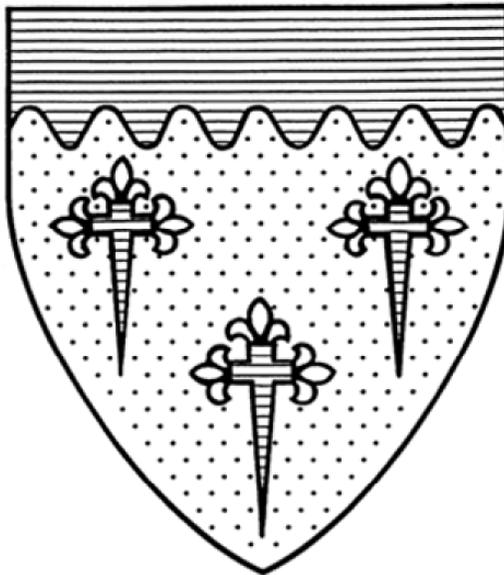


PERSONNEL POLICIES FOR PARISH VOLUNTEERS

Name of Parish



DIOCESE OF SUPERIOR
October 1, 2012

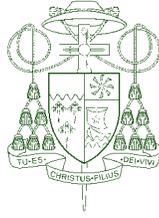
EXPLANATION OF LOGO

The logo on the preceding page represents the coat of arms of the Diocese of Superior. When looking at a black and white illustration of a coat of arms, the lines and dots are universal symbols for the colors to be used. With a knowledge of these symbols one can tell what colors are to be used to paint a coat of arms. Yellow and blue highlighter markers are excellent for coloring the diocesan logo. Horizontal lines symbolize blue; vertical lines denote red; dots are for gold; white means silver; and diagonal lines (left to right) specify green as the color.

The See of Superior uses the gold and blue of the French arms to commemorate the first Catholic missionaries who came from France to explore the region now known as the Diocese of Superior. The Latin crosses, terminating in fleur-de-lis, accentuate the symbolism of the French colors and betoken the missionaries who brought faith to the Indians in the territory of the See. The crosses are known as "fitchy" because the ends are pointed like stakes to facilitate driving them into the ground. The number of crosses is Trinitarian to represent the Blessed Trinity.

The crosses further commemorate the edict of King Charles V in 1376, when he reduced the number of fleur-de-lis in the French coat-of-arms to three in honor of the Three Divine Persons. The blue waters of Lake Superior are indicated across the top of the shield by the wavy blue lines of the "chief" or upper partition.

This coat of arms is "wedded" with the personal coat-of-arms of each Bishop of the Diocese.



DIOCESE OF SUPERIOR
OFFICE OF THE BISHOP

October 1, 2012

My Dear Brothers and Sisters in Christ,

Prompted by the American Bishops' 1986 pastoral on the economy for our country, the Diocese of Superior has had standardized parish and diocesan personnel policies in place since July 1, 1989. Because of our lived experience with these policies and the fact that state and federal laws governing human resources have brought about many changes, these policies were revised on March 1, 1993 and again on October 1, 1999.

Once again, so that we may keep current with these many changes, I am pleased to promulgate another updated revision of these policies. This new revision abrogates all former editions of the Parish Personnel Policies.

While the civil law governing personnel matters has become significantly more complex, I am confident that you will find these revised policies a useful tool in carrying out your day-to-day responsibilities in our parishes and schools. A major addition to the employee manual is a more detailed explanation of Family and Medical Leave (FMLA). We have also included new policies regarding the use of electronic media and non-retaliation relating to "whistleblowers." Another significant change with regard to the Morals and Ethics Policy – rather than naming individual parish personnel, the local Dean is now the contact person for dealing with harassment reporting procedures.

It should be noted that the parish personnel policies for contracted and non-contracted employees have been combined into one policy manual while maintaining separate manuals for priests and volunteers. Also, a revised supervisor's guide has been prepared to assist the parishes in the implementation of these new policies. I am most grateful to the many members of the diocesan curia whose thorough and diligent work has brought this project to completion. I am also grateful to several parish staff members who assisted in a careful review of the final draft.

It is my fervent prayer that these revised policies will enhance our respect for one another and foster a just and charitable relationship among all of us as we work to carry on the mission of Christ in the Diocese of Superior and beyond.

With gratitude and continued prayers for you and the many ways you minister to the people of God in northern Wisconsin,

I remain sincerely yours in Christ,


Most Rev. Peter F. Christensen
Bishop of Superior

1201 HUGHITT AVENUE, P.O. BOX 969, SUPERIOR, WISCONSIN 54880
715-394-0205 FAX 715-395-3149

PERSONNEL POLICIES FOR PARISH VOLUNTEERS

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A. GENERAL

This handbook of policies describes the personnel policies for volunteers followed by this parish. They rescind all previous parish personnel policies.

Every effort will be made to keep this handbook updated. If any questions arise, please see your direct supervisor.

1. These policies apply to all volunteers who serve the parish on an ongoing or more than incidental basis and who work with children, the very elderly, or those who are mentally or physically infirm. All such volunteers must receive a copy of these policies.

The parish will maintain volunteer files that include the following:

- a. Signed Morals and Ethics Assurance Statement (Appendix A)
 - b. Signed Acknowledgement of Receipt (Appendix B)
 - c. Signed "Code of Conduct" (Appendix C)
2. The term "PASTOR" used throughout this document includes Pastors, Temporary Administrators, Pastoral Administrators, Parish Directors and Parish Life Coordinators.
 3. All volunteers within the Church, whether at the parish, school or diocesan levels, are to support and exemplify in conduct both Catholic doctrine and morality. Volunteers shall be consistent, in expression and example, with the teaching and practices of the Catholic faith and shall not teach, advocate, encourage or counsel beliefs or practices contrary to the Catholic faith.
 4. Changes to these policies require the approval of the diocesan Bishop. Only he may waive or alter any of the provisions of these policies. Any such waiver must be in writing and signed by the Bishop.
 5. No other agreement contrary to these policies, whether written or oral, expressed or implied, is valid.
 6. Nothing in this handbook is to be construed as creating an employment relationship. All volunteers are "volunteers" as the term is commonly used and not employees of the Diocese or its parishes.

B. WHISTLEBLOWER AND NON-RETALIATION

The parish is committed to operate in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its employees or volunteers. If a volunteer has a reasonable belief that anyone has engaged in any such action, the volunteer is expected to immediately report such information to the Pastor. If the volunteer does not feel comfortable reporting the information to the Pastor, he or she is expected to report the information to the diocesan Director of Administrative Services.

All reports will be followed up promptly and an investigation conducted. In conducting its investigation, the investigator will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

The parish will not retaliate against a volunteer if that volunteer: (a) reports to a supervisor, to the Pastor, to the Diocese, or to a federal, state or local agency what the volunteer believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding; or (c) exercises his or her rights under any state or federal laws or regulations to pursue a claim or take legal action to protect the volunteer's rights.

C. ADMINISTRATIVE MATTERS

1. Telephones

Use of parish or school telephones for personal business is discouraged. These telephone lines need to be clear for necessary business. Personal long distance calls must be paid by the volunteer.

2. Publicity

All information released to newspapers, radio or television must be approved by the supervisor.

3. Purchasing of Supplies and Services

All purchases of supplies and services must be authorized by the supervisor. Procedures at the local level must be followed when making purchases. The Pastor's permission is required for expenditures up to \$5000. The approval of the Bishop is needed for expenditures over \$5000.

4. Keys

Keys are not to be duplicated without permission of the supervisor. Volunteers are responsible for all keys issued to them and they must immediately inform the supervisor if such keys are lost. Upon termination of volunteer work and prior to leaving, volunteers must return all keys to the supervisor.

5. Use of Parish or School Equipment

Use of parish or school equipment for personal needs is generally discouraged. However, if such equipment is used off-site and is lost or damaged, the volunteer is to reimburse the parish or school.

D. ELECTRONIC MEDIA

1. All electronic systems, including but not limited to computer equipment, software, operating systems, media storage, network accounts providing electronic email, internet browsing, telephones and File Transfer Protocol (FTP), are the property of the parish. These systems are to be used for business and instructional purposes in serving the interests of the parish or school, and of its constituents in the course of normal operations.
2. Volunteers do not have a personal privacy right to any matters received, created in, sent over, or stored in the parish's telephone systems, communication systems, and/or computer systems. All parish communications systems and both incoming and outgoing information are subject to monitoring. None of these systems are considered to be confidential, nor should they be used to meet a volunteer's own personal needs. If a volunteer receives a message that is not addressed to him/her, he/she is not authorized to read or use information contained in that message.
3. All volunteer passwords must be given to a supervisor so access can be obtained in the absence of the volunteer.
4. Under no circumstances is a volunteer of the parish or school authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing parish or school-owned resources.
5. All volunteers are expected to communicate with courtesy and restraint to both internal and external recipients. Volunteers are to exercise professionalism in all communications including those in electronic and/or voice format.
6. The parish reserves the right to monitor, access and read any and all information contained in its telephone systems, communication systems and/or computer systems. Volunteers will be in violation of the discrimination and/or harassment policy if volunteers send, receive, or access discriminatory, harassing or otherwise inappropriate messages via any of the systems.
7. The following activities are strictly prohibited:
 - a. Violations of the rights of any person or company protected by copyright, trade secret, patent, or other intellectual property, or similar laws or regulations, including, but not limited to, the installation of "pirated" or other software products that are not appropriately licensed for use by the parish.
 - b. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

- c. Use of any photographic feature on a cell phone to take pictures of minors without receiving written permission to do so.
 - d. Possession or distribution of any type of pornographic material.
8. Volunteers shall not engage in any social networking or blogging that may harm or tarnish the image, reputation and/or goodwill of the parish.

E. ACCIDENTS

If a volunteer is injured while serving the parish or school, the injury shall be reported immediately to the volunteer's supervisor.

The supervisor will immediately complete an "Incident Investigation Report for Injuries" and mail it to:

Claims/Risk Manager (CRM)
Diocese of Superior
PO Box 969
Superior, WI 54880

If you have any questions, please call the Claims/Risk Manager at: **715-394-0222**.

F. MORALS AND ETHICS POLICY

This policy pertains to five areas of concern: Fair employment, child abuse, sexual misconduct, harassment, and drug or alcohol presence in schools. This policy also addresses three sets of procedures to be followed; namely, special procedures relating to allegations of child abuse and sexual misconduct, harassment reporting procedures, and grievance procedures. Unfair employment practices, child abuse, sexual misconduct, harassment, and drug or alcohol abuse are clearly contrary to Christian principles of morality. It is, however, the purpose of this policy to assure compliance with the Bishops' *Charter for the Protection of Children and Young People* and applicable provisions of civil law.

1. PRAENOTANDA

- I. DEFINITIONS: For the purposes of this policy only:
 - A. "CHILD" means a person who has not yet attained the age of 18 years.
 - B. "CHILD ABUSE"
 1. Child abuse is currently defined by Wisconsin State Law as including:
 - a. Physical injury inflicted on a child by other than accidental means. Physical injury includes but is not limited to lacerations, fractured bones, burns, internal injuries, severe or frequent bruising or great bodily harm.
 - b. Sexual intercourse or sexual contact involving children.
 - c. Sexual exploitation of a child.
 - d. Permitting, allowing or encouraging a child to engage in prostitution.
 - e. Emotional damage, which means harm to a child's psychological or intellectual functioning which is exhibited by severe anxiety, depression, withdrawal or outward aggressive behavior, or a combination of those behaviors, which is caused by the child's parent, guardian, legal custodian or other person exercising temporary or permanent control over the child and for which the child's parent, guardian or legal custodian has failed to obtain the treatment necessary to remedy the harm. Emotional damage may be demonstrated by a substantial and

observable change in behavior, emotional response or cognition that is not within the normal range for the child's age and stage of development.

- f. Forcing children to view sexually explicit material.
 - g. Neglect, which means failure, refusal or inability on the part of a parent, guardian, legal custodian or other person exercising temporary or permanent control over a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the child.
2. The United States Conference of Catholic Bishops' *Charter and Norms* refers to child abuse as sexual abuse of minors.
- a. Sexual abuse shall include any offense by a cleric against the Sixth Commandment of the Decalogue with a minor as understood in CIC, canon 1395 §2, and CCEO, canon 1453 §1 (*Sacramentorum sanctitatis tutela, article 6 §1*).
 - b. If there is any doubt whether a specific act qualifies as such, the writings of recognized moral theologians should be consulted and the opinions of recognized experts should be appropriately obtained (*Canonical Delicts, p. 6*).
 - c. Ultimately, it is the responsibility of the diocesan Bishop with the advice of a qualified Review Board to determine the gravity of the alleged act.
- C. "CLERGY" or "CLERIC" means all priests and deacons who are officially assigned to a position or office by the diocesan Bishop.
- D. "COORDINATOR OF ASSISTANCE" This person coordinates assistance for the immediate pastoral care of persons who claim to have been sexually abused when they were minors by priests, deacons or other church personnel.
- E. "DIOCESAN BISHOP" means the Bishop of the Diocese of Superior.
- F. "DIOCESE" or "DIOCESAN" includes the Diocese of Superior as a corporate entity, all its parishes, and all entities of which the diocesan Bishop is the corporate president, including the Catholic Charities Bureau, Inc., along with all of its subsidiary corporations.
- G. "EMPLOYEES" are paid personnel who assist in the work of the parish or Diocese on an ongoing or more than incidental basis.

- H. "HARASSMENT" means persistent and unwelcome conduct, either verbal or non-verbal, between or among personnel in the workplace based on race, color, creed, ancestry, national origin, age, disability, sex, arrest or conviction record, marital status, sexual orientation or membership in the military reserve.

Harassment applies to all employees and many non-employees as well: agents, consultants, guests, parishioners, students, suppliers and vendors at the workplace or at a social function.

- I. "INCARDINATED" means the canonical attachment of a cleric to the jurisdiction and support of the diocesan Bishop.
- J. "MINOR" means a person who has not yet attained the age of 18 years.
- K. "PASTOR" includes Pastors, Temporary Administrators, Pastoral Administrators, Parish Directors, Parish Life Coordinators, or any person appointed by the Bishop to oversee a parish or church institution.
- L. "PERSONNEL" includes all priests, deacons, seminarians, religious, lay employees, and volunteers (such as TEC volunteers, catechists, school aides, sacristans, etc.) who assist in the work of the parish or Diocese on an ongoing or more than incidental basis.
- M. "REVIEW BOARD" consists of at least five persons of outstanding integrity and good judgment in full communion with the Church. The majority of the Review Board members will be lay persons who are not in the employ of the Diocese; but at least one member should be a priest who is an experienced and respected Pastor of the Diocese, and at least one member should have particular expertise in the treatment of the sexual abuse of minors. The diocesan Director of Administrative Services, Diocesan Attorney and Judicial Vicar serve as staff support to the Review Board. Norms governing the Review Board are included under 3. PROCEDURES I.D.
- N. "SEXUAL CONTACT" means any intentional touching of intimate parts for the purpose of sexually degrading or sexually humiliating any person or sexually arousing or gratifying the perpetrator, or any other such action.
- O. "SEXUAL MISCONDUCT" means any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature by personnel, while engaged in the work of the Diocese of Superior or its associated parishes, perpetrated against other adults served by the church.
- P. "SUBSTANTIATED ACCUSATIONS" are those which civil authorities or the Review Board members have determined to be supported by sufficient

evidence, or have been admitted to, or are not contested by the perpetrator.

- Q. "VOLUNTEERS" are non-paid personnel who assist in the work of the parish or Diocese on an ongoing or more than incidental basis and who work with children, the very elderly or those who are mentally or physically infirm.

II. EDUCATION

- A. Adults are responsible for their sexual growth and maturity. Although education alone cannot shape mature attitudes and behavior, nor can it change inappropriate behavior, the Diocese will from time to time provide educational opportunities concerning morals and ethics issues.
- B. All personnel are encouraged to participate in any scheduled diocesan presentations on morals and ethics issues; however, the following personnel must make every reasonable effort to attend these programs when they are offered:
1. All priests and deacons working in the Diocese.
 2. Parish Directors, Parish Life Coordinators, Pastoral Administrators and Pastoral Associates.
 3. Youth Ministers working in the Diocese.
 4. All school Principals and Directors/Coordinators of Religious Education.
 5. All administrators of institutions under the aegis of the Catholic Charities Bureau of the Diocese.

III. REFERENCE AND BACKGROUND CHECKS

- A. All references given by applicants should be contacted before an applicant is hired.
- B. At the beginning of their initial service to a parish or the Diocese all clergy, employees and volunteers are to complete and sign the "Morals and Ethics Assurance Statement."
- C. 1. Those employees and volunteers whose work with the church places them in contact with minors are required to comply with the background check and safe environment training as required by the Bishops' *Charter for the Protection of Children and Young People* as defined by the Diocese of Superior.

2. The Diocese of Superior maintains that working with young people is a privilege rather than a right. Any employee or volunteer who is unwilling or unable to fulfill the screening and training requirements mandated by the *Charter* is not permitted to serve in any capacity that involves contact with minors.

2. POLICIES

I. FAIR EMPLOYMENT POLICY

- A. Because the Diocese of Superior is an equal opportunity employer, it is the policy of the Diocese of Superior and its associated parishes to base employment on the qualifications and competence of the applicant. There shall be no discrimination in employment on any basis prohibited by law such as race, color, sex, national origin, citizenship or disability.
- B. Preference may be given to an applicant who is a Catholic if, in the judgment of the Pastor or the diocesan Director of Administrative Services, the position is clearly related to Catholic religious teachings and beliefs.
- C. Religious restrictions may be applicable in hiring of certain positions such as teachers, administrators, etc. Where religious preferences are applicable, some or all of the personnel for these positions may be required to be practicing Catholics, i.e., having admission to full sacramental life in the Church.
- D. Grievance procedures (cf. 3. Procedures, III) are provided for employees who have grievances with their supervisors.

Volunteers are not employees and do not receive the same benefits or procedural protections as employees.

II. CHILD ABUSE POLICY

- A. Child abuse by personnel of the Diocese or its associated parishes, while performing the work of the Diocese or parish, is outside the scope of the duties and employment of all personnel and will not be tolerated.
- B. The Diocese expects those personnel mandated by Wisconsin statute 48.981 to report suspected cases of child abuse to fully comply with the state requirements (cf. 3. Procedures, I, A. 1.). Any person who reports in good faith is immune from either civil or criminal liability.
 1. Whoever willfully violates Section 48.981 Statutes of the Wisconsin Children's Code by failure to report as required may be fined or imprisoned.

2. The primary purpose of the statute is the protection of children. Accordingly, when any mandated reporter has reasonable cause to believe in good faith that child abuse has occurred or will occur, and is made aware of this not through the child but through the abuser, the professional may make a report to the authorities. Although reporting in this instance is permissive, rather than mandatory, the statute's immunity provisions apply.

C. Possession of child pornography by any employee is grounds for immediate termination. In addition, the employee's supervisor must report this abuse to appropriate authorities.

III. SEXUAL MISCONDUCT POLICY

Sexual misconduct by personnel while performing the work of the Diocese or parish is outside the scope of the duties and employment of all personnel of the Diocese and will not be tolerated.

Any adults served by personnel of the Diocese or its associated parishes who believe they have been victimized through sexual misconduct shall report the incident to the Pastor or the diocesan Director of Administrative Services (715-394-0203). The Pastor upon receiving this report shall immediately make a verbal report of the incident to the Director of Administrative Services.

Possession of any type of pornography by any employee will be considered grounds for termination.

IV. HARASSMENT POLICY

It is the policy of the Diocese of Superior and its associated parishes to provide a working environment free of harassment. Allegations of such harassment shall be promptly and thoroughly investigated and, if warranted, appropriate corrective action, including discipline, shall be taken.

If the complainant alleges that the harassment included sexual contact, the complaint will be treated as an allegation of sexual misconduct. Such an allegation shall be immediately reported to the Pastor or the diocesan Director of Administrative Services.

V. DRUG AND ALCOHOL POLICY FOR SCHOOLS

All parish schools shall provide a school environment free from the non-medical use of alcohol, drugs, and mood-altering substances. Accordingly, the following activities and conduct shall be strictly prohibited:

A. The illegal manufacture, distribution, dispensing, possession or use of controlled substances or drug paraphernalia (as defined by state law) by

personnel on parish school premises or while engaged in parish school-sponsored events.

- B. The possession, use or distribution of alcoholic beverages by personnel on school premises during normal school hours.
- C. The presence of personnel on school premises during the school day if, in the judgment of the Principal or the Principal's delegate, the individual is under the influence of alcohol, drugs or mood-altering substances.
- D. The use of all tobacco products on school premises.

All personnel are expected to abide by the provisions of this policy. Those who violate this policy shall be subject to disciplinary action up to and including termination of employment. In addition, they may be referred for prosecution in accordance with provisions of local, state, and federal law.

3. PROCEDURES

I. SPECIAL PROCEDURES RELATING TO ALLEGATIONS OF CHILD ABUSE OR SEXUAL MISCONDUCT

Pastoral responsibility and care for all parties concerned demands clear, practical procedures within the church community itself. When any allegation of child abuse or sexual misconduct is made against any personnel of the Diocese, the following procedures shall be taken:

A. INITIAL PROCEDURES

- 1. In regard to child abuse, Wisconsin State law (S48.981) includes any clergy, member of religious order/congregation, school administrator, teacher, counselor, nurse, child care worker, or related professionals among those listed as mandated reporters.

In the Diocese of Superior, all catechists and volunteers who work with minors within the programs offered by the parishes or Diocese are mandated-to-report child abuse.

Any mandated reporter, or catechist or volunteer mandated-to-report, who has reasonable cause (that set of facts which would cause a reasonable prudent person to conclude that abuse will occur or has occurred) to suspect child abuse or who has reason to believe that a child has been threatened with abuse and that the abuse will occur, is obligated to report the case as soon as possible but within 24 hours, by telephone or personal visit to the local County Child Welfare Agency, the office of the County Sheriff or the City Police Department.

The Principal or Catechetical Leader (Director of Religious Education or Coordinator of Religious Education) and Pastor are to be informed of the incident and the report made to authorities following the reporting procedures outlined in the diocesan Safe Environment Resource Binder. After making the report to the authorities, the reporting individual is to immediately complete the "Confidential Communication Report for Mandated Reporters and Those Mandated-to-Report" found in the Safe Environment Resource Binder. The Pastor upon learning about any such report shall immediately notify the diocesan Director of Administrative Services or his/her designate. If the Pastor is the subject of the report, the report should be made to the local Dean who will then immediately notify the diocesan Director of Administrative Services.

2. Upon receiving notification of allegations regarding child abuse or sexual misconduct the diocesan Director of Administrative Services, or his/her designate, shall immediately assure that this incident has been properly reported to the civil authorities, notify the diocesan Bishop, the Diocesan Attorney (as determined by the Bishop or diocesan Director of Administrative Services), the Claims/Risk Manager, the Coordinator of Assistance and the members of the Review Board as determined by the Review Board procedures, and, when appropriate, religious communities.
3. Each incident reported to the parish or Diocese shall be immediately investigated in a manner that does not interfere with any criminal investigation and with a high level of Christian care, concern, and confidentiality for the alleged victim, the family of the alleged victim, the person reporting the incident, the accused, the family of the accused and the community served. Any investigation of an allegation against priests or deacons shall be made in accord with canon law without prejudice to Wisconsin State Law S48.981. Care is to be taken to avoid defamation of the character of all parties involved during the investigation of the allegation.
4. The diocesan Director of Administrative Services must be notified of any media contact or inquiries regarding an incident of child abuse or sexual misconduct by personnel of the parish or Diocese.

B. ALLEGATIONS OF CHILD ABUSE BY CLERGY

1. When an allegation of sexual abuse of a minor by a priest or deacon is received, it must be reported immediately to civil authorities (S48.981).

Thereafter, a preliminary investigation in accordance with canon law will be initiated and conducted promptly and objectively (CIC, canon 1717; CCEO, canon 1468).

- a. During the investigation, the accused enjoys the presumption of innocence, and all appropriate steps shall be taken to protect his reputation. The accused will be encouraged to retain the assistance of civil and canonical counsel and will be promptly notified of the results of the investigation.
 - b. When there is sufficient evidence that sexual abuse of a minor has occurred, the Congregation for the Doctrine of the Faith shall be notified. The Bishop shall then apply the precautionary measures mentioned in CIC canon 1722, or CCEO, canon 1473 and withdraw the accused from exercising the sacred ministry or any ecclesiastical office or function, impose or prohibit residence in a given place or territory, and prohibit public participation in the Most Holy Eucharist pending the outcome of the process.
 - c. The alleged offender may be requested to seek and may be urged voluntarily to comply with an appropriate medical and psychological evaluation at a facility mutually acceptable to the Diocese and the accused.
 - d. When even a single act of sexual abuse of a minor by a priest or deacon is admitted or is established after an appropriate process in accordance with canon law, the offending priest or deacon will be removed permanently from ecclesiastical ministry, not excluding dismissal from the clerical state if the case so warrants (*Sacramentorum sanctitatis tutela, article 6*, CIC, canon 1395 §2; CCEO, canon 1453 §1).
 - e. If the penalty of dismissal from the clerical state has not been applied (e.g., for reasons of advanced age or infirmity), the offender ought to lead a life of prayer and penance. He will not be permitted to celebrate Mass publicly or to administer the sacraments. He is to be instructed not to wear clerical garb or to present himself publicly as a priest.
2. The Bishop shall convene the Review Board and refer the incident to them for their review.
 3. The accused shall be temporarily suspended from employment with or without pay or benefits as determined by the person's supervisor. The suspension shall be issued in a written and dated memorandum and shall continue until further investigation is completed. Ordinarily, the accused individual shall, for the

protection of all concerned, avoid parish or institutional property until the full investigation has been completed.

4. If the accused is incardinated for the Diocese of Superior but on leave to work in another Diocese, the diocesan Bishop shall immediately inform the Bishop of the other Diocese in writing.
5. If the accused is a member of a religious order/congregation working in the Diocese of Superior, the diocesan Bishop shall immediately inform that individual's religious superior in writing.
6. If the accused is incardinated in a Diocese other than the Diocese of Superior but working in the Diocese of Superior, the diocesan Bishop shall immediately inform that individual's diocesan Bishop in writing.
7. If a Pastor is removed, the Bishop and/or his delegate will meet with the leadership of the parish to explain the reason for removal of the Pastor and to discuss interim operations of the parish.

C. FOLLOW-UP PROCEDURES FOR SUBSTANTIATED ACCUSATIONS

1. At all times, the Bishop has the executive power of governance, within the parameters of the universal law of the Church, through an administrative act, to remove an offending cleric from office, to remove or restrict his faculties, and to limit his exercise of priestly ministry.
2. Sexual abuse of a minor by a cleric is a crime in the universal law of the Church (CIC, canon 1395 §2; CCEO, canon 1453 §1) and is a crime in all civil jurisdictions in the United States.
3. The Bishop shall exercise his power of governance to ensure that any priest or deacon who admits to, does not contest, or is found to have committed even one act of sexual abuse of a minor shall not continue in active ministry.
4. No priest or deacon who has committed an act of sexual abuse of a minor may be transferred for a ministerial assignment in another Diocese. Every Bishop who receives a priest or deacon from outside his jurisdiction will obtain the necessary information regarding any past act of sexual abuse of a minor by the priest or deacon in question.
5. a. Before such a diocesan priest or deacon can be transferred for residence to another Diocese, the Bishop shall forward, in a confidential manner, to the Bishop of the proposed

place of residence, any and all information concerning any act of sexual abuse of a minor and any other information indicating that he has been or may be a danger to children or young people.

- b. In the case of the assignment for residence of such a clerical member of an institute or a society into a local community within a Diocese, the major superior shall inform the diocesan Bishop and share with him in a manner respecting the limitations of confidentiality found in canon and civil law all information concerning any act of sexual abuse of a minor and any other information indicating that he has been or may be a danger to children or young people so that the Bishop can make an informed judgment that suitable safeguards are in place for the protection of children or young people. This will be done with due recognition of the legitimate authority of the Bishop; of the provisions of CIC, canon 678, (CCEO, canons 415 §1 and 554 §2), and of CIC, canon 679; and of the autonomy of the religious life (CIC, canon 586).
- 6. Any non-clergy personnel who admits to, does not contest, or is found to have committed even one act of sexual abuse of a minor shall be removed from employment and any position of responsibility within the Diocese. Upon termination paid personnel shall receive any accrued salary and payment for unused vacation time.
- 7. Any personnel, whether clergy or non-clergy, who admits to, does not contest, or is found to have committed an incident of sexual misconduct, shall be subject to disciplinary action up to and including termination of employment.
- 8. The diocesan Director of Administrative Services shall keep appropriate records of each substantiated accusation. Such records shall be marked confidential and be kept at the chancery under lock, with access limited to only the diocesan Bishop, diocesan Director of Administrative Services, Claims/Risk Manager, and Diocesan Attorney (as determined by the Bishop or diocesan Director of Administrative Services) unless otherwise required by law.

D. NORMS GOVERNING THE DIOCESE OF SUPERIOR REVIEW BOARD

- 1. **Composition and Appointment:** The Diocese of Superior Review Board, established by the Bishop, will be composed of at least five

(5) persons of outstanding integrity and good judgment in full communion with the Church. In addition, the diocesan Director of Administrative Services, the Judicial Vicar, the Promoter of Justice and an attorney shall serve as staff support to the board.

2. **Qualifications:** The majority of the Review Board members will be lay persons who are not in the employ of the Diocese; but at least one member should be a priest who is an experienced and respected Pastor of the Diocese, and at least one member should have particular expertise in the treatment of the sexual abuse of minors.
3. **Term:** The members will be appointed for a term of five (5) years which can be renewed.
4. **Functions:** The functions of the Review Board may include:
 - a. Advising the diocesan Bishop in his assessment of allegations of sexual abuse of minors and in his determination of suitability for ministry.
 - b. Reviewing diocesan policies for dealing with sexual abuse of minors.
 - c. Offering advice on all aspects of these cases, whether retrospectively or prospectively.
5. **Confidentiality.** All matters submitted to and proceedings of the Diocese of Superior Review Board are confidential. Therefore, all of its communications, proceedings and records may not be disclosed or made public.
6. **Providing Assistance:** If an allegation is found by the Review Board to be a substantiated accusation, regardless of the findings of the civil authorities, then the Bishop or his delegate shall contact the victim (and family, if appropriate) immediately so as to offer whatever help may be needed. When appropriate, economic, medical, psychological or spiritual assistance shall be offered to the victim and the accused in a spirit of Christian justice and charity.

E. FALSE ALLEGATIONS AND UNSUBSTANTIATED ACCUSATIONS

1. Both civil law and canon law (cc.1390-91) provide penalties for the crime of falsehood in which individuals become victims of false denunciation and calumny.

2. In the event an accusation of child abuse or sexual misconduct is determined to be unsubstantiated either by the Review Board or by a court of law, the accused shall be returned to all rights and privileges. Furthermore, every step possible will be taken to restore the good name of the person falsely accused.

II. HARASSMENT REPORTING PROCEDURES

The Diocese of Superior has a procedure for reporting harassment which is found below. Or, the complainant may contact the Wisconsin Department of Workforce Development, Equal Rights Division, 201 East Washington Avenue, PO Box 8928, Madison, WI 53708, Phone: 608-266-6860.

- A. The complainant is encouraged to first make it known to the respondent that the unacceptable behavior is unwelcome.
- B. If the complainant is unwilling or unable to communicate with the respondent, or the behavior continues, the incident may be verbally reported to the Dean for the area in which the parish or institution is located. At this time an attempt will be made by the Dean to resolve the issue informally. If the Dean is the respondent, the diocesan Vicar for Clergy shall carry out the responsibilities of the Dean in these procedures.
- C. If the issue is not informally resolved within ten (10) working days:
 1. A formal, written complaint may be filed by the complainant with the Dean. The written complaint shall contain a brief statement of the problem and a possible remedy.
 2. The Dean will present the respondent with a copy of the written complaint within ten (10) working days of first receipt of the written complaint.
 3. The respondent will submit to the Dean a written response within ten (10) working days of receiving the complaint.
 4. The Dean will review the complaint and the response, if any, and may choose to hear testimony from the complainant, respondent and witnesses if additional information is required.
 5. The Dean will report findings and make recommendations for action to the respondent's immediate supervisor and to the Pastor within thirty (30) working days of first receiving the written complaint. If the respondent is the Pastor, the Dean should forward these findings and recommendations to the diocesan Director of Administrative Services at the Chancery who will bring this process to completion.

6. The immediate supervisor and/or Pastor will notify the complainant, the respondent and the Dean of the action taken.
7. The respondent or complainant may appeal the actions taken by the immediate supervisor and/or the Pastor by filing such an appeal to the Pastor within ten (10) working days of notification of these actions.
8. The appeal will be processed in accordance with the grievance procedures of the parish as detailed in the "Grievance Procedures" (cf. Grievances Procedures, III).

III. GRIEVANCE PROCEDURES

The established grievance procedure contained herein shall represent the first formal action to be taken by an employee in the event of a grievance.

- A. A grievance is defined to be a controversy existing between any employee and their supervisor concerning the following:
 1. Interpretation or application of the contents of the personnel policies;
 2. Interpretations of job descriptions;
 3. Wages, hours, and other terms of employment;
 4. Ethical concerns.
- B. It is expected that the complainant and that person's supervisor will try to resolve a grievance through informal discussion before implementing the formal grievance procedure. Before initiating the formal procedure, the complainant must put the grievance in writing and present it to the above-referenced supervisor. The formal grievance procedure is as follows:
 1. In the event the dispute is not resolved through informal means, the complainant and the supervisor shall meet with the Pastor to discuss the written grievance. If the grievance is with the Pastor, the complainant should contact the local Dean. The local Dean will then bring this to completion. An attempt will be made to reach a mutually satisfactory adjustment within ten (10) working days, if not on the day of the meeting. The supervisor shall provide the complainant, in writing, a summary of that meeting and the agreed upon grievance adjustment within (10) working days.

2. In the event the grievance cannot be resolved through intervention, one or both of the aggrieved parties may refer the grievance to the diocesan Bishop. The Bishop or his delegate will respond to the grievance in writing to both parties within ten (10) working days.

Policy Adopted: 03/14/88

Revised: 01/01/93

Second Revision: 09/03/03

Third Revision: 08/01/06

Fourth Revision: 08/01/12

APPENDIXES

APPENDIX A

MORALS AND ETHICS ASSURANCE STATEMENT

(PARISH NAME)

The use or employment of a person in a situation when one is charged or comes into contact with vulnerable individuals, specifically children and the elderly, is a serious responsibility. To assure the proper discharge of said responsibility, the undersigned hereby certifies as follows:

a) I certify that I have not been convicted as an adult, disciplined, or discharged from employment for committing or attempting to commit crimes in the areas of:

- | | |
|-------------------------------------|-----------------------------------|
| -juvenile prostituting or pimping | -obscenity |
| -child pornography | -sexual assault |
| -child exploitation | -illegal distribution, possession |
| -physical abuse, assault or battery | or use of controlled substances |
| | or drug paraphernalia. |

b) I understand that if I provide false information on this form or if I fail to report any conviction as described above within 48 hours of the conviction to the appropriate supervisor, my volunteer service will be terminated.

If you are unable to certify any of the above, check here and explain the circumstances on an attached sheet.

Employee Name: _____

Signed: _____

Date: _____

This completed and signed statement is to be filed in the parish or school personnel files.

October 2012

APPENDIX B

ACKNOWLEDGMENT OF RECEIPT

Name of Parish City

I _____ have:

_____ received a copy

_____ reviewed an online version

of the Personnel Policies for Parish Volunteers dated _____
and acknowledge my obligation as a parish volunteer to read it and become familiar with its provisions. I further acknowledge that it has been explained to me that these policies may be subject to additions, amendments, changes or revocations without notice and do not confer any form of employment or benefit guarantee to me. Further it is my understanding that as a volunteer of this parish the relationship between us is terminable at the will of either party.

Volunteer Name (please print) (Date)

Volunteer Signature

Note: This completed and signed receipt is to be filed in the parish or school personnel files.

October 2012

1. Preamble

The church is a community of the baptized bound together by faith, hope and love. By virtue of baptism, all share responsibility for the mission of the church, to be a sign and instrument of the communion of humankind with God and with one another. We, as pastoral ministers, employees and volunteers, are called in a distinct way to advance this mission in cooperation with the Pope and Bishops by faithfully and competently fulfilling the responsibilities that come to us from ordination, official appointment, certification, or employment. Our rule of life is the inseparable twofold commandment of Jesus: love God and love your neighbor as you love yourself. We are committed to living by this law of love as professional ministers, employees and volunteers accountable for our ministry, whatever the setting.

2. Theological Framework

We believe that God, who is the source and goal of our lives, is our ultimate center of value and the true object of our loyalty. Whatever we do is, in effect, a response to God and so ought to be governed by what we can know about God and what God values. The moral responsibilities of pastoral ministers, church employees and volunteers are not only to themselves or to other persons. They are ultimately responsibilities to God.

3. Scope

This Code of Conduct applies to all employees and volunteers who work with minors within the various apostolates of the Diocese of Superior, including but not limited to diocesan, parish, religious education and school operations.

4. Responsibility

The public and private conduct of employees and volunteers can inspire and motivate people, but it can also scandalize and undermine the people's faith. Employees and volunteers, especially those who work with minors, must at all times be aware of the responsibilities that accompany their work. They must also know that God's goodness and grace supports them in their ministry.

Responsibility for adherence to this Code of Conduct rests with the individual. Employees and volunteers who disregard this Code of Conduct will be subject to remedial action by the parish, school and/or diocesan bishop. Corrective action may take various forms - from a verbal reprimand to removal from the ministry - depending on the specific nature and circumstances of the offense and the extent of the harm.

Each employee or volunteer providing services to children and youth on an ongoing basis must read and sign the attached Code of Conduct **before providing services**. [See #5]

5. Code of Conduct

Our children are the most important gifts God has entrusted to us. As an employee or volunteer, I promise to strictly follow the Diocesan Morals and Ethics Policy as a condition of my providing services to the children and youth of our parish and/or the Diocese of Superior.

As an employee or volunteer who works with children and/or youth, I will:

- Report suspected abuse to the pastor, administrator, or appropriate supervisor and local county department of social services or sheriff. Employees who by state law are mandated reporters must report suspected abuse to civil authorities. If they fail to do so, they would commit a misdemeanor. Nevertheless, the Diocesan Morals and Ethics Policy requires that any employee or volunteer report suspected abuse to civil authorities, although not required to do so by state law.
- Cooperate fully in any investigation of abuse of children and/or youth.

As an employee or volunteer who works with children and/or youth, I will not:

- Strike, spank, shake, or slap children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Verbally abuse children and/or youth.

I certify that I have not been convicted as an adult, disciplined, or discharged from employment for committing or attempting to commit crimes in the areas of:

- | | |
|---------------------------------------|-------------------------------------------------------------------------------------------|
| • juvenile prostituting or pimping; | • obscenity; |
| • child pornography; | • sexual assault; |
| • child exploitation; | • illegal distribution, possession or use of controlled substances or drug paraphernalia. |
| • physical abuse, assault or battery; | |
| • verbal abuse; | |

I understand that if I provide false information on this form or if I fail to report any conviction as described above within 48 hours of the conviction to the appropriate supervisor, my employment and/or volunteer service will be terminated.

I understand that any action inconsistent with the Diocesan Morals and Ethics Policy or failure to take action mandated by that policy may result in my removal as an employee or volunteer who works with children and/or youth.

Signature

Date

Print Full Name

August 2010

Diocese of Superior

Code of Conduct
For Adults Who Work with Minors on a Regular, Ongoing Basis
Page 3

Please print in ink.

Full Legal Name _____ Date of Birth _____

Other Name(s) Used _____

Physical Address _____

Mailing Address _____ City _____ State _____ Zip _____

Phone number _____ Social Security Number _____

<i>Previous addresses:</i> Please list all other addresses for the past seven (7) years. List most recent first. If no other addresses in the past seven years, write "None" in the first column. If more than two, list on back of form.				
Street	City	State	Zip	County

Please check the primary church ministry for which you are being background checked:

<input type="checkbox"/> Clergy	<input type="checkbox"/> Catholic School Teacher	<input type="checkbox"/> TEC Volunteer
<input type="checkbox"/> Catechetical Leader	<input type="checkbox"/> Youth Minister	<input type="checkbox"/> Participant in Youth Event
<input type="checkbox"/> Catechist	<input type="checkbox"/> Catholic School Volunteer	<input type="checkbox"/> Other - Specify:

Are you paid for your work in this position? (Circle.) Yes No

I understand that as a person working with children and/or youth for the Catholic Church in the Diocese of Superior I am subject to a thorough criminal background check.

Signature _____ Date _____

Parish Requesting Background Check

Parish name _____ City _____ Phone _____

Contact person _____ Fax _____

<p>When completed and signed, Pages 1 and 2 are to be maintained by the parish requesting the background check; Page 3 is to be mailed to the Diocese of Superior Safe Environment Coordinator PO Box 969, Superior, WI 54880 or faxed to 715 392-1042.</p> <p align="center"><i>Page 3 should be received by the diocese at least two weeks before the individual listed above begins service to children and youth.</i></p>

For diocesan use only: Date received _____ Parish number _____

