or parental leave has concluded, employees may be able to use any vacation time or sick days they have remaining. If the employee chooses to extend their leave through this use, they must comply with the appropriate policy, and provide four weeks' notice, before the exhaustion of the leave.

### *Benefits/Pension/Years of Service while on Leave*

- Employees are entitled to continue in any health benefit plans that they are enrolled in pre-leave.
- Employees are entitled to continue in the pension plan at the 0/2 option, however if they are currently in the 4/4 option with or without voluntary contributions, they can continue in this option as long as they provide post-dated cheques to cover their contribution.
- The period of leave counts towards an accumulation of years of service and seniority at the Archdiocese of Toronto.



### *Employment Insurance (EI) Benefits*

Rules governing the right to take time off work for pregnancy and parental leave under the Employment Standards Act, 2000 are different from the rules regarding the payment of maternity and parental benefits under the Employment Insurance Act.

Under the Employment Insurance Act, parental leave can be taken at different times within the eligibility period and it would be considered a continuation of the first leave. Under the Employment Standards Act, 2000 an employee only receives job protection for one continuous leave, if the employee decides to split up their parental leave, they are not guaranteed job protection beyond the first leave.

For more information about the EI maternity and parental benefits, visit [Service Canada's - EI Maternity & Parental Benefits](#) website, or contact Service Canada's Employment Insurance Automated Telephone Information Service at 1-800-206-7218.

### *Archdiocesan Supplemental Top-Up Benefits*

As an employer that values family life, the Archdiocese of Toronto provides Supplemental Top-Up Benefits for full time and modified full time employees enrolled in the archdiocesan benefits plan, who are receiving maternity and/or parental Employment Insurance (EI) benefits.

The Supplemental Top-Up Benefits are as follows:

- 100% of salary during the 1-week EI waiting period (during which no EI benefits are paid to either parent). Note that if an employee has applied for both maternity and parental benefits, they will only serve the waiting period once. As well if they are sharing parental benefits for the same child, only one parent will serve the waiting period.
- For employees who choose the Standard Leave Benefits option (12 months), a top-up to 75% of their salary for a maximum 7-week period following the above mentioned EI waiting period top-up, OR
- When an employee is not receiving the EI waiting period top-up (e.g. their spouse has already served the waiting period), they will receive a top-up to 75% of their salary for a maximum 8-week period.
- For employees who choose the Extended Leave Benefits option (18 months), a top-up of salary will be given equal to the dollar amount that would have been paid if the employee had elected to take the standard leave benefits. This means the employee will not receive a top-up to 75% of the salary for the 7 or 8-week period because the Parental Leave has been extended by 6 months, thereby reducing the weekly EI benefits to 33%.
- The employee requesting these payments will be required to provide proof of EI payment from Service Canada confirming that the employee is in receipt of maternity or parental benefits to the archdiocese prior to receiving any top-up payment.
- Once the employee has provided the proof of EI payment from Service Canada, they will receive top-up payments, subject to statutory deductions, based on their archdiocesan location's standard payroll frequency.

### 3.11 FAMILY CAREGIVER LEAVE

An employee may request a leave of absence **without pay** (for up to 8 weeks per calendar year) to provide care or support to any specified family members who have a serious medical condition, which may include a condition that is chronic or episodic, as confirmed in a certificate issued by a certified health practitioner (e.g. medical doctor, registered nurse, or psychologist).

Specified family members include:

- a spouse, parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse, spouse of the employee's child, brother or sister of the employee or the employee's spouse, relative of the employee who is dependent on the employee for care or assistance, or any individual prescribed as a family member by statute/regulation.

The 8 weeks of family caregiver leave do not have to be taken consecutively, however if only part of a week is used, it will be deemed as a full week under the Ontario Employment Standards Act, 2000. Employees are required to inform the Human Resources Department/Pastor before the start of the leave, or, as soon as possible after it begins, and provide the medical certificate (at their cost).

### 3.12 FAMILY MEDICAL LEAVE

An employee may request a leave of absence **without pay** (for up to 28 weeks in a 52-week period) to provide care or support to any specified family members who have a serious medical condition with a significant risk of passing away within 26 weeks. The medical condition and risk of death must be confirmed in a certificate issued by a qualified health practitioner (e.g. medical doctor, registered nurse, or psychologist). Specified family members include:

- a spouse, parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse, spouse of the employee's child, brother or sister of the employee or the employee's spouse, relative of the employee who is dependent on the employee for care or assistance, or any individual prescribed as a family member by statute/regulation or who considers the employee to be like a family member.

The 28 weeks of a family medical leave do not have to be taken consecutively, however if only part of a week is used, it will be deemed as a full week under the Ontario Employment Standards Act, 2000. Employees are required to inform the Human Resources Department/Pastor before the start of the leave, or as soon as possible after it begins, and provide the medical certificate (at their cost).

If two or more employees qualify to take the leave in order to provide care for the same person, the leave must be divided among those taking the leave.

If an employee takes family medical leave and the family member or other individual does not pass away within the 52-week period beginning when the medical certificate is issued, the employee may take another leave, in accordance with the Ontario Employment Standards Act, 2000.

### *Employment Insurance (EI) Benefits*

Under the Employment Insurance Act, 26 weeks of Employment Insurance (EI) benefits (called "compassionate care benefits") may be paid to EI eligible employees who have to be away from work temporarily to provide care to a family member who has a serious medical condition with a significant risk of death within 26 weeks and who requires care or support from one or more family members. For more information about the EI compassionate care benefits, visit [Service Canada's - EI Caregiving Benefits](#) website, or contact Service Canada's Employment Insurance Automated Telephone Information Service at 1-800-206-7218.

The right to take time off work under the family medical leave provisions of the Employment Standards Act, 2000 is not the same as the right to the payment of EI compassionate care benefits under the Employment Insurance Act. An employee may be entitled to family medical leave whether or not they have applied for, or qualified for, the EI benefit.

### **3.13 CRITICAL ILLNESS LEAVE**

An employee who has been employed with the Archdiocese of Toronto for at least 6 consecutive months is entitled to a leave of absence **without pay** of up to 37 weeks (in a 52-week period) to provide care or support to a *critically ill minor child*, or, up to 17 weeks (in a 52-week period) to provide care or support to a *critically ill adult*, as confirmed in a certificate issued by a certified health practitioner (e.g. medical doctor, registered nurse, or psychologist).

"Critically ill" means that a person's baseline state of health has significantly changed and their life is at risk as a result of an illness or injury. It does not include chronic conditions.

For the purpose of this leave, a minor child includes a child, step-child, foster child, or child who is under the legal guardianship of the employee and under the age of 18. An adult refers to an individual 18 years of age or older. The leave is restricted to instances where specified family members of the employee as defined by the act are critically ill. Specified family members include:

- a spouse, parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse, spouse of the employee's child, brother or sister of the employee or the employee's spouse, relative of the employee who is dependent on the employee for care or assistance, or any individual prescribed as a family member by statute/regulation or who considers the employee to be like a family member.

If a minor child or adult remains critically ill while the employee is on leave or after the employee returns to work, but before the 52-week period expires, the employee is entitled to take an extension of the leave or a new leave if they meet the proper requirements. If the minor child or adult remains ill after the 52-week period expires, the employee is entitled to take another leave if the leave requirements are once again met. The weeks of leave do not have to be taken consecutively, however if only part of a week is used, it will be deemed as a full week under the Ontario Employment Standards Act, 2000.

If a critically ill minor child or adult dies while an employee is on leave, the employee's entitlement to be on leave ends at the end of the week in which the minor child or adults dies.

An employee is required to inform the Human Resources Department/Pastor, and provide the medical certificate (at their cost) along with a written plan indicating the weeks in which they will be taking the leave, prior to the start of the leave, or, as soon as possible after it begins.

#### *Employment Insurance (EI) Benefits*

Family members who take leave from work to provide care or support to a critically ill child may be eligible to receive Employment Insurance (EI) special benefits for caregivers of critically ill minor children who are family members for up to 35 weeks. There is a similar benefit for family members who take leave from work to care to critically ill adults for up to 15 weeks. For more information about the EI family caregiver benefits, visit [Service Canada's - EI Caregiving Benefits](#) website, or contact Service Canada's Employment Insurance Automated Telephone Information Service at 1-800-206-7218.

The right to take time off work under the critical illness leave provisions of the Employment Standards Act, 2000 is not the same as the right to the payment of EI family caregiver benefit under the Employment Insurance Act. An employee may be entitled to a critical illness leave whether or not they have applied for, or qualified for, the EI benefit.

### **3.14 CRIME-RELATED CHILD DISAPPEARANCE LEAVE**

An employee who has been employed with the Archdiocese of Toronto for at least 6 consecutive months is entitled to up to 104 weeks of leave of absence **without pay** if their child disappears and it is probable considering the circumstances that the child disappeared as the result of a crime. The leave must be taken in a single period (limited exceptions may apply).

For the purpose of this leave, a child includes a child, step-child, foster child, or child who is under the legal guardianship of the employee and under the age of 18. Generally speaking, a "crime" means an offence under the *Criminal Code* of Canada.

If an employee's child is found alive while the employee is on leave, the employee is entitled to stay on leave for an additional 14 days. If an employee's child is found dead, the employee's entitlement to be on leave ends at the end of the week in which the child is found.

If it becomes probable, considering the circumstances, that the disappearance of the child is not the result of a crime; the leave must end on the day on which it no longer seems probable.

An employee is not entitled to this leave if the employee is charged with the crime or if it is probable that the child was party to the crime.

The total amount of crime-related child disappearance leave taken by one or more employees for the same disappearance (or disappearances that are the result of the same event) is 104 weeks. The employees can take the leave at the same time or at different times. The sharing requirement applies whether or not the employees work for the same employer.

An employee is required to inform the Human Resources Department/Pastor, and provide a written plan indicating the weeks in which they will be taking the leave, prior to the start of the leave, or, as soon as possible after it begins. The Archdiocese of Toronto may request an employee to provide reasonable evidence to support the employee's entitlement to the leave.

### **3.15 CHILD DEATH LEAVE**

An employee who has been employed with the Archdiocese of Toronto for at least 6 consecutive months is entitled to up to 104 weeks of leave of absence **without pay** if their child dies. Employees may take their leave only during the 105-week period that begins in the week the child dies. The leave must be taken in a single period.

An employee is not entitled to this leave if the employee is charged with a crime in relation to the death or if it is probable that the child was a party to a crime in relation to their death.

For the purpose of this leave, a child includes a child, step-child, foster child, or child who is under the legal guardianship of the employee and under the age of 18. Generally speaking, a "crime" means an offence under the *Criminal Code* of Canada.

The total amount of child death leave taken by one or more employees for the same death (or deaths that are the result of the same event) is 104 weeks. The employees can take the leave at the same time or at different times. The sharing requirement applies whether or not the employees work for the same employer.

An employee is required to inform the Human Resources Department/Pastor, and provide a written plan indicating the weeks in which they will be taking the leave, prior to the start of the leave, or, as soon as possible after it begins. The Archdiocese of Toronto may request an employee to provide reasonable evidence to support the employee's entitlement to the leave.

### **3.16 DOMESTIC OR SEXUAL VIOLENCE LEAVE**

All employees employed with the Archdiocese of Toronto for at least 13 consecutive weeks are entitled to up to 10 days and up to 15 weeks of leave if an employee or a child of an employee experiences domestic or sexual violence, or the threat of domestic or sexual violence.

Under this leave, employees are entitled to take the first five days as paid days of leave. The balance of the employee's entitlement are unpaid days. The Archdiocese of Toronto will pay the first five days of domestic or sexual violence leave at the amount prescribed by legislation.

For the purpose of this leave, a child includes a child, step-child, foster child, or child who is under the legal guardianship of the employee, and is under 18 years of age. An employee is not entitled to this leave of absence if the employee commits the domestic or sexual violence.

The Archdiocese of Toronto will ensure mechanisms are in place to protect the confidentiality of records given to or produced by the Archdiocese of Toronto that relate to an employee taking domestic or sexual violence leave.

An employee is required to inform the Human Resources Department/Pastor, and provide a written plan indicating the weeks in which they will be taking the leave, prior to the start of the leave, or, as soon as possible after it begins. The Archdiocese of Toronto may request an employee to provide reasonable evidence to support the employee's entitlement to the leave.

### **3.17 ORGAN DONOR LEAVE**

An employee who has been employed with the Archdiocese of Toronto for at least 13 weeks is entitled to leave of absence **without pay** for the purpose of undergoing surgery for organ donation.

Organ donor leave can be taken to undergo surgery to donate all or part of one of the following organs to a person: kidney, liver, lung, pancreas, small bowel.

The organ donor leave must begin on the date of the surgery, although it may begin earlier where a medical practitioner specifies an earlier date in a written certificate. The employee may take leave for up to 13 weeks, although in cases where the medical doctor declares that the employee is not able to resume his or her work, an additional period of time will be granted. The maximum period of the extended leave is 13 weeks.

An employee is required to inform the Human Resources Department/ Pastor with a minimum 2 weeks' notice of their intention to take the leave. A medical certificate must be provided confirming the reasons for and the expected duration of the leave.

### **3.18 EMERGENCY LEAVE: DECLARED EMERGENCIES AND INFECTIOUS DISEASE EMERGENCIES**

An employee is entitled to a leave of absence **without pay** for as long as the employee cannot be performing the duties of his or her position due to one of the following reasons.

#### **Declared Emergency Leave**

Because of an **emergency declared** under the *Emergency Management and Civil Protection Act* and because:

- The employee is the subject of an order under the *Emergency Management and Civil Protection Act* or the *Health Protection and Promotion Act*;
- The employee is needed to provide care or assistance to a defined family member (spouse; a parent, step-parent, or foster parent of the employee or the employee's spouse; a child, step-child, or foster child of the employee or the employee's spouse; a grandparent, step-grandparent, grandchild, or step-grandchild of the employee or of the employee's spouse; the spouse of a child of the employee; the employee's brother or sister; or a relative of the employee who is dependent on the employee for care or assistance); or
- Of such other reasons as may be prescribed.

An employee is entitled to take **declared emergency leave** for as long as they are not performing the duties of their position as determined by the provisions above. The leave will end on the day the emergency is terminated or disallowed.

Declared emergency leave may be extended beyond the initial period of absence due to an order made under the *Emergency Management and Civil Protection Act*.

#### **Infectious Disease Emergency Leave**

Because of one or more of the following reasons related to a **designated infectious disease**:

- The employee is under individual medical investigation, supervision, or treatment (including receiving a vaccination or recovering from any side effects) for the designated infectious disease;
- The employee is acting in accordance with an order under section 22 or 35 of the *Health Protection and Promotion Act*;
- The employee is in quarantine, isolation, or subject to a control measure, including but not limited to self-isolation. These are implemented as a result of information or directions issued to all or some of the public or one or more individuals, by an authority designated by the legislation;
- The employee is directed by the archdiocese not to work in response to a concern that the employee may expose other individuals in the workplace to the designated infectious disease;

- The employee is providing care or support to an individual because of a matter related to the designated infectious disease that concerns that individual, such as school or day care closures, for example;
- The employee is directly affected by travel restrictions and, under the circumstances, cannot reasonably be expected to travel back to Ontario;
- The employee's hours of work are temporarily reduced or eliminated by the employer for reasons related to the designated infectious disease; or
- Such other reasons as may be prescribed.

An employee is entitled to take **infectious disease emergency leave** starting on the prescribed date for as long as they are not performing the duties of their position as determined by the provisions above and while the infectious disease is designated by the regulations.

An employee is required to inform the Human Resources Department/Pastor, prior to the start of the emergency leave, or as soon as possible after it begins. The Archdiocese of Toronto may request an employee to provide reasonable evidence to support the employee's entitlement to the leave. However, an employee who takes infectious disease emergency leave is not required to provide a certificate from a qualified health practitioner as evidence.

### **3.19 RESERVIST LEAVE**

Employees who are military reservists are entitled to a leave of absence **without pay** if they will not be performing the duties of their position because of any of these reasons:

- The employee is deployed to a Canadian Forces operation outside of Canada. This includes participation, whether inside or outside of Canada, in pre-deployment and post-deployment activities that are required by the Canadian Forces in connection with the operation.
- The employee is deployed to a Canadian Forces operation inside Canada that is, or will be, providing assistance in dealing with an emergency or its aftermath, including search and rescue operations, and recovery from national disasters, such as flood relief, military aid following ice storms and aircraft crash recovery.
- The employee is participating in Canadian Forces military skills training.

In order to be eligible for reservist leave, you must have worked for the Archdiocese of Toronto for at least three (3) consecutive months. Generally, reservists must provide their employer with reasonable written notice of the day on which they will begin and end the leave.

The archdiocese may require the employee to provide evidence for their entitlement to the leave in line with the requirements under the Ontario Employment Standards Act, 2000. We may postpone any reinstatement to work after a reservist leave in line with requirements under the Ontario Employment Standards Act, 2000.



Employees on a reservist leave are entitled to be reinstated to the same position if it still exists or to a comparable position if it does not. Length of service credits continue to accumulate during the leave. The archdiocese will not continue any benefit or pension plans during the employee's leave, unless the employee provides post-dated cheques to cover the premium costs/contributions.

### **3.20 JURY DUTY/COURT APPEARANCES**

The Archdiocese of Toronto encourages employees to fulfill their civic duty when called for jury duty. All employees summoned or subpoenaed for jury duty or witness duty will be granted leave, with pay, subject to the exceptions noted in the Jurors Act. Any amounts received for witness fees (excepting travel fees) must be returned to the archdiocese. If the employee is summoned or serving as a witness in a personal matter, time off will be taken as an unpaid leave, or as vacation time. A copy of any summons or subpoena is to be provided to the Human Resources Department/Pastor.

### **3.21 VOTING LEAVE**

The Archdiocese of Toronto is committed to protecting the right of each employee to exercise his or her democratic right to vote on election days and to act in compliance with Federal regulations guaranteeing time off work for these purposes.

Under the Election Act, if an employee is not scheduled to work for three (3) consecutive hours that fall within voting hours, the archdiocese has no obligation to provide them with paid time off from work. If, however, the employee's schedule does not allow for three (3) consecutive hours that fall within voting hours, the employee may request additional time for voting as may be necessary to provide those three (3) consecutive hours.

## 4. BENEFITS PROGRAM AND PENSION

### 4.1 HEALTH BENEFITS

Employees are eligible to join the Archdiocesan Group Insurance Plan, if they have been in continuous full time/modified full time employment (minimum 20 hours per week) for the eligibility period. Qualified employees are eligible for benefits at the 3-month mark of employment, **regardless if the probationary period is extended**. Employees who work in more than one location (department or parish) whose combined regular work hours meet the benefits eligibility requirements are entitled to benefits.

It is imperative that employees register for benefits within 31 days of eligibility, or they may be required to provide evidence of insurability (medical questionnaire) for late enrolment which may lead to a denial of coverage if a pre-existing condition exists.

Dependents must be added within 31 days of the life event (e.g. birth, marriage) or benefits may be late or denied.

Health benefits for employees are summarized in the *Benefits booklet*, which can be found on the employee website and on the Parish Office Handbook website. For enrolment in the program and application form, contact the Human Resources Department/Parish Secretary.

Note that the Archdiocese of Toronto does not have a short term disability program. See [Section 3.4 – Sick Leave/Family Responsibility Leave](#) for details on paid sick days.

Canada Life (benefits)      **Phone: 1-800-957-9777**  
**Website: [www.mycanadalifeatwork.com](http://www.mycanadalifeatwork.com)**

### 4.2 PENSION PLAN (GROUP RETIREMENT SERVICES)

The Pension Plan is for the employees of the Archdiocese of Toronto and participating associated organizations. The Plan is designed to build retirement income during an employee's working years. Employees are eligible to participate in the Archdiocesan Pension Plan as follows:

- A. For employees who work 25 hours or more, per week, eligibility to join the plan occurs on the first day of the month following three months of employment.
- B. For employees who work 20-24 hours per week, eligibility to join the plan is after completion of at least 24 months of continuous service and having worked at least 700 hours in the year or, if their annual earnings were equal to or greater than 35% of the Year's Maximum Pensionable Earnings (YMPE under the Canada Pension Plan). If eligibility requirements

have been met, they may join the Plan on the January 1st or July 1st following attainment of eligibility.

Employees who work in more than one location (department or parish) whose combined regular work hours meet the pension eligibility requirements are entitled to participate in the pension plan; for more information contact the Human Resources Department.

**Enrolment:**

To become a Member of the Plan, an employee will receive a Pension Enrolment Package prior to the eligibility date. If the employee has not received their package 15 days prior to the eligibility date, please contact the Human Resources Department. It is important that the completed form be submitted in time to meet the 15<sup>th</sup> of the month payroll following the eligibility date (or the month-end payroll for parishes on a monthly payroll cycle).

**Contribution Options:**

Once the employee is eligible to join the pension plan, he or she will be required, upon enrolment, to select one of the two contribution options available to all Members.

**The 0/2 Option:**

The employee may select the 0/2 Option in which case the employee makes no contributions to the Plan at all. The archdiocese, however, contributes 2% of the employee's gross earnings to the employee's individual pension account.

**The 4/4 Option:**

The employee may select the 4/4 Option in which case the employee is required to make contributions at the rate of 4% of their gross earnings. The archdiocese also contributes 4% to be deposited into the employee's individual pension account.

**Voluntary Contribution:**

The employee may elect to contribute, unmatched by the archdiocese, an extra 2% or 4% only if they have chosen the **4/4 Option above**. As stated in our pension plan text, voluntary contributions are not permitted if the 0/2 option has been selected by the employee.

**Minimum Employer Contribution:**

Regardless of which contribution option the employee has elected (The "0/2" or the "4/4"), the archdiocese will not contribute less than \$360.00 per year (\$30.00 per month).

Canada Life Group Retirement Services

**Phone: 1-800-724-3402**

**Website: [www.mycanadalifeatwork.com](http://www.mycanadalifeatwork.com)**

### 4.3 LONG TERM DISABILITY (LTD)

Eligibility to participate in the plan occurs on the first day of the month following 3 months of employment. The benefit is 60% of monthly basic earnings with a maximum **taxable** monthly benefit of \$3,000. There is a 17-week, (or 119 days) waiting period from the beginning of the absence due to illness before payment (if approved) may commence. LTD benefits are not indexed and do not increase over time. LTD benefits stop at age 65.

### 4.4 BENEFITS FOR EMPLOYEES ON LTD

#### Health and Dental

The archdiocese will continue to pay the premiums for the Health and Dental Plans for a period of time based on service:

| LENGTH OF SERVICE                           | PREMIUM COVERAGE PERIOD                            |
|---|--|
| Less than 5 years                           | 1 year   |
| Greater than 5 years but less than 10 years | 5 years  |
| Greater than 10 years                       | Full LTD leave/or age 65<br>whichever comes first. |

Following the 1 or 5 year premium coverage period, such employees will be eligible to participate in the Health and Dental Plan if they pay for the total cost of the monthly premiums. Post-dated cheques must be submitted to the Human Resources Department (for Chancery employees)/ Parish (for Parish employees) before the first day of each month of absence. This arrangement will cease on the earliest of the following:

- a) The date preceding the employee's return to work.
- b) The date the employment is terminated.
- c) The date the employee's LTD benefits end.

#### Pension

The archdiocese will contribute to the employee's Pension at the rate of 2% of the employee's base salary as of the date of disability (start date of LTD benefits payment) for a period of time based on service:

| LENGTH OF SERVICE                           | EMPLOYER INSURED<br>DISABILITY PAYMENTS PERIOD     |
|---|--|
| Less than 5 years                           | 1 year   |
| Greater than 5 years but less than 10 years | 5 years  |
| Greater than 10 years                       | Full LTD leave/or age 65<br>whichever comes first. |

#### **4.5 BENEFITS/PENSION FOR EMPLOYEES ON MEDICAL LEAVE WITHOUT PAY**

When an employee has used all of the current and accumulated sick leave credits, the employee will be placed on a leave of absence without pay. The archdiocese will contribute to the employee's pension at the rate of 2% of the employee's base salary as of the date of medical leave without pay and will continue to pay the Life, Health, Dental and LTD benefits premiums:

- For a period equal to 20% of the employee's previous continuous length of service with the archdiocese, to a maximum of one year, provided the employee was participating in the above-mentioned plans. (LTD benefits stop at age 65).

#### **4.6 BENEFITS FOR EMPLOYEES ON APPROVED PERSONAL LEAVE WITHOUT PAY**

##### **Health, Dental, Life, and EFAP**

Benefits will continue to a maximum of 6 months if an employee pays the cost of the premiums during the leave of absence without pay. Post-dated cheques must be submitted to the Human Resources Department (for Chancery employees)/Parish (for Parish employees) before the leave begins. Out of Country coverage is immediately suspended once the unpaid leave of absence begins.

##### **LTD**

LTD coverage may only be extended up to 31 days. For leaves beyond this period, LTD benefits will be suspended for the remaining duration of the leave.

##### **Pension**

No contribution will be made while the employee is on a leave of absence without pay.

#### **4.7 EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP)**

Archdiocesan employees who are eligible for the benefits plan (as well as their dependents) have access to the Employee and Family Assistance Program (EFAP). This program provides, at no cost, employees and their family members with confidential support, advice and counselling over the telephone, in person, online and through a variety of self-guided resources.

Some of the information and services available to you and your family members through this program deal with financial guidance, legal advice, workplace challenges, addictions, nutrition and wellness, relationships and child and elder care.

The EFAP is completely confidential within the limits of the law. No one, including your employer, will ever know that you have used the service unless you choose to tell them.

To contact the EFAP call:    **English Service:**    **1-844-671-3327**  
   **French Service:**    **1-855-360-5485**  
   **TTY Service:**        **1-877-338-0275** (no charge)

Website:        **www.login.lifeworks.com**

App:            **LifeWorks**  
                    username: **ACBO**  
                    password: **ACBO**

#### **4.8    TERMINATION OF BENEFITS**

All benefits are terminated no later than the day the employee ceased to be employed by the archdiocese.

## **5. REWARDS & RECOGNITION PROGRAMS**

### **5.1 EMPLOYEE SERVICE RECOGNITION PROGRAM**

The Archdiocese of Toronto recognizes and appreciates the efforts and accomplishments of our employees, and the support they make towards the success of our organization. The Employee Service Recognition Program honours employees with long term service (10, 20, 25, 30, 40 & 50 years of service) through an annual celebration with Mass, recognition, and a reception. Each employee who is being recognized receives a pin and certificate of recognition appropriate to the number of years of service achieved.

### **5.2 EMPLOYEE DISCOUNTS PROGRAM**

The Archdiocese of Toronto's Employee Discounts Program provides employees with access to a wide variety of products and services at a discount. More information about these employee discounts, participating organizations and how to access the discounts can be found on the employee website under *Employee Discounts*. Note that these discounts are for clergy and employees of the Archdiocese of Toronto only. Please do not distribute or publish these codes.

### **5.3 EMPLOYEE REFERRAL BONUS PROGRAM**

One of the best ways for the Archdiocese of Toronto to find great employees is through our current workforce referring potential candidates. If you know someone who would be a good fit for a job with us please let us know. To refer a potential employee, email Human Resources at [hr@archtoronto.org](mailto:hr@archtoronto.org) and include the name of the individual and the role to which they are applying.

To thank you for sending us referrals, the archdiocese offers a bonus of \$1,000 (less statutory deductions) for each referral that successfully completes 90 days of employment. In the case of temporary replacements being hired for one year or more (e.g. maternity leave or LTD coverage), a bonus of \$250 (less statutory deductions) will be available.

#### Conditions

- Available only for the replacement of positions that are permanent full time or modified full time
- Not applicable for internal transfers
- If more than one employee refers the same candidate, the first employee to refer will get the bonus or multiple employees may choose to share the bonus
- Employees will be paid referral bonuses within 30 days of their referral meeting qualifications
- The individual who makes the referral must be a current employee of the archdiocese to receive the bonus payment

#### **5.4 RETIRING ALLOWANCE**

The Archdiocese of Toronto values the contribution that our employees make to the workplace. For retiring employees with a minimum of 5 years of service who are over 55 years of age and not intending to continue full time employment elsewhere, the Archdiocese of Toronto provides a retiring allowance to the employee.

For full time and modified full time employees, the equivalent to \$100 less deductions, per year of service will be provided. Part time employees will receive \$50 less deductions, per year of service. Those with people management responsibilities will receive \$150 less deductions, per year of service. Payment is issued by the respective department or parish that the employee belongs to at the time of retirement.



## **6. HEALTH AND SAFETY**

### **6.1 PROTOCOL**

It is the intent of the Archdiocese of Toronto that all employees be provided a healthy and safe work environment. It is the responsibility of the Department Head/Pastor to ensure that the appropriate tools are provided for the job and that the health and safety of the employee is not jeopardized. The employee also has a responsibility to inform the Department Head/Pastor of the need for additional equipment or changes in existing equipment to ensure a safe working environment. Speed or economy should never take precedence over the health and safety of the employee. At all times, both the employer and the employees are required to observe and comply with the requirements of the Ontario Occupational Health and Safety Act.

#### **For the Catholic Pastoral Centre**

The Occupational Health and Safety Committee conduct regular inspections of the workplace to ensure the safest possible working conditions. The Health and Safety Policy and items from the Occupational Health and Safety Committee are posted in the lunchroom (4<sup>th</sup> Floor).

#### **For Parishes and Satellite Offices**

All Parishes and Satellite Offices should have a Health and Safety Representative who is committed to improving health and safety conditions in the workplace. The Health and Safety Representative is selected by workers at the workplace who do not exercise managerial functions. Their role includes conducting regular inspections of the workplace, identifying workplace hazards and making recommendations or reporting his or her findings to the Pastor/Supervisor and workers. The Health and Safety Policy and related items (as per the Ontario Occupational Health and Safety Act) should be posted in a location where employees can see them.

***Ref. Health and Safety Policy, [Guide to the Occupational Health and Safety Act](#)***

### **6.2 SAFETY IN THE WORKPLACE**

Any employee who has reason to believe a safety or health hazard exists must report this belief. Normally the hazard should be reported to the employee's Department Head/Supervisor or Pastor. If that is not practical or if the employee is dissatisfied with the response, the employee should then report the concern to the Director of Human Resources.

### **6.3 FREEDOM FROM DISCRIMINATION, HARASSMENT & VIOLENCE**

Everyone has the right to work in an environment free from discrimination, harassment and violence. Every employee also has the responsibility to help create and maintain such an environment.

Employees are expected to:

- Treat all persons with respect regardless of their personal characteristics.
- Be in full compliance with the Ontario Human Rights Code and archdiocesan policies.
- Comply with all health and safety rules in accordance with the Ontario Occupational Health and Safety Act and archdiocesan policies.

Defining Harassment in the Workplace:

- Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.
- Occurs in many formats: verbal, written, through gestures and may be physical.
- Can be direct or indirect.
- Workplace harassment may include bullying, intimidating or offensive jokes, negative remarks or treatment towards a person based on a protected ground such as sex, age, ethnicity, etc., displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls.
- Workplace sexual harassment is any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind, or sexual demands.

Defining Workplace Violence:

- Workplace violence means an individual using physical force against a worker, in a workplace, that causes or could cause physical injury to the worker. This also includes the attempt to exercise force against a worker, in a workplace, that could cause injury to the worker.
- A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.
- Workplace violence may include threatening emails, verbal statements, haranguing, hitting or trying to hit a colleague, throwing an object at a colleague, wielding a weapon or object in an aggressive fashion, sexual violence and fighting.

***Ref. Harassment Prevention Policy, Violence Prevention Policy***

Training is provided upon hire and at reasonable intervals thereafter as part of the Occupational Health and Safety training program.

## **6.4 FIT FOR DUTY AND SUBSTANCE ABUSE**

Employees under the influence of alcohol or drugs on the job can pose a serious health and safety risk to both themselves and their fellow employees. To help ensure a safe and healthy workplace, the Archdiocese of Toronto reserves the right to prohibit these items and substances from being brought onto our work premises.

Employees are expected to be fit for duty when they arrive at work and throughout the workday. “Fit for Duty” means that an employee is in a state (physically and psychologically) to perform his or her job duties safely and effectively without impairment due to the use of or after-effects of alcohol, illegal drugs, legal medications or other health conditions.

Any employee who comes to work under the influence of alcohol or drugs is assumed to be unfit for work. The employee will be sent home until such time as he or she is able to resume the duties of the job responsibly. A written notice will be given to the employee, informing him or her that a recurrence could lead to disciplinary actions, which may include dismissal. A copy of the notice will be placed in the employee’s file.

Alcohol or substance abuse can result in a person experiencing serious problems as an employee and as an individual. Any employee who feels he or she may have a problem with alcohol or substance abuse may approach the Department Head/Pastor or the Human Resources Department for information and support in seeking treatment, or contact the Employee and Family Assistance Program for support and counselling.

### ***Ref. Fit for Duty Policy***

## **6.5 SMOKE-FREE WORKPLACE**

In keeping with the intent of the Archdiocese of Toronto to provide a safe and healthy work environment, the Archdiocese of Toronto has adopted a smoke-free workplace policy in accordance with the [\*Smoke-Free Ontario Act, 2017\*](#).

Smoking is prohibited throughout all archdiocesan buildings and any other designated archdiocesan facilities or offices. This includes smoking or holding lighted tobacco or cannabis, an electronic cigarette or vapour product, or consuming a prescribed substance.

All necessary signs will be posted in the workplace to comply with the *Smoke-Free Ontario Act, 2017* and to ensure employees and guests are aware that smoking is prohibited.

This policy applies equally to all employees and visitors.

## 6.6 FIRST AID

Each archdiocesan location (Catholic Pastoral Centre, Satellite Offices and Parishes) should be equipped with a First Aid Kit containing the following:

- A current edition of a standard St. John Ambulance First Aid Manual
- Safety Pins
- Adhesive dressings, individually wrapped
- Gauze bandage rolls, varying sizes
- Sterile gauze pads, 3 inches square
- Sterile pressure dressings, individually wrapped
- Triangular bandages
- Splints
- Splint padding
- Non-latex gloves in varying sizes
- CPR mask

For details concerning the number of each item (it varies according to size of the workforce), refer to the [WSIB Regulation 1101 – First Aid Requirements booklet](#) or go to [www.wsib.ca](http://www.wsib.ca).

In case of a serious accident or a critical injury while at work, the Accident and Critical Injury Report form must be completed and submitted to Human Resources/Pastor as soon as possible. **Ref. *Accident and Critical Injury Report***

### **For the Catholic Pastoral Centre**

There are several First Aid Stations with First Aid Kits throughout the building. Employees should make themselves familiar with these locations:

- 1<sup>st</sup> Floor - Facilities Department
- 2<sup>nd</sup> Floor - Kitchenette
- 3<sup>rd</sup> Floor - Clergy Personnel Department
- 4<sup>th</sup> Floor - Wellness Room & Lunch Room
- 5<sup>th</sup> Floor - Hallway outside of Kitchenette
- 6<sup>th</sup> Floor - Accounting and Finance Department

Defibrillators are located on the 1<sup>st</sup> Floor in the Facilities Department and on the 4<sup>th</sup> floor in the Lunch Room.

### **For Parishes and Satellite Offices**

Employees should be made aware of the location of the First Aid Stations/Kits at your location.

## **6.7 SCENT REDUCTION**

Although scented products are often enjoyed, their overuse can be detrimental to the health and workplace enjoyment of many people. Some potential symptoms that can occur from scented products include headaches, dizziness, light-headedness, nausea, fatigue, weakness, shortness of breath, skin irritations, etc.

The Archdiocese of Toronto is not a scent-free environment; however, we do ask that all our offices and employees avoid the use of strong perfumes and heavily scented products. We ask for everyone's cooperation in our efforts to accommodate employee health concerns, and minimize unnecessary workplace discomfort.

## **6.8 EMERGENCY RESPONSE**

Emergencies, disasters, accidents and injuries can occur at any time and without warning. Being prepared is an organizational responsibility. Emergency procedures have been established for employees of the archdiocese to follow so that the effects of those emergencies can be minimized.

All employees are to have access to a copy of the Emergency Response Plan booklet. This booklet provides a quick reference for responding to emergencies and disasters. A copy of the booklet can be found on the employee website and on the Parish Office Handbook website.

### ***Ref. Emergency Response Plan***

## **6.9 SEVERE WEATHER CONDITIONS**

Employees are expected to make reasonable efforts to report to work during inclement weather conditions. The Archdiocese of Toronto emphasizes safety as a priority and employees should not travel when unsafe travel conditions exist.

- a) If an employee cannot report to work due to weather conditions the following applies:
  1. He or she must notify the Department Head/Supervisor/Pastor as soon as practicable.
  2. If he or she is unable to report to work because of inclement weather and the office is not officially closed, the employee will use vacation time or lieu time, take an unpaid day of personal leave, or if possible work from home with the consent of the Department Head/Supervisor/Pastor.
  
- b) If the office is officially closed, the following applies:
  1. The employees will receive a paid leave at the Archdiocese of Toronto's discretion.

## **6.10 DISCONNECTING FROM WORK**

An employee's time outside working hours is meant for employees to recharge and spend time as they wish and should not be used to complete work-related tasks; however, there may be a lack of separation between home and work that makes it difficult for employees to truly disconnect. Because work is more accessible, employees may end up continuing to work even after their workday is done.

Employees who do not fully disconnect from their work at the end of the day may experience stress and other mental health issues. Employee health and well-being are priorities while working and away from work. The Archdiocese of Toronto is committed to increasing overall employee health and wellness and providing employees with a better work–life balance.

Under Bill 27 – Working for Workers Act, 2021, the right to disconnect consists of three key principles:

1. The right to not regularly work outside normal working hours.
2. The right to not be penalized for not checking and replying to work-related communications outside normal working hours.
3. Respecting other's right to disconnect. This means not regularly calling or e-mailing colleagues outside normal work hours.

The archdiocese understands that employees may want or need to work outside of their normal hours to meet a time-sensitive deadline, to attend to an urgent matter, or due to unforeseen circumstances; however, employees should not regularly or frequently be expected to work outside of their scheduled hours to complete or catch up on work.

This policy aims to support employee wellness, minimize excessive sources of stress, and ensure that employees have the right to disconnect from their work outside their regularly scheduled hours.

### ***Ref. Disconnecting from Work Policy***

## 7. JOB PERFORMANCE & EVALUATION

### 7.1 JOB DESCRIPTIONS

Every employee should have access to a current and accurate job description. A Job Description summarizes each job's purpose and provides the duties, responsibilities, and qualifications of the job. It is not possible for job descriptions to cover every task or responsibility assigned and they are not intended to limit the right of the Department Head/Pastor to assign additional duties as needed or to modify or change duties.

Job Descriptions are updated when appropriate. To maintain accuracy, job descriptions should also be reviewed at least annually when employee performance is formally discussed. Employees are encouraged to review their job descriptions and suggest any changes that would more accurately describe their work. The Department Head/Supervisor/Pastor reserves the right, after appropriate consultation with the respective parties, to transfer duties from one position to another, as well as to transfer employees to other similar positions.

### 7.2 PERFORMANCE DEVELOPMENT PROCESS - PDP

The Archdiocese of Toronto is committed to creating and maintaining a work environment that is mutually supportive and conducive to growth. To fulfill that responsibility, the archdiocese provides opportunities for employee performance development, mutual goal setting and discussion pertaining to duties and responsibilities.

The employee and their Department Head/Supervisor/Pastor work together to reach a joint understanding and agreement to plan, monitor, and review the employee's performance throughout the year.

The Performance Development Process (PDP) is a collaborative process with the overall objective of Personal Development, Performance Development and Team Development. The main components of the PDP are:

1. **Planning** (prior to the start of a new year) activities include:
  - complete the Performance Planning Worksheet,
  - review the job description to ensure that it is still accurate,
  - discuss accomplishments since last performance discussion and any areas requiring improvement,
  - discuss any work-related challenges and how these may be addressed,
  - establish 2-3 performance goals for the year (use the Setting a SMART Goal guidance),
  - discuss career goals and any training and development planning.

2. **Execution** (throughout the year) activities include: maintaining focus, monitoring performance, conducting regular performance feedback, and coaching. Regular 15-minute meetings between the employee and their Department Head/ Supervisor/Pastor to discuss work progress, should be completed at minimum, on a quarterly basis.

***Ref. Performance Planning Worksheet, PDP Setting SMART Goals***

**7.3 PERFORMANCE IMPROVEMENT PROCESS**

Through the job descriptions and the PDP process, employees will be informed by their Department Head/Supervisor/Pastor of what is expected of them in the performance of their jobs and how their performance and level of contribution is viewed. When the performance or conduct does not meet expected standards, the Department Head/Supervisor/Pastor can address the issue(s) in a timely, consistent, and equitable manner inspired by the PDP.

The process normally will include the identification of the issue(s), a plan of action including the definition of the desired outcome, timelines and support needed to achieve the desired outcomes.

**7.4 CAREER DEVELOPMENT & EDUCATIONAL ASSISTANCE**

We encourage employees to continually upgrade their skills and knowledge. Courses or programs that are directly related to the employee’s current role may be eligible for reimbursement at the 100% level upon successful completion of the course. Courses that are indirectly related to the employee’s current role may be eligible for reimbursement at the 50% level. Approval will be based on budget availability and relevance to the position and must be granted by the Department Head/Pastor. In addition, for Chancery employees, approval from the Director of Human Resources and the Controller is required.

Conditions

- . If an employee voluntarily leaves his/her role (for reasons other than LTD or an authorized leave) within 18 months of receiving payment, the funds must be repaid to the archdiocese using the following sliding scale:

|  |                   |
|--|-------------------|
| Less than 12 months                            | repayment of 100% |
| Greater than 12 months but less than 18 months | repayment of 50%  |

An employee is required to complete an *Educational Assistance Pre-Approval Form* prior to enrolling in a course/program. The completed form along with the detailed course outlined is provided to their Department Head/Pastor for approval.



For **Chancery employees**, once the Department Head has signed the form, it must be sent along with the detailed course outline to the Human Resources Department for approval followed by approval from the Controller. Human Resources will notify the employee of the final approval.

When the employee has completed the course, they must provide Human Resources (for Chancery employees) or their Pastor (for Parish employees) with proof of successful completion of the course (passing grade) and a receipt showing they paid for the course in full. Reimbursement will then follow.

***Ref. Educational Assistance Pre-Approval Form***

## 8. EMPLOYEE RELATIONS

### 8.1 ABUSE/INAPPROPRIATE CONDUCT REPORTING PROTOCOL

In the case of the discovery of abuse by or against an employee, volunteer, or other person, the person who has uncovered this information has the responsibility to report it in the following manner:

#### WHEN VICTIM IS A MINOR UNDER 18 YEARS OF AGE:

##### Step 1:

Contact the local Children's Aid Society (CAS) (or Catholic CAS) [www.oacas.org](http://www.oacas.org) to report an allegation of abuse. This means that if a person suspects abuse, they must report this to the Children's Aid Society personally. They are not to pass the information to anyone else with the expectation that they will report it.

##### Step 2:

If the abuse was alleged to have been committed by a member of clergy, contact the Archbishop's Delegate as outlined in our Safe Environment Policy (see below link).

If the abuse was alleged to have been committed by a layperson follow the below instructions:

*Chancery Employees:* Contact the Director of Human Resources to update them on the situation. They will in turn notify the individual that he or she is to immediately withdraw from his or her position until further notice.

*Parish Employees:* Contact the Pastor to update them on the situation. The Pastor will advise the individual that he or she is to immediately withdraw from his or her position until further notice. The Pastor will then notify the Director of Human Resources at the Catholic Pastoral Centre.

#### WHEN VICTIM IS 18 YEARS OF AGE AND OLDER:

Contact the Director of Human Resources/Pastor to update them on the situation. They will review the situation and provide appropriate direction.

##### Documentation of Suspected Abuse/Inappropriate Conduct:

Document all statements, conversations and observations, include Dates, Times, Names of Persons Involved, Locations, and a clear and complete Summary of Incident, Situation or Warning Signs. Keep these documents strictly confidential and only pass them on to the Director of Human Resources or the Archbishop's Delegate as requested.

**[Ref. Child, Youth and Family Services Act, 2017, Safe Environment Information of the Archdiocese of Toronto \(Safe Environment Policy\)](#)**

## **8.2 WORK RELATED COMPLAINT RESOLUTION PROCEDURES**

The Archdiocese of Toronto is committed to open and ongoing communication between employees and their employer. It is anticipated that most issues will be resolved directly within the department/parish. Employees should feel free to discuss any concerns they may have with their Department Head/Supervisor/Pastor. Human Resources is also available for consultation.

The purpose of these procedures is to provide employees with a uniform process for the prompt and equitable resolution of a complaint related to the conditions of their employment.

The complaint resolution process is not intended to be adversarial in nature. The objective of this process is to resolve disputes in a cooperative manner. Employees are assured freedom from restraint, interference, coercion, discrimination, or reprisal in their pursuit of a resolution through the complaint resolution process. Retaliation, of any kind, is absolutely prohibited.

If an employee believes that any employment condition or the application of any policy is unjust or inequitable, and has been unable to resolve the issue through discussion with his or her Department Head/Supervisor/Pastor, the following steps can be taken:

**Step 1:** The employee will set forth his or her complaint in writing, stating the nature of the complaint, all relevant details, and the desired remedy. The written complaint must be submitted to the Department Head/Supervisor/Pastor within ten (10) working days after discussing the complaint with the Department Head/Supervisor/Pastor. The Department Head/Supervisor/Pastor will investigate the complaint and reply in writing within ten (10) working days after receipt of a written complaint.

**Step 2:** If the complaint is not resolved in Step 1, the employee may, within ten (10) working days of receipt of the written response of the Department Head/Supervisor/ Pastor, present his or her written complaint to the Director of Human Resources. The Director of Human Resources will initiate an investigation of the complaint and reply in writing within ten (10) working days after receipt of the written complaint, with appropriate recommendations.

**Step 3:** Following Step 2, if the complaint is not resolved or the recommendations received from the Director of Human Resources are deemed to be not acceptable or are not being implemented, the employee may within ten (10) working days of receipt of the Director of Human Resources' recommendations, refer the matter to the Chancellor of Temporal Affairs for review and resolution. The Chancellor will respond within ten (10) working days with a decision. This decision will be considered final.

### 8.3 PERFORMANCE MANAGEMENT

It is the policy of the Archdiocese of Toronto to be patient, fair, and tolerant, and to encourage employees to exercise self-discipline at all times in their conduct and performance. However, repeated, wilful, or a serious breach of policies, standard operating practices, or work ethics are not acceptable and shall be dealt with in accordance with the stated provisions.

Depending on the severity of the concern and the number of past occurrences, remedial action may call for any and/or all of the below five corrective steps:

1. Informal counselling
2. Verbal warning
3. Written warning
4. Suspension with or without pay
5. Termination of employment

Except for termination of employment **with or without cause**, any of the corrective steps may be repeated more than once if necessary. In certain circumstances, Steps 1 through 4 may be bypassed if immediate termination is warranted (e.g. company theft, violent behaviour, gross misconduct, etc.).

### 8.4 TERMINATION FOR JUST CAUSE

Occasionally it is necessary to dismiss an employee for unsatisfactory work performance, excessive lateness or attendance issues, violation of archdiocesan policies, or other inappropriate behaviour. Dismissal for performance or conduct reasons is usually a last resort, occurring only after the employee has participated in a performance improvement process and he or she has failed to meet acceptable performance standards, in most cases these terminations are classified as without cause. In certain circumstances, dismissal for just cause may occur as a result of an incident and without warning or use of the performance improvement process.

Examples for termination of employment for just cause include, but are not limited to, one or more of the following:

- Serious misconduct contrary or detrimental to the religious or professional character/reputation of the Archdiocese of Toronto.
- Theft or misappropriation of property or funds belonging to the Archdiocese of Toronto, or to employees.
- Insubordination.
- Other inappropriate behaviour of significant nature or degree.

Employees dismissed for just cause do not typically receive any notice, pay in lieu of notice, or severance pay.

## **8.5 TERMINATION WITHOUT CAUSE**

The archdiocese may terminate employment without cause. In such cases, the employee will be provided with the separation provisions outlined in their employment agreement or;

- a) Notice in writing pursuant to the provisions of the Ontario Employment Standards Act, 2000 in effect at the time (with severance payment if applicable); or
- b) Payment in lieu of notice pursuant to the Ontario Employment Standards Act, 2000 in effect at the time (with severance payment if applicable)

## **8.6 EMPLOYER PROPERTY UPON TERMINATION**

Upon termination of employment for any reason, all items of any kind created or used pursuant to the employee's service or furnished by the Archdiocese of Toronto, including but not limited to computers, reports, files, manuals, literature, confidential information, or other materials, shall remain and be considered the exclusive property of the Archdiocese of Toronto at all times, and shall be surrendered to the Department Head/Pastor, in good condition, promptly.

## **9. TECHNOLOGY**

### **9.1 COMPUTER USE, INTERNET, AND EMAIL**

This policy is intended to identify the User Requirements and Acceptable Use of email and Internet facilities, define Archdiocesan Rights, address Enforcement and Violations provisions, and set forth the Employee Internet Access Disclosure Statement for employees who are granted access privileges. All employees are required to review and acknowledge compliance by signing the appropriate documents at the time of hiring.

***Ref. Computer Use, Internet & Email Policy, and Agreement***

### **9.2 SOCIAL MEDIA**

Use of social media is a growing means of communication which takes a number of forms including, but not limited to, blogs (archdiocesan, as well as personal), online encyclopaedias (e.g. Wikipedia), social networking websites (e.g., LinkedIn, Facebook), microblogging websites (e.g. Twitter), and video and photo sharing websites (e.g. YouTube, Pinterest, Tumblr and Instagram). This policy provides information for employees using social media.

***Ref. Social Media Policy***

### **9.3 TELEPHONE/CELL PHONE USAGE AND LONG-DISTANCE CODES**

The Archdiocese of Toronto provides telephone and long-distance access for the purpose of facilitating client communications. As such, please observe the following restrictions as they relate to personal use of the phone system;

- Personal phone calls should occur during break periods or in cases of emergency.
- Keep your long-distance code (if applicable) confidential. It is for your use only. If you need to make a personal long-distance call using the telephone system, please get permission from your Department Head/Pastor to do so and a chargeback may be applied.
- Personal cell phone usage and texting should be limited to breaks and not interfere with work duties.
- When conducting archdiocesan business, employees are required to abide by the Highway Traffic Act. This includes not making or receiving any calls on a cell phone while operating a motor vehicle unless hands-free devices are used.

#### **9.4 COMPANY-PAID CORPORATE MOBILITY PLAN**

This policy addresses corporate mobility plans and cell phones used for work purposes, where the monthly plan charges are paid for by the Chancery or employee's parish (i.e. company paid).

***Ref. Company-Paid Corporate Mobility Plan Policy***

#### **9.5 RECORDING DEVICES IN THE WORKPLACE**

The Archdiocese of Toronto respects the rights of employees to engage in candid and private conversations with co-workers, supervisors, managers and other business relations without concerns about whether what they say is being recorded. In addition, unauthorized recording of work conversations compromises the confidentiality of protected and sensitive information about the archdiocese's work, including the confidential data entrusted to us. Accordingly, it is a violation of archdiocesan policy for employees to record work-related conversations, whether overtly or covertly, with a tape recorder, cell phone or other recording or electronic device without prior written approval of the other party(ies).

Employees are reminded that the archdiocese reserves the right to use recording devices, as well as surveillance cameras and equipment in the workplace for purposes of providing a safe, secure and healthy environment for employees, vendors and visitors in accordance with and subject to the limitations set forth in the archdiocese's **Best Practices for the Use of Video Surveillance in the Archdiocese of Toronto**. Thus, while this policy is intended to prevent unauthorized recordings in the workplace, employees should have no reasonable expectations of privacy in work areas where surveillance may be carried out.

***Ref. Best Practices for the Use of Video and Surveillance in the Archdiocese of Toronto***





## **APPENDICES**

## EXPANDED POLICIES

All of the expanded policies can be found on the Archdiocese of Toronto's employee website at: <http://employee.archtoronto.org>, as well as on the Parish Office Handbook website at: <https://parishhandbook.archtoronto.org>.

Accessibility for Ontarians with Disabilities Act (AODA) Policy & Procedure  
Computer Use, Internet & Email Policy and Agreement  
Company-Paid Corporate Mobility Plan Policy  
Disconnecting from Work Policy  
Expense Reimbursement Policy  
Fit for Duty Policy  
Health and Safety Policy  
Harassment Prevention Policy  
Remote Work Policy  
Safe Environment Policy  
Social Media Policy  
Violence Prevention Policy

## **EMPLOYEE FORMS/PROCESS**

All of the Human Resources forms can be found on the Archdiocese of Toronto's employee website at: <http://employee.archtoronto.org>, as well as on the Parish Office Handbook website at: <https://parishhandbook.archtoronto.org>.

Accident and Critical Injury Report  
Additional Work Hours-Lieu Time Form  
Automobile Expenses Form - Parish  
Educational Assistance Pre-Approval Form  
Expense Report - Parish  
Online Absence Request System - Chancery  
Performance Planning Worksheet (PDP)  
PDP Setting Smart Goals  
Request for an Individual Accommodation Plan (by an Employee)  
SAP Concur Application (for Expense Reimbursement) - Chancery  
Vacation or Other Absence Report - Parish

## HUMAN RESOURCES CONTACT INFORMATION

Our Human Resources team is committed to providing customized human resource services and support to our employees. Below is our Human Resources team contact information.

We welcome your calls and inquiries.

**General Contact:** 416-934-3400  
[hr@archtoronto.org](mailto:hr@archtoronto.org)

**Stephanie Nargoz** - Director, Human Resources, x.613  
*Areas of focus: Employee Relations; Program Oversight; Compensation; Salary Administration; Chancery Recruitment*

**Rebecca DeAgazio** - HR Generalist, x.618  
*Areas of focus: Benefits Program and Pension; Health and Safety; WSIB; Offer Letters, Employment Confirmation Letters; Primary Employee Relations back up*

**Jaclynn Romeiro-Rodrigues** – HR Advisor, x.630  
*Areas of focus: Policies and Procedures; Accessibility; Employee Service Awards; Learning and Development Administration; Wellness Initiatives*

**Kelly Arizo** - HR & Volunteer Screening Coordinator, x.622  
*Areas of focus: General HR and Volunteer Screening Inquiries; Job Postings; Job Descriptions; Criminal Records Checks; Employee Discounts*

**Pamela Tsang** – Advisor, Volunteer Relations & Screening, x.517  
*Areas of focus: Volunteer Screening Policies and Procedures; Volunteer Screening Training; Volunteer Recognition and Relations*



Archdiocese  
of Toronto

**ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF  
THE 2023 POLICIES & PROCEDURES MANUAL  
FOR ARCHDIOCESAN EMPLOYEES**

This will acknowledge that I have received a copy of the Policies & Procedures Manual for Archdiocesan Employees (May 2023).

I have read the stated Policies and Procedures and understand that I am responsible for following these Policies and Procedures and that I should refer any questions to the Human Resources Department.

I also understand that the Archdiocese of Toronto reserves the right to amend, change, modify, and/or delete any of these policies at any time.

Name: \_\_\_\_\_

Department/Parish Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The original signed form will be placed in the Employee's file.*

Chancery Employees: Return signed form in hard copy to Human Resources

Parish Employees: Return signed form in hard copy to Pastor

