



# **DIOCESE OF LAS VEGAS**

# **VOLUNTEER HANDBOOK**

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## INTRODUCTION

### VOLUNTEER SERVICE

Welcome to the Diocese of Las Vegas! Volunteer service is an invaluable component of the mission of the Diocese and we appreciate your service. Your assistance enables the Diocese of Las Vegas to provide a variety of ministerial services to our church communities.

In an effort to help you understand the way in which the Diocese works, this Volunteer Handbook was developed to describe some of the expectations of our volunteers and to outline policies, procedures and programs. We expect each volunteer to read, understand and comply with all provisions of this Volunteer Handbook.

No handbook can anticipate every circumstance or question about policy or procedure. As the Diocese of Las Vegas continues to grow, the need may arise to revise this Volunteer Handbook. As such, the Diocese of Las Vegas reserves the right to unilaterally change, revise, supplement and/or rescind any policies or portion of the Volunteer Handbook from time to time as it deems appropriate in its sole and absolute discretion.

**Nothing in this handbook creates, or is intended to create, a contract of employment or volunteer service, a promise or representation of continued volunteer service or employment for any volunteer. All volunteer service is unpaid, at-will service. This Volunteer Handbook supersedes any previously issued handbooks, manuals, policies, written documents or verbal representations issued by the Diocese, schools and/or parishes.**

### HISTORY OF THE DIOCESE OF LAS VEGAS

The first Nevada Diocese, the Diocese of Reno, was founded almost by chance because of a visit to San Francisco by Chicago's Cardinal Mundelein. During a lengthy train ride through the vast expanses of the west, the Cardinal asked the location of the train at one particular point. When he was informed he was travelling through Nevada, he inquired as to who the Bishop was of this huge area. To his surprise, he learned that of all the forty-eight contiguous states, Nevada was the only one without its own bishop and its own diocese.

The Diocese of Reno was established by Pope Pius XI in 1931. Comprised of 110,540 square miles, it was one of the largest ecclesiastical jurisdictions in the lower United States, with Bishop Thomas Gorman as the first Bishop. At that time, the population was 91,058 with some 8,500 Catholics. Twenty-one years later Bishop Gorman was succeeded by Bishop Robert J. Dwyer in August of 1952, who instituted the Catholic Services Appeal.

Nevada's third Bishop came in the person of Bishop Joseph Green from Lansing, Michigan. Bishop Green sought to implement the reforms of the Vatican II Council throughout the Diocese. He instituted the Catholic Services Appela and by his travels throught the United States, successfully attracted numerous young men to Nevada to serve as priests. He fostered a spirit of ecumenism toward other religious groups and was active in civic affairs. A series of illnesses took their toll, and Bishop Green retired to Michigan in 1974. He died on August 31, 1984.

Bishop Norman F. McFarland, Auxiliary Bishop of San Francisco, came to Nevada in the midst of a financial crisis for the Nevada Diocese in April 1974. Named Apostolic Administrator of the Diocese in December of that year, he struggled to bring financial stability with initial collegial assistance of the American Bishops. Bishop McFarland subsequently petitioned Pope Paul VI to redesignate the Diocese of Reno as the Diocese of Reno-Las Vegas, with the Guardian Angel Shrine in Las Vegas as the Cathedral. His petition was made official in October of 1976.

On June 9, 1987, Pope John Paul II named Bishop Daniel F. Walsh, then Auxiliary Bishop of San Francisco, as the fifth Bishop of the Diocese of Reno-Las Vegas. Bishop Walsh established a residence and Chancery Office in Las Vegas to be more available to the needs of the Church in southern Nevada. He established several new parishes in the southern part of the state.

In 1995, the Holy See in recognition of the tremendous growth taking place in Nevada divided the Diocese of Reno-Las Vegas into two new Dioceses. Bishop Walsh was installed as the first Bishop of Las Vegas on June 28, 1995.

On April 6, 2001, Pope John Paul II named Reverend Monsignor Joseph A. Pepe as the second Bishop of the Diocese of Las Vegas in Nevada. Most Reverend Pepe was ordained a Bishop and installed as the second Bishop of the Diocese of Las Vegas on May 31, 2001.

Since his installation, Bishop Pepe has established several new parishes, including St. Francis of Assisi and St. Anthony of Padua. He also erected the new, state-of-the art campus for Bishop Gorman High School. Under Bishop Pepe's direction, the Diocese of Las Vegas also celebrated the Ordination of its first priest as a Diocese. He has brought about changes at the Diocesan Catholic Center in order to better serve the needs of our parishes and community. An Office of Hispanic Ministry, an Office of Liturgy and Worship, a Diocesan Office of Archives and a Human Resources Department were established at his direction.

## **ALL VOLUNTEER SERVICE WITH THE DIOCESE OF LAS VEGAS IS SIMILAR TO THE “AT-WILL” CONCEPT**

We sincerely appreciate your interest in volunteering time to the Diocese. In that volunteer status is akin to the employment at-will concept, even though unpaid, either you or the Diocese may end your volunteer service at any time, with or without cause, with or without advance notice. Your status as an “at-will” volunteer may not be altered, revised or superseded except in writing signed by the Bishop, the Vicar General or the Chief Financial Officer.

## **BACKGROUND CHECKS**

Formerly, the Diocese of Las Vegas required fingerprinting of those employees and volunteers whose work for the Diocese brought them into contact with children. In an effort to enhance the protections afforded by such a background check, it is now the policy of the Diocese of Las Vegas to fingerprint **ALL employees and volunteers**. As before, completed fingerprint cards and release forms must be submitted to the Diocesan Human Resource Office for processing. Fingerprints are submitted to both Nevada State Law Enforcement as well as the Federal Bureau of Investigation (“FBI”). If your position and/or service requires additional pre-service criteria, such as a credit check or driver’s records, your service is contingent upon satisfactory results on all such checks or exams.

## **EQUAL OPPORTUNITY - POLICY PROHIBITING DISCRIMINATION AND HARASSMENT**

It is the policy of the Diocese of Las Vegas to provide equal opportunity to all persons. However, it is recognized that certain positions within the Diocese require membership and active participation in the Catholic Church.

In keeping with its commitment to maintaining a work environment that is free of discrimination, the Diocese of Las Vegas maintains a strict policy prohibiting unlawful discrimination, including harassment and any other form of unlawful discrimination because of race, color, age, disability, national origin, religion or any other basis made unlawful by any applicable law, ordinance or regulation.

The Diocese of Las Vegas complies with all provisions of state, federal and local laws and ordinances, including, but not limited to, all provisions of the American’s with Disabilities Act. All volunteers are responsible for adhering to the provisions of this policy and maintaining a work environment that is free from discrimination and harassment. Each volunteer must exercise their own good judgment to avoid engaging in conduct that may be perceived by others as unlawful discrimination, including harassment. Failure to exercise good judgment may result in disciplinary action, up to an including a release from volunteer service.

If you feel you are encouraged or pressured to become involved with another volunteer, an employee of the Diocese of Las Vegas, a vendor or other person in a way that makes you feel uncomfortable and is unwelcome, you should immediately report the situation to your volunteer coordinator and/or immediate supervisor.

## **PROHIBITION OF MISCONDUCT, INCLUDING SEXUAL MISCONDUCT**

The Diocese of Las Vegas maintains a strict policy prohibiting misconduct by its any of its employees and volunteers, including sexual misconduct. Any misconduct, including sexual misconduct by Church personnel, school personnel, volunteers, or clergy of the Diocese of Las Vegas is contrary to Christian morals and principles and is clearly outside the scope of duties of Church ministry and service.

Everyone must comply with applicable state and local laws as well as Diocesan policy regarding any incidents -- actual, alleged or even suspected sexual misconduct as well as with procedures outlined herein. Any such incident of sexual misconduct must be reported both to the authorities and internally to the Diocese as set forth below. The Diocese of Las Vegas complies with all applicable laws with respect to any such reports and cooperates with authorities. Volunteers are required to report ***BOTH*** to Civil Authorities as well as to the Diocese as follows:

### **1. REPORTING TO CIVIL AUTHORITIES AS REQUIRED BY STATE LAW**

- When to make a report to Civil Authorities:

The law of the State of Nevada mandates that people in certain professions and/or positions, even volunteer positions:

who, in [their] professional or occupational capacity, knows or has reasonable cause to believe that a child has been abused or neglected shall . . . :

- (a) Report the abuse or neglect of the child to an agency which provides child welfare services or to a law enforcement agency;  
and
- (b) Make such report as soon as reasonably practicable but not later than 24 hours after the person knows or has reasonable cause to believe that the child has been abused or neglected.  
Nev. Rev. Stat. §432B.220.

The Child Protection Services (“CPS”) website provides the following additional guidance:

If, in light of all the surrounding facts and circumstances which are known or which reasonably should be known to the person at the time, a reasonable person would act within approximately the same period under those facts and circumstances. See also Nev. Rev. Stat. §432B.121.

A report of suspected child abuse or neglect is only a request for an investigation. The person making the report does not need to prove or provide proof that abuse has or may have occurred. Investigation at this initial, outside reporting juncture is the responsibility of the Child Protective Services Agency and/or law enforcement. The Diocese, may also conduct an internal investigation as set forth below.

- Who Must Report

Nevada Revised Statute Section 432B.220, includes the following persons as *mandated reporters* of suspected child abuse:

. . . teachers; administrators; librarians; school counselors; nurses; athletic trainers; clergy (unless he has acquired the knowledge of the abuse or neglect from the offender during a confession); any person employed by a facility or establishment that provides care for children; any adult who is employed by an entity that provides organized activities for children; or a person directly responsible for, or serving as a volunteer for, an institution or facility where the child is receiving child care outside of his home for a portion of the day.

- Where to report/Who to call:

The Child Abuse Hotline takes reports of Physical Abuse, Sexual Abuse, Emotional Abuse and Neglect. The caller is often asked for as much as information as possible regarding the identity of the family (e.g., names, address, ages, birth dates, whether/where the parents are employed, etc.). While CPS cannot guarantee anonymity, the caller’s name may be kept confidential.

CPS HOTLINE at: (702) 399-0081 - they accept reports “around the clock.”<sup>1</sup>

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<sup>1</sup> See Clark County, NV>County Services>Family Services>Department of Family Services – Child Protection (2009), available at: [http://www.accessclarkcounty.com/depts/family\\_services/Pages/childprotection.aspx](http://www.accessclarkcounty.com/depts/family_services/Pages/childprotection.aspx)

In a nonemergency situation, you may also contact the Las Vegas Metropolitan Police Department (“LVMPD”) at: (702) 828-3111, or by simply dialing: 3-1-1.

If any volunteer has any questions regarding the mandatory reporting of suspected child abuse, please contact the Victim’s Advocate/Safe Environment Coordinator for the Diocese at: (702) 235-7723 or the General Counsel of the Diocese at: (702) 735-2512.

## **2. INTERNAL DIOCESAN REPORTING – ALSO REQUIRED**

In addition to mandated reporting to either CPS or the LVMPD, a report must also be made to the Diocese through the Victim’s Advocate/Safe Environment Coordinator for the Diocese at: (702) 235-7723.

The Victim’s Advocate/Safe Environment coordinator may also notify/report to the civil/criminal authorities if it has not already been reported or to verify such a report. The Diocese of Las Vegas will often conduct an internal investigation consistent with the Reporting/Investigation procedures outlined below.

### Reporting/Investigation Procedures

If any volunteer encounters conduct which he or she believes is inconsistent with this policy, the conduct should be reported immediately to:

1. The employee’s immediate supervisor; and/or
2. The Vicar General of the Diocese of Las Vegas at 697-3903; and/or
3. The Director of Human Resources of the Diocese of Las Vegas at 735-4570; and/or
4. The Chief Financial Officer of the Diocese of Las Vegas at 735-7865.

A volunteer making a complaint or reporting an issue will be asked to complete a written statement that provides detail about the situation. The report should include details of the incident(s), the names of the individuals involved, the names of any witnesses, direct quotes where relevant, and any documentary evidence (notes, pictures, cartoons, e-mails, etc.).



After receiving a complaint, the Diocese of Las Vegas and/or its representative will promptly investigate complaints and will impose discipline, where appropriate, up to and including termination, where it determines conduct in violation of this policy has occurred.

The Diocese of Las Vegas will endeavor to protect the privacy and confidentiality of the all parties involved to the extent possible consistent with a thorough investigation.

The Diocese of Las Vegas treats all complaints of misconduct of any kind and retaliation seriously and all employees and volunteers are expected to be candid and truthful during the investigation. If evidence arises that any participant in the investigation has made false statements of any kind, the employee(s)/volunteer(s) will be disciplined, up to and including termination of service.

Anyone who interferes with any investigation will be subject to discipline up to and including termination of service. Any supervisor who becomes aware of an incident of misconduct of must immediately report the matter as set out above. Supervisors or managers who fail to report such matters may be subject to discipline up to and including termination.

## **The VIRTUS Program**

Our Bishop was part of the United States Conference of Catholic Bishops, in Washington D.C., that developed the Charter for the Protection of Children and Young People. In order to effectively implement this Charter, our Bishop has implemented the VIRTUS program. The VIRTUS program is designed to assist the Church community by providing training to Diocesan employees and volunteers in preventing and recognizing signs of abuse as well as reporting suspected abuse.

Under this program, the Diocese created the Victim's Advocate/Safe Environment Coordinator, position. In addition to receiving internal reports of suspected abuse, The Victim's Advocate/Safe Environment Coordinator assists those unsure of whether a report must be made; assists those in need of advocacy and/or counseling where allegations of abuse are made as well as implementation of the VIRTUS program.

Again, every volunteer is required to immediately report concerns or suspicions of abuse to **BOTH** the Victim's Advocate at (702) 235-7723, which is a 24-hour number as well as to the appropriate law enforcement agency or child welfare agency as set forth above.

Additionally, all volunteers working with children must undergo the Virtus training.

More information regarding the VIRTUS program is available through the Victim's Advocate/Safe Environment Coordinator.

## **ZERO-TOLERANCE FOR WORKPLACE VIOLENCE**

The Diocese of Las Vegas has zero tolerance for violent acts or threats of violence against our volunteers, employees, applicants, customers, or vendors. Volunteers who are subjected to or threatened with violence by anyone or who become aware of violence against or the threat of violence against another volunteer, employee, customer, vendor or other individual must immediately report such information to his or her supervisor and/or volunteer coordinator. Volunteers are not to assume that threats are made in jest or are not otherwise serious. If you observe an incident or threat of violence that is immediate and serious, IMMEDIATELY DIAL 9-1-1 and report it to the police, then inform your supervisor.

Conduct that threatens, intimidates, or coerces another employee, a vendor, volunteer or member of the public at any time, including off-duty periods, will not be tolerated.

As indicated, the Diocese of Las Vegas endeavors to provide a safe and secure workplace for volunteers, employees, customers and vendors. All suspicious individuals or activities should be reported as soon as possible to your volunteer coordinator and/or supervisor. Do not place yourself in peril.

### **CONFIDENTIALITY**

Volunteers in the course of their service, and/or by virtue of their position(s) may come into possession or gain confidential information about Diocese of Las Vegas, its operations, employees, students, parishioners and/or other volunteers. Such information shall not be discussed outside of the particular department and under no circumstance should be discussed outside of the Diocese of Las Vegas and should only be discussed with relevant personnel and/or volunteers.

### **WORK HOURS**

Although unpaid, the regular work hours of volunteers may vary by location. The Pastor/ Administrator and/or Principal will establish their parish, and if applicable, their school's, regular business hours. The Principal of a parish school may be delegated this duty by the Pastor/Administrator. The President will set the regular business hours at Bishop Gorman High School.

### **ATTENDANCE AND PUNCTUALITY**

The Diocese asks that, if at all possible, that you apprise your direct supervisor/coordinator of time of vacation plans, military leave and/or sick time in advance so arrangements may be made to complete the volunteer's tasks in his/her absence, if necessary.

### **ILLNESSES**

Everyone gets sick from time to time. Even though volunteers are not paid, in order to maintain a smooth working environment for all, the Diocese asks volunteers to give as much notice to their supervisors as possible when they are not able to perform their services. This will give the Diocese an opportunity to make other arrangements where necessary.

### **WORKMAN'S COMPENSATION**

All volunteers are currently covered by the Diocese of Las Vegas' workman's compensation coverage for job-related illness or injury. Premiums for worker's compensation benefits are paid entirely by the Diocese.

ALL injuries must be reported immediately to the volunteer's coordinator or supervisor **regardless** of whether medical attention is required. A Diocese of Las Vegas "Accident/Incident Reporting Form," must be completed along with other required documentation such as a C-1, as soon as possible, but in no event later than three days after the incident. Failure to timely report incidents may

result in claims being delayed or denied. Other required documentation include the following forms:

- The Diocese's Report of Industrial Injury or Occupational Disease, also known as a C-3 form (completed by the Payroll/Benefits Manager), and
- The Volunteer's Claim for Compensation/Report of Initial Treatment C-4 form (to be completed by the physician).

Any available benefits will be evaluated according to Nevada law.

Supervisors are responsible for IMMEDIATELY reporting occupational injuries and illnesses to the Diocesan Finance Office. The Diocesan Finance Office is responsible for making the required reports to the appropriate state agency.

## **HEALTH AND SAFETY**

The Diocese considers the safety of our volunteers (and employees) a top priority. We believe that using good safety habits and care will prevent most injuries that occur at our properties. Volunteers who violate safety rules and regulations present a danger to themselves and those around them. To promote a safe environment, all Diocesan volunteers are expected to work diligently to maintain safe working conditions and to adhere to proper operating practices and procedures designed to prevent accidents and injuries. This requires that volunteers as well as employees take extra care, including, but not limited to the following:

- Exercise maximum care and good judgment at all times to prevent accidents and injuries.
- Immediately report any unsafe conditions, equipment, or practices to the appropriate supervisor.
- Use appropriate safety equipment and gear when required for your position, and follow established protocol at all times.
- Report, and if possible, correct as soon as possible any hazardous condition, such as water spills on the floor.
- Use proper lifting techniques at all times – if an item is too big or heavy, get help.
- Always ask for instructions before using equipment you are not familiar with.

ALL ACCIDENTS must be immediately reported (without exception - no matter how minor) to the immediate supervisor. An "Accident/Incident Reporting Form" must be completed. The immediate supervisor is responsible for forwarding all such reports to the Diocesan Finance Office. The Diocese is not responsible for loss of and/or damage to, personal possessions through fire, theft, or other loss.

Some volunteers may receive training in emergency evacuation, fire prevention, hazard communication, blood borne pathogens and other safety topics as required by your position.

Additional safety policies specific to individual positions are set forth in the Risk Management Policies (e.g., driver requirements, food service, Diocesan events and functions etc.). For information of these additional policies, copies of these policies, and/or forms related to these policies, please contact the Diocesan Risk Manager within the Diocesan Finance Office.

## **GENERAL WORK RULES**

We sincerely appreciate your interest in volunteering time to the Diocese. In that the volunteer status is akin to the employment-at-will concept, you may relinquish your volunteer services at any time. The Diocese also retains the right to release a volunteer at any time, for any reason.

Below are important work rules of the Diocese of Las Vegas. Examples of these rules are listed here for your information. Every volunteer must conform to these standards of conduct. It is not possible to list all the forms of behavior that are considered unacceptable, however, the following are examples of infractions of rules of conduct that may result in being released from the privilege of volunteer service:

- Public support or advocacy of positions or conduct, which oppose the teachings and policies of the Church.
- Consistent failure to follow policies as promulgated by the Diocese.
- Falsifying work/service records.
- Misappropriation or unauthorized divulgence of internal or confidential Diocesan records; falsifying or failing to enter records required to be recorded in the course of business; misuse of Diocesan computer systems, including, without limitation, internet access and e-mails.
- Personal use of Diocesan credit, credit cards or other resources.
- Being at your volunteer work/service: under the influence of alcohol, intoxicants or drugs with, or in possession of, or sale of such substances while on the premises; or at volunteer service/work without proper dosage of any prescribed medications, abuse, or sale of drugs, including but not limited to prescribed medications.
- Theft or unauthorized removal, use of, or misappropriation of Diocesan property, including Diocesan funds and records, or another's property or records; dishonesty.
- Defacing, damaging, destroying, writing or painting upon or abusing Diocesan property, tools, equipment, or the property of another in a like manner.

- Failure or refusal to be forthright, open or truthful or withholding information or evidence concerning matters under review or investigation by the Diocese; fabricating information or evidence or conspiring with another to do so in the course of a Diocesan review or investigation.
- Fighting or threatening violence in the work place, including, but not limited to challenging someone to a fight, provoking a fight, and/or engaging in assault or battery of any kind.
- Action or inaction which endangers the health or safety of others or which results in injury or death.
- Possessing or concealing any item or object that can be construed as a dangerous weapon.
- Refusing or failing to carry out the reasonable order of a supervisor; threatening or attempting to intimidate another.
- Removing, defacing, or altering Diocesan posted notices.
- Misconduct, including, but not limited to sexual misconduct.
- Discrimination, sexual harassment or other unlawful or unwelcome harassment or retaliation.
- Use of profane, crude, obscene, or sexually suggestive language. Possession, display, sale, or distribution of obscene/pornographic material.
- Operating a vehicle or other machinery on Diocesan business in a manner, which does or could cause damage to the vehicle/machinery or to the vehicle/machinery/ property of another, and/or personal injury or death.
- Operating or using Diocesan equipment other than for specific job-related or pre-authorized functions, or other than in accordance with accepted procedure or practice.
- Failing to follow Diocesan rules or policies or failing to exercise care in the transport, record keeping or safeguarding of all forms of assets in the care and custody of or belonging to the Diocese, including Diocesan funds and records.
- Abuse or neglect of any duties.
- Conviction for or pleading guilty to any crime, whether or not such crime is committed against the Diocese, any of its volunteers, employees or against anyone else when, in the opinion of the Bishop, such conviction or guilty plea could seriously jeopardize the interests of the Diocese, its employees or others.
- Excessive absenteeism or tardiness or absence without notice, including, but not limited to unexcused absence from scheduled work (including, without limitation absences of any duration without the prior contact of your supervisor; no-call, no-show).
- Representing yourself as authorized to act on behalf of the Diocese or using your service relationship for gain without specific prior approval.
- Failure to comply with laws, regulations, and/or Diocesan policies with regard to hazardous materials and/or hazardous waste.

- Insubordination.
- Unsatisfactory work performance, including, but not limited to the failure or inability to perform, follow or carry out job requirements or other instructions or assignments from supervisor.
- Sleeping or loitering on the job; engaging in horseplay.
- Failure to comply with grooming or uniform standards.
- Interfering with or distracting other volunteers, employees, including a supervisor, while they are working.
- Gambling while on duty.
- Violating rules pertaining to safety, fire, sanitation, or health.
- Making disparaging remarks about the Diocese, its facilities or personnel, or the services it provides; general rudeness, insolence.
- Engaging in any conduct which, when revealed, may:
  - Reflect unfavorably upon the Diocesan reputation, goodwill, or standing in the community.
  - Render the volunteer less effective, credible, or desirable as a representative of the Diocese coming in contact with others.
- Absence and/or tardiness; unauthorized departure. Repeated absence/tardiness, both excused and unexcused.
- Soliciting tips, discounts, favors, or other concessions.
- Tampering with any Diocesan machine, device, controls or other equipment; tampering with procedures, programs, systems, or records.
- Permitting unauthorized persons in areas where they customarily are not permitted to be without advance approval of management.
- Gossiping or rumoring with the intent or effect of discrediting, disparaging, or generating unrest, distrust, or undue concern.
- Using Diocesan business telephones and other communication facilities for personal matters (other than emergencies).
- Violation of Diocesan Policies or any other Diocesan rules.

## **CONFLICTS OF INTEREST**

The Diocese of Las Vegas expects all volunteers to act in a manner consistent with the faith and morals of the Catholic Church. It is also expected that all volunteers avoid activities which conflict, or may conflict, with their responsibilities with the Diocese. While the Diocese of Las Vegas recognizes and respects volunteers' rights to engage in personal activities outside the scope of their service, volunteers must also refrain from activities which interfere or conflict with the Diocese's operations.

Specifically, no volunteer is allowed to maintain an outside business or any financial interest or engage in any outside interest of financial activity which conflicts in any way with the business interests of the Diocese of Las Vegas, or the Roman Catholic Church, or which in any way interferes with his/her ability to fully perform any duty or responsibility. Volunteers may not benefit directly or indirectly from students, parents, parishioners or any other nonemployee, third

party who furnishes/or purchases any products, materials, or services to the Diocese of Las Vegas. Volunteers must disclose in writing to their supervisor, with a copy to the Director of Human Resources, any personal dealings with any individual or business organization which furnishes merchandise, supplies, or outside services to the Diocese as such relationships have the potential to create conflicts of interest.

### **CONTACT WITH THE MEDIA**

Only designated Diocesan officials are authorized to discuss information regarding the Diocese with the media. All media inquiries, whether verbal or written, are to be directed to the Vicar General of the Diocese of Las Vegas. No volunteer should provide any individual response of any kind to the media that is not pre-approved by the Vicar General of the Diocese of Las Vegas.

### **OUTSIDE INQUIRIES CONCERNING EMPLOYEES/VOLUNTEERS**

Volunteers may not furnish any information regarding other volunteers, past or current employees or anyone working in any way for the Diocese to any outside source. All such inquiries should be directed to the Director of Human Resources.

### **COMPUTER USE**

Computers, including, but not limited to, computer files, the Internet, the E-mail system and software furnished to volunteers are the property of the Diocese of Las Vegas and intended for Diocesan business use only. To ensure compliance with this policy, computer usage may be monitored.

The Diocesan computers, computer files, including without limitation, the internet and e-mail systems are subject to search by Diocesan officials at any time, without notice. No one should have an expectation of privacy in any materials contained on computers of the Diocese.

The Diocese of Las Vegas strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees and volunteers. Therefore, the Diocese of Las Vegas prohibits the use of computers, the Internet, and E-mail systems in ways that are disruptive, offensive to others, or harmful to morale or morals.

Neither E-mail nor other Diocesan computer systems of any kind may be used to solicit others for commercial ventures or political causes, outside organizations, or other non-business matters.



## **SEARCHES AND INSPECTIONS**

In order to try to create the safest possible environment, neither employees nor volunteers have a right to privacy in their workspaces or in/on any other property belonging to the Diocese of Las Vegas, including, without limitation their computers. The Diocese of Las Vegas reserves the right to search Diocesan property at any time, without warning, to ensure compliance with our policies on employee safety, workplace violence, harassment, theft, drug and alcohol use and possession of prohibited items. The Diocese of Las Vegas may also search personal property brought onto Diocesan premises, including but not limited to toolboxes, briefcases, backpacks, purses, vehicles and bags. Accordingly, neither volunteers nor employees should have an expectation of privacy while on Diocesan premises.

## **OPEN DOOR POLICY**

The Diocese wants to maintain a positive and pleasant environment for all of our volunteers. To help meet this goal, the Diocese of Las Vegas has an open-door policy, by which volunteers are encouraged to report service/work-related concerns. If something about your volunteer service is bothering you, or if you have a question, concern, idea, or problem related to your service, please discuss it with your volunteer coordinator or immediate supervisor as soon as possible. We can't solve the problem if we don't know about it. We encourage you to come forward and make your concerns known to the Diocese.

## **CONCLUSION**

Again, we appreciate your interest in serving the Church by volunteering your time and efforts. Hopefully, this handbook will provide useful guidance in the course of your service. However, if you have any questions about your service, please do not hesitate to contact your volunteer coordinator, immediate supervisor, Pastor, Administrator or School Principal.

## **IMPORTANT TELEPHONE NUMBERS:**

Very Reverend Bob Stoeckig, V.G.  
Vicar General of the Diocese of Las Vegas:  
697-3903

Brother John Dodd, CSV,  
Chief Financial Officer  
735-7865

Russ Mower,  
Assistant for Insurance/Property  
735-7865

Judith Simon Kohl, Esq.,  
General Counsel  
735-2512  
Director of Human Resources  
735-4570

Jackie Arnold,  
Payroll/Employee Benefits Manager  
735-4520

Ron Vallance,  
Victim's Advocate/Safe Environment Coordinator,  
235-7723

Child Protective Services – 24 hour HOTLINE  
399-0081

Las Vegas Metropolitan Police Department  
828-3111 - or simply dial 3-1-1 for non emergencies or  
9-1-1 for emergency situations only

**THE DIOCESE OF LAS VEGAS VOLUNTEER HANDBOOK  
ACKNOWLEDGEMENT OF RECEIPT**

The volunteer handbook of the Diocese of Las Vegas (revised April, 2010) describes important information about my service with the Diocese of Las Vegas and I understand that I should consult with my supervisor(s) or call the Diocesan Human Resource Department regarding any questions not answered in these policies. I have entered into my volunteer service relationship with the Diocese of Las Vegas voluntarily and acknowledge that there is no specified length of service (except for those employees with a separate written contract of employment, usually teachers and principals). Accordingly, either the Diocese of Las Vegas or I can terminate the relationship at-will, with or without cause, at any time.

Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to the handbook may occur, except to the policy of volunteer service at-will. Only the Diocese of Las Vegas has the ability to adopt any revisions to the policies in this handbook and may do so at any time, without or without notice.

I acknowledge that this handbook is not a contract of employment. I have received the handbook and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Volunteer Name (please print) \_\_\_\_\_

Volunteer Signature \_\_\_\_\_

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

Location of Service/Work:  
\_\_\_\_\_