



Components of Employee Handbook

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LETTER FROM THE PASTOR/PARISH DIRECTOR

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- Code of ethical standards & mandatory reporting requirements
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- Alcohol & drug-free workplace
- Smoke-free workplace
- Workplace violence prevention

GROUP BENEFIT PLANS

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- Life insurance
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- Tax sheltered annuity - 403(b)
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- Church unemployment pay program

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 - Maternity/paternity leave requests
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DISCLAIMER & ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK