

October 20, 2005

Please Note:

This changes made to this draft were done per the suggestion of Ann Thompson from the CSJ communications office (and after attorneys have reviewed and made the necessary legal changes). This draft should be accurate as of today.

The following sections experienced slight changes from last version: St Joseph Worker agreement (page 5 and 6), Ministry Site Agreement (page 9), Drug and Alcohol Abuse Policy (page 15), Disciplinary Guidelines (page 16), Confidentiality Policy (page 17), Public Statements (page 23 and 24), Separation (page 25), Housing and Security Precautions (page 27), Transportation (page 28 and 29), and Injury Reporting (page 31).



Sisters of St. Joseph of Carondelet,  
St. Paul Province  
St. Joseph Workers  
Policy and Procedure Handbook

---

# Table of Contents

## **Contractual Agreements**

St. Joseph Worker Agreement	4,5,6,7
Ministry Site/Work Placement Agreement	8,9,10
Ministry Supervisor's Role	11
Ministry Site/ Work Placement Application	12,13

## **Standards of Behavior**

Drug and Alcohol Abuse	15
Disciplinary Guidelines	16
Confidentiality	17,18
Non-Discrimination	19
Sexual Misconduct	20,21,22
Public Statements	23,24
Separation	25

## **Living and Working**

Housing and Security Precautions	27
Transportation	28,29
Grievance Procedure	30
Injury Reporting	31
Handbook Agreement	32



*Contractual  
Agreements*



**Sisters of St. Joseph of Carondelet, St. Paul Province**  
**St. Joseph Worker Program**  
**ST. JOSEPH WORKER AGREEMENT**

Participants in the St. Joseph Worker Program will hereafter be referred to as Workers.

- 1) The Sisters of St. Joseph of Carondelet, St. Paul Province (the Province), operates the St. Joseph Worker Program (SJWP) by sponsoring Workers for service in the Province Ministries and other affiliated work placements.
- 2) The Worker agrees to provide volunteer services to her assigned ministry, \_\_\_\_\_, for the period \_\_\_\_\_ to \_\_\_\_\_. (For Workers with more than one Ministry placement: please fill out a separate agreement for each Ministry placement).
- 3) The Worker has met with the Director of SJWP and appropriate parties at her assigned ministry, and has received a written job description for her work assignment as defined in the Ministry Site Agreement.
- 4) The Worker will make a good faith effort to fulfill the terms of service of her agreement for the period specified.
- 5) The Worker agrees to participate in the community life of the SJWP. This includes participation in the orientation, retreats, monthly SJWP development/training components of the program, a monthly meeting with a vowed member of the Province who is assigned to be the Worker's mentor, and a weekly meeting with the SJPW community.
- 6) The Worker agrees that her conduct will always reflect an understanding of and sensitivity to the context of the local culture, the goals and guidelines of the ministry with which she works, and the goals and philosophy of the SJWP.
- 7) The Worker agrees that if a situation arises that would affect her commitment to work and/or the SJWP community, the volunteer will notify and discuss the situation with the SJWP Director.
- 8) The Worker agrees to a regular communication and ongoing evaluation with the SJWP Director regarding the program, her ministry placement, and her involvement in the life of the community.
- 9) Through the SJWP, The Worker has the opportunity to take up to one class per semester for credit at the College of St. Catherine. The Worker

agrees that if she wishes to attend one of these classes (or any other class(es) for personal development by her own arrangement) the class(es) will not come in conflict with the SJWP community or her work responsibilities. The Worker agrees to discuss the proposed class(es) with the SJWP community members and the SJWP Director before these classes are set to begin.

- 10) The Worker acknowledges and agrees that the SJWP and the Province do not provide insurance of any kind for personal property, and she will not hold the SJWP or the Province responsible, in any way, for the loss or damage of personal property. The Worker is strongly encouraged to limit the amount of personal property brought to her residence during the period of service. The Worker is also encouraged to acquire insurance as she deems necessary for personal items of value. (see insurance handbook for specific information).
- 11) The solicitation of money or goods on behalf of SJWP or province charities must be cleared through the appropriate divisional staff and through the SJWP Director.
- 12) The Worker will live in accordance with the policies and procedures included in the St. Joseph Worker Program Policy and Procedure Manual, as well as those related to the Worker's specific ministry placement.
- 13) The SJWP will provide the Worker with:
  - i. A monthly stipend which will be paid on the first of each month, and is taxable income subject to Federal and State tax withholding. The gross amount will be such that excluding federal and state taxes the net amount after FICA taxes will be \$100.00.
  - ii. Room and board at a location to be determined by the SJWP. The Worker may be requested to move during the course of their time of service. The value of the room and board are taxable income subject to Federal and State taxes.
  - iii. To the extent it is available, health insurance to eligible individuals will be provided through the National Association of Service and Conservation Corp (NASCC) beginning on the first day of the start of service in the SJWP and continuing through the end of the month of the last day of service. Terms and coverage will be determined according to the governing "Plan Document" of NASCC. SJWP will reimburse the volunteer for up to \$1,000.00 during the period of service for out of pocket expenses such as deductibles and co-payments incurred during the period of service and during the time NASCC coverage was provided to the volunteer. Should this coverage no longer be available, SJWP will

make reasonable attempts to find alternate coverage, but does not guarantee it will be able to do so.

- iv. The reasonable cost of transportation to and from the place of ministry and the place where the room and board is provided where such transportation is related to providing services. Please see “Transportation” policy for specific information.

- 14) The Worker agrees to the following financial responsibilities:
  - i. Provide her own transportation to and from Minneapolis at the beginning and end of the program.
  - ii. Cover transportation costs for any personal travel over the course of the volunteer year.
- 15) “The SJWP’s membership in the Catholic Network of Volunteer Services (CNVS) may enable the Worker to receive the Americorps Education Award through CNVS. While SJWP will use its best reasonable efforts to maintain its membership in CNVS, SJWP is not responsible for offering the Americorps Education Award, and the SJWP will have no financial or other obligation to the volunteer related to the Americorps Education Award.” The Worker should review the “Americorps” policy in the St. Joseph Workers Policy and Procedure Manual for specific information on Americorps eligibility.
- 16) The Province does not have legal indemnification obligations to the worker (or, the Province does not have the obligation to compensate for damages or losses incurred by the Worker). State and federal law may provide volunteers certain protections and limitations to liability.
- 17) The materials in the St. Joseph Worker Program Policy and Procedure Manual will be explained as part of the SJWP orientation. Any concerns regarding the Workers’ ability or willingness to comply with the stated policies and procedures will be resolved at this time. The Worker will date and initial the policies and procedures as they are reviewed at orientation, and this act will indicate her willingness to comply.
- 18) The SJWP’s relationship with each worker is at will. This means that SJWP or the volunteer may terminate the relationship at any time, for any legal reason or for no reason.

**I have read and agree to comply with the above.**

**Volunteer:**

**St. Joseph Worker Program:**

\_\_\_\_\_  
**Worker's signature & date**

\_\_\_\_\_  
**Director's signature & date**



**Sisters of St. Joseph of Carondelet, St. Paul Province**  
**St. Joseph Workers Program**  
**Ministry Site Agreement**

---

**(date)**

Participants in the St. Joseph Worker Program will hereafter be referred to as Workers.

- 1) The Sisters of St. Joseph of Carondelet, St. Paul Province operates the St. Joseph Worker Program (SJWP) by sponsoring Workers for service in the Province Ministries and other affiliated work placements.
- 2) This agreement expresses the intent of SJWP and \_\_\_\_\_, the ministry, during the time when the Worker is assigned to be at the ministry.
- 3) For the period of \_\_\_\_\_ to \_\_\_\_\_ the ministry agrees to utilize the service of \_\_\_\_\_, a Worker in the SJWP on a full time basis. (Approximately 36 hours a week, as defined in the Worker's job description.)
- 4) The SJWP has recruited and will use its best faith efforts to retain the Worker noted above in paragraph 3, including entering into a written contract with the Worker for the time identified above in paragraph 3, and the SJWP will provide the ministry with a copy of the St. Joseph Worker agreement. However, the SJWP will have no financial or other obligation to the ministry should the Worker quit for any reason.
- 5) The SJWP has worked with the ministry to establish a written position description for the Worker and based on that information has recruited the volunteer to perform the obligations called for by that position description.
- 6) The ministry has interviewed the Worker and performed any additional screening in accordance with their own requirements.
- 7) The Worker will be given an orientation to the work site by the ministry, a copy of the position description, and be provided direct supervision by an on-site ministry supervisor.

- 8) The ministry agrees to give the Worker time off for the established holidays of the Province (which fall during their contract period) which are New Years Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day and Christmas, for four retreat days that are part of the SJWP, one training day a month, and five vacation days which are to be scheduled with the ministry and the SJWP Director.
- 9) The Worker will perform development activities in the larger community which will average approximately four hours a week. Community development activity is one-on-one interaction by the Worker with a person in the community for purposes of learning about community needs and helping in a specific area. This community development component will be developed with each ministry as part of the goals and objectives for the SJWP.
- 10) The Ministry supervisor should consider the first three months of the Worker's time at her ministry site placement to be probationary. If, during these three months, the ministry site supervisor decides the Worker is not a good fit for this placement, he or she reserves the right to end the contract with the Worker. This decision will be made only after discussing concerns with the SJWP Director and after agreement is reached between Ministry and SJWP.
- 11) The SJWP Director or other staff person will regularly visit each ministry site to ensure a good working relationship between the Worker and the ministry. The Director will facilitate written evaluations of the Worker by the ministry at the middle and end points of each placement period.
- 12) The SJWP will be responsible to provide the Worker with a monthly stipend of \$100.00, room, board, health insurance (to eligible volunteers), and transportation to and from work (related to terms of service). Work related expenditures incurred by the Worker and/or ministry will be paid by the ministry.
- 13) The ministry will provide worker compensation coverage for the Worker and provide a certificate of insurance to this effect to the SJWP before the Worker starts working at the ministry.
- 14) The ministry agrees to pay the SJWP the sum of \$\_\_\_\_\_ per month to assist the SJWP in paying for costs associated with operating its volunteer program.
- 15) "The SJWP's membership in Catholic Network of Volunteer Services (CNVS) may enable the Worker to receive the AmeriCorps Education Award through CNVS. While the SJWP will use its best reasonable efforts to maintain its membership in CNVS, SJWP is not responsible for

offering the AmeriCorps Education Award, and any failure by SJWP to maintain its membership in CNVS will not create any financial or other obligation to the ministry by SJWP.” For more information on the Americorps Education Award, conditions for the Worker’s eligibility, and the ministry site supervisor’s obligations, please see item #5 in the “Ministry Site Supervisor’s Role” and “Americorps” policy.

**Agreed to on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.**

**Ministry name**

---

**Ministry Complete Address**

---

---

**St. Joseph Worker Supervisor’s Signature and Job Title**

---

**St. Joseph Worker Program Director Signature**

---

## St. Joseph Workers Program Ministry Supervisor Role

1. Provide job description for ministry placement and orientation. Copies of this job description will be kept with the ministry placement, the St. Joseph Worker Program Director, and the Worker herself.
2. Provide regular individual meetings with SJW to:
  - a. Develop work plan/goals that assist the ministry
  - b. Support, guide and challenge the Worker into competence, confidence, growth as a person and leadership for social change.The frequency of these meetings will be decided on by the Worker and her supervisor at the beginning of the SJW year.

Meetings could include:

- Develop/review schedule and goals for upcoming period
  - Review and evaluate goals/work accomplished/not accomplished
  - Listen to workers' concerns, insights, areas of growth
  - Ask for feedback on placement, supervision, etc.
3. Provide training opportunities that would support ministry/SJW growth when possible.
  4. The supervisor will complete oral and written mid-year and end of year evaluations in a timely manner.
  5. Perform documentation or other work required for the Worker to receive Americorps Education Award, should she be eligible. The Director will provide the ministry supervisor with any required paperwork and will provide guidance or instruction on completing it.
  6. If the supervisor is comfortable in doing so, at the end of the year he or she may choose to write a letter of recommendation for the Worker to be kept on file with the Director for future use by the Worker.
  7. Contact the SJW Director if there are any questions or concerns.

**St. Joseph Worker**      **1884 Randolph Ave St Paul MN 55105**

Ministry/Work Placement Application

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

*Please feel free to attach answers*

1. Please describe the mission of your organization and the general objectives of the program in which the St. Joseph Worker (SJW) would be working:
  
  
  
  
  
  
  
  
  
  
2. Please attach a job description detailing the general duties the SJW might have. What qualities are important for the SJW to have in order to do this job well?

3. What would the work week look like for the SJW? Would there be any night or weekend hours? (If yes, please describe).
  
4. Who would supervise the SJW? What is this person's role or title?
  
5. What is the size of your organization? (Number of full time staff and volunteers).
  
6. Do you have a screening process (such as a criminal background check) that the SJW would need to go through before volunteering/working at your ministry? If so, please describe this process.
  
7. Please estimate the percentage of time that the SJW's job will be divided among the following:
 

_____ Direct, in-person service to clients	_____ Office/administrative work
_____ Advocacy	_____ Teaching/public education
_____ Community development/building	_____ Other
_____ Health care	_____ Research



*Standards of  
Behavior*



Sisters of St. Joseph of Carondelet, St. Paul Province  
St. Joseph Workers

**DRUG AND ALCOHOL ABUSE POLICY**

- 1. Drug related Offenses on SJW Property:** Pursuant to the Drug-Free Workplace Act of 1988, Workers are prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances in the SJW house or at her ministry placement. As further required under the Drug-Free Workplace Act, a Worker, as a condition of involvement with CNVS, must notify the St. Joseph Workers Director if she or he is convicted of any criminal drug statute violation no later than five days after the conviction.
- 2. Alcoholic Substances on SJW Property:** Consumption of alcoholic beverages on SJW property is prohibited except at SJW events or with the permission of the program Director.
- 3. Drug and Alcohol Use off SJW Property:** Unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, and excessive use of alcohol, that may adversely effect a work assignment, or that may reflect unfavorably upon public or governmental confidence in the manner on which SJW carries out its activities, is prohibited.
- 4. Disciplinary Action:** Failure to adhere to this policy may result in disciplinary action, including termination from the St. Joseph Workers Program.



**DISCIPLINARY GUIDELINES**

**Policy:** Although the St. Joseph Workers program recognizes the potential need for corrective measures, the CSJ Team retains discretion to take disciplinary action appropriate to the particular circumstances. Violations of rules or policies may result in disciplinary measures that may, depending on circumstances and at the discretion of the St. Joseph Workers program, include counseling, verbal or written warnings, suspension, or immediate termination. These disciplinary measures do not constitute an exclusive list of actions and may be taken at any order. They are intended merely as a guide to the Worker. The St. Joseph Worker Program reserves the right to vary from any corrective action procedures and to terminate a worker's agreement at any time and for any reason.

**Guidelines:** For the benefit of Workers and to protect the efficiency and productivity of the province, certain rules must be observed by all Workers. Engaging in any of the following examples of unacceptable conduct may result in any of the disciplinary actions discussed above. These examples are intended as a guide and are not all-inclusive. They are for the information of the Workers.

- Discourteous treatment of others
- Maltreatment of vulnerable adults.
- Theft or dishonesty.
- Sexual or other harassment.
- Failure to consistently meet work placement hours.
- Violation of the confidentiality agreement.
- Failure to attend St. Joseph Worker events or complete in good faith other St. Joseph Workers program requirements.
- Putting forth less than a reasonable effort at getting along with other Workers, as well as employers and clients.
- Putting forth less than a reasonable effort to live by the program's values of justice, leadership, spirituality and community.
- Putting forth less than a reasonable effort to incorporate a mindfulness of the value of simplicity.
- Failure to be a good representative of the St. Joseph Workers Program and the Sisters of St. Joseph while at work placement, in public, or on personal business.

### **CONFIDENTIALITY POLICY**

**Policy:** St. Joseph Workers must handle all information regarding their work placement, its employees and guests, and other Workers in a confidential manner. Confidential information must never be released, removed from place of assignment or place of residence, copied, or in other ways used for any purpose outside the scope of employment or program functions without the express written consent of the Director. Failure to follow this policy may be the grounds for immediate program dismissal. Also note that specific ministries may have specific requirements to which the worker must adhere.

**Guidelines:** Confidential information includes, but is not limited to, the following types of information and other information of a similar nature:

On a public level at a Worker's community placement, confidential information includes: operations manuals, organizational practices, marketing plans, techniques and materials, development plans, financial information, information concerning transactions with members, member lists, personnel and payroll records, records regarding vendors and suppliers.

On a personal level within the St. Joseph Workers house, Workers are expected not to discuss the following confidential information: personal information shared in confidence between Workers, personal information overheard in the process of usual house events, personal documents and letters of Workers, specific medical information of other Workers, etc. Also, Workers should respect client confidentiality in the SJW house as they would in public.

St Joseph Workers must also observe high ethical and professional standards concerning client boundaries. Prohibited activities include but are not limited to:

- Lending or borrowing money, vehicles, or other items to or from clients.
- Accepting gifts of any kind from clients or personal favors from clients.
- Buying or selling merchandise to or from clients.
- Co-signing for client loans.
- Becoming emotionally or socially involved with clients outside of worker's established job duties.
- Divulging client information with anyone, or within hearing range of anyone, who does not have a professional need to know the information.

- Engaging in situations or client relationships in which there is any appearance of conflict of interest.
- Personally representing any person connected with the St Joseph Workers Program in any way or being named as a beneficiary by any such person.
- Any other behavior that is detrimental to the professionalism of the St Joseph Workers Program.

**If a Worker becomes aware of a situation involving other Workers that requires intervention, Workers are expected to report this to the appropriate authority as defined in the grievance procedure.**

Sisters of St. Joseph of Carondelet, St. Paul Province  
St. Joseph Workers

**NON-DISCRIMINATION AND HARASSMENT**

The St. Joseph Workers program does not discriminate in program admission based on race, color, sexual orientation, military discharge, national origin, disability or any other characteristic unrelated to the ability to perform the essential functions or basic tenants of the St. Joseph Workers or any bona fide occupational qualifications. The St. Joseph Workers Program is intended for women ages 21-35 committed to social change and willing to work with the programs four key values of leadership, community, justice and spirituality.

The St. Joseph Workers is founded and rooted in the tradition of the Sisters of St. Joseph of Carondelet. The program has a distinct progressive Catholic heritage, which all applicants will understand is the spiritual foundation of the St. Joseph Workers. Yet individuals of all faith perspectives are welcome to apply.

St. Joseph Workers Program makes every effort to ensure that its placement agencies have similar non-discrimination policies. Any Worker with questions or concerns about any type of discrimination in their placement workplace are encouraged to bring these issues to the attention of their immediate supervisor, superior, and/or director. If the placement agency is found to be engaging in such activities, removal of current member(s) (and denial of future Workers at that agency) can result.

Discrimination by the St. Joseph Workers will also not be tolerated. Anyone found to be engaging in any type of unlawful or harassing discrimination will be subject to disciplinary action, up to and including dismissal from the program.

St. Joseph Workers will not tolerate harassment of any kind. Harassment includes threatening or insinuating that the refusal to submit to sexual advances will adversely affect admission or program benefits. Harassment may also include conduct such as unwanted sexual flirtation or touches; abusive or degrading language; graphic or suggestive comments; or displaying inappropriate objects or pictures. Any Worker who believes that she has been subject to harassment of any kind, or who has knowledge about the harassment of others, should report the harassment to an immediate supervisor, superior, and/or program director. Any Worker who is found to have engaged in harassment will be subject to the appropriate discipline, up to and including expulsion from the St. Joseph Workers program.

## **SEXUAL MISCONDUCT**

**Introduction:** As an intentional community, the St. Joseph Workers Program works with the Sisters of St. Joseph who serve with and for the “dear neighbor”. Since we serve in various ministries, we must be cognizant of the positions of power we hold, the vulnerability of those we serve and our responsibility toward them.

Mindful of the dignity of all persons, we relate to all people with reverence, honor and respect for personal, emotional, social, psychological and sexual boundaries.

It is from these principles, attitudes and beliefs that we formulate this policy on sexual misconduct. The term “sexual misconduct” is meant to be a generic term including sexual abuse, sexual exploitation, sexual harassment, each of which will be defined in this policy.

**Philosophy and Policy:** The Sisters of St. Joseph of Carondelet believe that all members of the religious community, including novices, candidates, professed members, consociates, St. Joseph Workers, employees of the religious community, and all those whom the Sisters serve in ministry are entitled to an environment which enables them to develop and contribute to their full capacity. In the spirit of the Gospel value of respect for all individuals, the members of the community strive to conduct themselves in a manner which will advance the personal, emotional and mental health of those with whom they serve. When the behavior of a member of the community or one of its Workers is deficient, the standards of that community are violated and the environment for personal growth is disrupted.

It is the policy of the Sisters of St. Joseph to prohibit sexual misconduct. Retaliation against a person who in good faith reports or complains about sexual misconduct or who in good faith participates in the investigation of a sexual misconduct complaint is also prohibited.

When considering allegations of sexual misconduct relating to a minor or a vulnerable adult, attention will be given to the safety and well being of the alleged victim and at the same time to the welfare of the person accused and to the course of action which should be pursued.

This policy is intended to define sexual misconduct and establish guidelines in an effort to prevent sexual misconduct and resulting in harm

to others. The policy also provides guidance on how the religious order will respond to allegations of sexual misconduct if they do occur.

This policy is meant to reflect Minnesota law and Canon law, as well as the personal conviction of the members of this religious order. However, the law can change from time to time by enactment of amendments to the statutes and judicial interpretations. Further, the guidelines for investigating an allegation and how the SJW program will respond are very fact specific and may vary from case to case. The policy is therefore meant to be general in nature, the specific application depending on the facts of each case. The SJW program retains the discretion to add, change, or withdraw this Policy at any time for any reasons, with or without advance notice.

Definitions: This policy prohibits conduct that is also defined and prohibited by Minnesota law, either under the civil law or criminal law. The three areas of prohibited conduct are:

Sexual abuse—the subjection or threat of subjection of a child or vulnerable adult by a person responsible for their care or in a position of authority, to sexual contact which is a violation of the Minnesota Criminal Code. (for the precise language, see Minn. State 626.556, subd. 2 and 626.557, subd. 2).

Sexual exploitation—sexual contact or interactions between a patient and a psychotherapist, whether initiated by either, and regardless of the consent of the patient (for the precise language, see Minn. Stat. 148A.01.)

Sexual Harassment—Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

- submission to that contact or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, public accommodations or public services, education or housing;
- submission to or rejection of that conduct of communication by an individual is used as a factor in decisions affecting the individual's employment, public accommodations or public services, education, or housing.
- that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile or offensive employment, public accommodations, public services, educational, or housing environment; and in the case of employment, the employer knows or should know the existence of the harassment and fails to take

timely and appropriate action. (for the precise language, see Minn. Stat. 363.01, subd. 41.)

**Responsibility for carrying out the policy:** The responsibility for dissemination of this policy lies with the Director, and by extension the members of the Province Leadership Team. The Province Leadership Team will also be responsible for providing education to the members of the community and its employees on appropriate conduct and resources available to persons accused or victims of sexual misconduct.

**Making a complaint against an Employee or Supervisor:** If a Worker believes that she has been the subject of sexual misconduct, or if a Worker observes suspected misconduct, and the Worker does not wish to deal with the problem directly, the Worker should report the conduct to the Director or an appropriate person according to the grievance procedure.

Any claims of sexual misconduct or violations of the sexual misconduct policy will usually be investigated by the Human Resource Manager of the Sisters of St. Joseph unless another individual is more appropriate. If the facts appear to support a violation of this policy, appropriate action will be taken which may include termination of employment or volunteer contract.

If the sexual misconduct reoccurs, it should be immediately reported to any of the individuals listed in grievance procedure. The Province does not tolerate any retaliation or intimidation directed toward anyone who makes a complaint in good faith.

This policy applied to all SJW participants and staff, as well as all employees of the Province of the Sisters of St. Joseph of Carondelet.

Sisters of St. Joseph of Carondelet, St. Paul Province  
St. Joseph Workers

**PUBLIC STATEMENTS**

**Purpose:**

The Province may decide to make an official public statement on certain issues (for example: a public statement in opposition to proposed legislation reinstating the death penalty in Minnesota). In these situations, parties wishing to initiate the statement must follow the process outlined in this form. St. Joseph Workers must follow the same procedure.

**Procedure:**

The Province leadership team may initiate a Public Statement or any individual Province member, committee or interest group may request the province leadership team to write and publish a written statement. The province leadership team will consult as appropriate and decide whether or not to take a stand in the name of the province. They will inform the requesting party(ies) of their decision. If the province leadership team believes it is appropriate the statement will be published for province membership. The province membership will be notified of the statement once it has been completed.

The province leadership team promulgates the public statement as a deliberate corporate stand by the sisters of St. Joseph of Carondelet and Consociates, St. Paul Province.

Please see the “Public Statement Request Form” on the following page.



## **Public Statement Request Form**

Name and contact information of the person(s) making the request:

Issue of topic description:

Position proposed:

Cite text from list of supporting documents:

i.e. Acts of Chapter, Sacred Scripture, Vatican Documents, LCWR, CSSJ Federation, CSSJ NGO @ United Nations, Earth Charter, Principles of Catholic Social Teaching, NETWORK, U.S. Constitution, etc.

Time frame (indicate date by which public statement needs to be made in order to be effective):

## **SEPARATION**

**Policy:** This policy applies to the discernment process for **worker-initiated** withdrawals. Workers who begin the SJW program will be committed for the entire August through June volunteer year. Work placements, other workers, and the CSJ community are all reciprocally committed to the individual Worker and may be adversely affected by an early withdrawal. However, should extenuating circumstances present themselves and a Worker decide to withdraw from the program, this decision should be made after the Worker has made a good-faith effort to go through a discernment process with the Director and/or other appropriate program contacts. In proceedings leading up to the termination of the contract, the Worker may decide to have a third-party companion or witness participate in the process with them.

The SJW Director and SJW community at large has the right to terminate a Worker's contract for disciplinary reasons or other reasons deemed necessary.

Should a Worker not complete the SJW year for any reason, the following termination guidelines should be followed as closely as possible:

- Worker should make a good-faith effort to reimburse the program for expenses accrued on their account over the duration of the SJW year.
- Worker should participate in an exit interview with Director or, in cases where an alternate audience is requested, with a CSJ Leadership Team member.
- In most cases, Worker will be expected to give about two weeks notice to a work placement before leaving. This allows the work placement to make plans to cover for the loss of the Worker.
- For information on the termination of the Worker's health insurance benefits, refer to the provisions of the NASCC blanket insurer's Summary Plan Description.

The SJW program reserves the right to end the contract with the Worker if a Worker is not reasonably fulfilling their SJW obligations, is having disciplinary trouble, or for any other reason the SJW program deems appropriate. For more information on disciplinary expectations, see Disciplinary Guidelines.

---

# *Living and Working*

---

Sisters of St. Joseph of Carondelet, St. Paul Province  
St. Joseph Workers

**HOUSING AND SECURITY PRECAUTIONS**

**Policy:** Workers will be issued keys to the St. Joseph Workers house. Each Worker is expected to respect the privacy of her fellow Workers by not making any copies of this key or lending this key to any other person without the consent of the Director and her fellow St. Joseph Workers.

Workers will most likely be issued keys and/or security cards for entrance into work placement outside of regular work hours. These keys and cards allow workers privileged access to work space and should not be misused.

Workers with business on the property of the Sisters of St. Joseph will be issued security cards for access to these properties.

**Guidelines:** If keys of any type are lost or stolen, the Worker should report this immediately to her work supervisor or Director. If the lost key happens to be for the St. Joseph Workers house, the Worker should alert Hope Community Property Management Team immediately.

Upon completion of the program, the Worker is expected to return all keys and security cards to Director and work placement.

**Note:** The SJW community will draft, at the beginning of the year, a contract with one another. This will outline the group's expectations on house guests and proper cleaning schedules.

The SJW house is fully furnished, and it is expected that all SJW items remain in the house over the course of the year. Workers are expected to leave SJW furnishings in the house when they move out at the end of the year. SJW property should leave the house only at the permission of SJW staff.

The use of SJW property for non-SJW uses should be cleared ahead of time with SJW staff.

Sisters of St. Joseph of Carondelet, St. Paul Province  
St. Joseph Workers

**TRANSPORTATION**

The SJW Program will provide transportation for all SJW participants. Transportation provided by the program **will** cover the following transportation needs:

- Work related.
- Program related.

Transportation covered by the program will **not** include:

- Any travel necessary to get to or from Minneapolis/St. Paul at the beginning or end of the SJW year.
- Individual vacations or travels with family or friends.

Transportation provided by the program may consist of the following:

- CSJ owned car. Workers driving CSJ owned cars are expected to do so according to the value of simplicity.
- CSJ owned bike (Worker will be provided with all necessary safety equipment)
- Bus (provided bus pass)
- Car pool
- Hiawatha Light Rail
- Other appropriate mode of travel

**St. Joseph Workers are welcome to bring their own vehicles but must comply with the following:**

Individually owned St. Joseph Worker vehicles are property of the individual, not the CSJ community. Therefore:

- ◆ Worker is responsible for all payments and charges. This includes repairs, insurance, gas and mileage, and street damage. If a Worker decides to loan her car to another person resulting in damages, this is also the responsibility of the Worker.
- ◆ Worker is welcome to use the vehicle at her own discretion.
- ◆ In some cases, a Worker may have to use her personal vehicle for some specific program business. If this is the case, the Worker should fill out a SJW mileage reimbursement form with necessary information. This reimbursement will be given at the current IRS guided rate and is subject to approval.

- ◆ The Worker is to provide a current certificate of insurance for personal vehicles. Valid insurance information will be resubmitted to the Director at six month intervals.

Due to the nature of the work placements, it may be necessary that the SJW house have access to a car as a community. In this case, the house may be given a CSJ owned vehicle. Any Worker with appropriate license and driving record would be allowed to drive this car for program business. This car could not be driven by anyone who is not a SJW or CSJ. To keep up with necessary documentation and paperwork, the SJW Director will work in relationship with a member of the CSJ car board. This relationship will ensure that the SJW community has accurate information for caring for the vehicle.

Sisters of St. Joseph of Carondelet, St. Paul Province  
St. Joseph Workers

**GRIEVANCE PROCEDURE**

Should a St. Joseph Worker have a problem of a personal nature that needs to be reported, the grievance procedure is to be followed. Workers should usually report to the director, but if the nature of the problem makes this inappropriate, the Worker should report elsewhere.

Suzanne Herder, CSJ, Director  
1884 Randolph Ave.  
St Paul, MN 55105  
651-696-2762

Irene O'Neill, CSJ  
Chair of St. Joseph Workers Advisory Board  
1884 Randolph Ave  
St Paul, MN 55105  
651-690-7025

Joan Mitchell, CSJ  
Sisters of St Joseph Leadership Team  
St Joseph Worker Liaison  
1884 Randolph Ave  
St Paul, MN 55105  
651-690-7012

Should a Worker encounter problems in the workplace, these concerns should be brought to her direct supervisor. If the nature of the problem makes this inappropriate, the Worker should report elsewhere as indicated above.

### **INJURY REPORTING**

- Policy:** If injured at her work placement or at the St. Joseph Workers house, a Worker must
- Contact the Director immediately and
  - Complete an Employee Injury Report from her assigned ministry within forty-eight (48) hours of injury.
  - Follow any other injury reporting procedure in place at her specific work placement.

If the Worker is injured in transport or on CSJ business trip, SJW staff will provide the proper CSJ administration forms.

- Guidelines:** The Worker must complete the Employee Injury Report and return the form to the Director or other appropriate individual according to the Grievance Procedure.

The Director is responsible to review to injury report, making certain it is correct and complete as possible.

**If the Worker is injured at her work placement, she should check with her work supervisor for the injury reporting policy at that workplace as soon as possible after the event of injury.**



Sisters of St. Joseph of Carondelet, St. Paul Province  
St. Joseph Workers  
**HANDBOOK AGREEMENT**

**Date:** \_\_\_\_\_

**St. Joseph Worker's name:** \_\_\_\_\_

**Staff name:** \_\_\_\_\_

**On this day, St Joseph Worker staff reviewed all policies in this handbook with me and answered all immediate questions I have concerning them. I have read and understand all enclosed policies and agree to conduct myself according to them during my year as a St. Joseph Worker.**

---

**Worker's signature**

**date**