



Chancery Security Policy

These security policies and procedures have been established in order to maintain a safe environment for everyone at the Chancery. You are required to acknowledge receipt of your access card and these policies and to adhere to the policies and procedures as stated below.

Access to the Building

Upon appointment or employment, all Chancery Clergy, Religious, Volunteers and Employees will be issued an access card and picture identification badge for the Chancery facilities. All external doors and several internal doors are equipped with proximity card readers. The proximity readers require that you hold your access card approximately 2 to 3 inches from the reader in order to unlock the doors. You will notice that the red light turns green upon successfully reading the card and unlocking the door. Your access card is not needed to exit the building.

Upon Termination of employment for any reason, the card must be returned to the Human Resources Department. Under no circumstance should you share your card with other employees or non-employees. This would be a serious violation of the security policy. Each card is coded to a particular individual and should only be used by that individual. Any lost or stolen cards should be reported within 24 hours to the Human Resources Department at extension 404-920-7480.

Be careful to keep your access card in a secure location, as they are fairly expensive. At this time we charge \$10 for replacements for lost or stolen cards. Employees are required to wear their picture identification badges at all times.

The alarm system will be automatically disarmed during normal business hours beginning at 6:00 a.m. until 8:00 p.m. on Monday – Friday each week. The access cards will automatically turn off the alarm for a brief period for those who enter the building after normal business hours. Doors must never be propped open after normal working hours, as the alarm system is active and will be set off. Doors must not be propped open and unattended during normal working hours. Please do not allow an individual who is unfamiliar to you to enter the building as you come in without making sure they check in at the reception desk.

Visitors

Visitors to the 2401 Lake Park building must sign in at the reception desk and receive a visitor's badge. The receptionist will then call the appropriate party and a representative must be sent to the reception area to escort the visitor to the appropriate department. Upon departing from the building, visitors must be escorted back to the reception area to sign out, indicating the time of departure. Visitors should never be allowed to wander around the building. If your visitor will remain in the building with you beyond 4:00 p.m., please be sure to escort the visitor to the reception area.

ALL VISITORS MUST SIGN IN AT THE RECEPTION DESK AND WEAR A VISITORS IDENTIFICATION STICKER WHILE AT THE CHANCERY.

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



ACKNOWLEDGEMENT

I have received access card # _____ to the Chancery. I have read, understand and agree to follow the security policies and procedures.

My supervisor has approved my standard hours of work which are stated below:

_____ 8:00 – 4:00 p.m. (with ½ hour lunch)

_____ 8:30 – 4:30 p.m. (with ½ hour lunch)

_____ 9:00 – 5:00 p.m. (with ½ hour lunch)

_____ Other: please specify _____

The Human Resources Department will be notified of any change to my normal work schedule, which must be approved by my supervisor.

Date

Signature

Printed Name



Chancery Lay Employees *Dress Code Guidelines*

Every employee has a direct impact on the image of our Archdiocese. One of the key aspects of our image is personal appearance. First impressions are very significant in our relationships with others both inside and outside the Archdiocese and good grooming and dress are very important. We have developed the following dress code for the Chancery to provide general guidelines as to what is considered appropriate for our workplace.

Business Casual

The normal attire for the Chancery will be “business casual”. Appropriate attire includes the following:

MEN

- Sports coats or blazers (optional)
- Ties (optional)
- Slacks, dockers, chinos
- Polo shirts
- Shirts with collars – long sleeve or short sleeve
- Dress shirts with banded collars – long sleeve or short sleeve
- Turtle neck shirts
- Dress shoes or loafers (must wear socks)
- Sweaters or cardigans

WOMEN

- Sports coats or blazers (optional)
- Slacks, dockers, chinos
- Dresses or skirts (no shorter than three (3) inches above the knee)
- Blouses, tops, shells that are not low cut or revealing
- Polo shirts
- Turtle neck shirts
- Ladies shoes or loafers (socks optional), flats or sandals
- Sweaters or cardigans
- Capris (must be mid-calf or lower)

The following clothing items are NOT appropriate:

- Jeans of any color
- Denim shirts/tops
- Sweat shirts or jogging suits
- T-shirts
- Skirts, dresses shorter than three (3) inches above the knee, skorts, culottes, or split skirts
- Low cut or revealing blouses, tops, shells
- Shorts
- Lycra-spandex tops or bottoms
- Tank tops, bare midriffs or halter tops
- Tennis shoes or hiking boots
- Flip flops
- Hats

As with any guidelines, these examples cannot be all inclusive as to what may or may not be appropriate. Err on the side of conservative dress if in doubt. In any event, good judgment should be exercised.

Note: Departments requiring more casual attire for special projects (e.g. moving, maintenance, cleaning, packing, etc.) where work clothes are necessary must obtain the authorization of their department head.

Other occasions may call for more professional business attire such as a business suit with tie, professional looking dresses or dress slacks. Seek guidance from your department head or contact Human Resources in this regard.

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2024 PAYROLL SCHEDULE Lay Employee <i>(not Priests or Seminarians)</i>				
Pay Period Number	Time Sheet Period			Pay Date
	First Day	to	Last Day	
<i>Last Check Date 2023</i>	12/3/2023		12/16/2023	December 29, 2023
1	12/17/2023		12/30/2023	January 12, 2024
2	12/31/2023		1/13/2024	January 26, 2024
3	1/14/2024		1/27/2024	February 9, 2024
4	1/28/2024		2/10/2024	February 23, 2024
5	2/11/2024		2/24/2024	March 8, 2024
6	2/25/2024		3/9/2024	March 22, 2024
7	3/10/2024		3/23/2024	April 5, 2024
8	3/24/2024		4/6/2024	April 19, 2024
9	4/7/2024		4/20/2024	May 3, 2024
10	4/21/2024		5/4/2024	May 17, 2024
11	5/5/2024		5/18/2024	May 31, 2024
12	5/19/2024		6/1/2024	June 14, 2024
13	6/2/2024		6/15/2024	June 28, 2024
14	6/16/2024		6/29/2024	July 12, 2024
15	6/30/2024		7/13/2024	July 26, 2024
16	7/14/2024		7/27/2024	August 9, 2024
17	7/28/2024		8/10/2024	August 23, 2024
18	8/11/2024		8/24/2024	September 6, 2024
19	8/25/2024		9/7/2024	September 20, 2024
20	9/8/2024		9/21/2024	October 4, 2024
21	9/22/2024		10/5/2024	October 18, 2024
22	10/6/2024		10/19/2024	November 1, 2024
23	10/20/2024		11/2/2024	November 15, 2024
24	11/3/2024		11/16/2024	November 29, 2024
25	11/17/2024		11/30/2024	December 13, 2024
26	12/1/2024		12/14/2024	December 27, 2024
First Check Date 2025	12/15/2024		12/28/2024	January 10, 2025

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Memo

Date: November 20, 2023

To: Priests, deacons, brothers, sisters, principals, parish, school and chancery staff

From: The Most Reverend Gregory J. Hartmayer, OFM Conv.

Re: Chancery 2024 holiday/holy day schedule

The following dates are the Holy Days and holidays that will be observed at the chancery in the year 2024. In observance of certain Holy Days of Obligation, I am closing the chancery.

My sincere thanks for your efforts on behalf of the archdiocese, and I hope you will take this time to reflect upon these spiritual celebrations with your loved ones.

Monday, January 15, 2024	Dr. Martin Luther King, Jr. Day*
Thursday, March 28, 2024	Holy Thursday*
Friday, March 29, 2024	Good Friday
Monday, April 1, 2024	Easter Monday
Monday, May 27, 2024	Memorial Day*
Wednesday, June 19, 2024	Juneteenth*
Thursday, July 4, 2024	Independence Day*
Thursday, August 15, 2024	Assumption of the Virgin Mary*
Monday, September 2, 2024	Labor Day*
Friday, November 1, 2024	All Saints Day*
Thursday, November 28, 2024	Thanksgiving Day*
Friday, November 29, 2024	Thanksgiving Holiday
Monday, December 23, 2024	Christmas Holiday*
through Friday, January 3, 2025	Christmas Holidays

Time-off eligible employees are also given one (1) floating personal day each year.

*Office will close at 2 p.m. on the prior workday.