

## **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.**

**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.



## 2015 PAYROLL SCHEDULE

\*\*\*\*Timesheets are due by noon on the Monday following the pay day\*\*\*\*

Pay Period Number	Timesheet Period			Pay Days
	First Day	to	Last Day	
<b>Last 2014</b>	11/30/14	to	12/13/14	<b>December 26, 2014</b>
<b>1</b>	12/14/14	to	12/27/14	<b>January 9, 2015</b>
<b>2</b>	12/28/15	to	1/10/15	<b>January 23, 2015</b>
<b>3</b>	1/11/15	to	1/24/15	<b>February 6, 2015</b>
<b>4</b>	1/25/15	to	2/7/15	<b>February 20, 2015</b>
<b>5</b>	2/8/15	to	2/21/15	<b>March 6, 2015</b>
<b>6</b>	2/22/15	to	3/7/15	<b>March 20, 2015</b>
<b>7</b>	3/8/15	to	3/21/15	<b>April 3, 2015</b>
<b>8</b>	3/22/15	to	4/4/15	<b>April 17, 2015</b>
<b>9</b>	4/5/15	to	4/18/15	<b>May 1, 2015</b>
<b>10</b>	4/19/15	to	5/2/15	<b>May 15, 2015</b>
<b>11</b>	5/3/15	to	5/16/15	<b>May 29, 2015</b>
<b>12</b>	5/17/15	to	5/30/15	<b>June 12, 2015</b>
<b>13</b>	5/31/15	to	6/13/15	<b>June 26, 2015</b>
<b>14</b>	6/14/15	to	6/27/15	<b>July 10, 2015</b>
<b>15</b>	6/28/15	to	7/11/15	<b>July 24, 2015</b>
<b>16</b>	7/12/15	to	7/25/15	<b>August 7, 2015</b>
<b>17</b>	7/26/15	to	8/8/15	<b>August 21, 2015</b>
<b>18</b>	8/9/15	to	8/22/15	<b>September 4, 2015</b>
<b>19</b>	8/23/15	to	9/5/15	<b>September 18, 2015</b>
<b>20</b>	9/6/15	to	9/19/15	<b>October 2, 2015</b>
<b>21</b>	9/20/15	to	10/3/15	<b>October 16, 2015</b>
<b>22</b>	10/4/15	to	10/17/15	<b>October 30, 2015</b>
<b>23</b>	10/18/15	to	10/31/15	<b>November 13, 2015</b>
<b>24</b>	11/1/15	to	11/14/15	<b>November 27, 2015</b>
<b>25</b>	11/15/15	to	11/28/15	<b>December 11, 2015</b>
<b>26</b>	11/29/15	to	12/12/15	<b>December 24, 2015</b>
<b>First 2016</b>	12/13/15	to	12/26/15	<b>January 8, 2016</b>

### Archdiocese of Atlanta

2401 Lake Park Drive, S.E. ■ Smyrna, Georgia 30080-8862  
404-920-7800 ■ Fax 404-920-7801 ■ [www.archatl.com](http://www.archatl.com)



**MEMORANDUM**

To: All Catholic Center Employees  
From: Archbishop Wilton D. Gregory  
Subject: 2015 Holiday/Holy Day Schedule  
Date: November 4, 2014

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The following dates are the Holy Days/Holidays that will be observed at the Catholic Center in the year 2015. In observance of certain Holy Days of Obligation, I am closing the Catholic Center. My sincere thanks for your efforts on behalf of the archdiocese, and I hope you will take this time reflecting upon these spiritual celebrations with your loved ones.

Thursday, January 1, 2015	New Year's Day
Monday, January 19, 2015	Dr. Martin Luther King, Jr. Day *
Thursday, April 2, 2015	Holy Thursday
Friday, April 3, 2015	Good Friday
Monday, April 6, 2015	Easter Monday
Monday, May 25, 2015	Memorial Day *
Friday, July 3, 2015	Independence Day (observed) *
Monday, September 7, 2015	Labor Day *
Thursday, November 26, 2015	Thanksgiving Day *
Friday, November 27, 2015	Thanksgiving Holiday
Tuesday, December 8, 2015	Solemnity of the Immaculate Conception
Thursday, December 24, 2015	Christmas Holiday *
Friday, December 25, 2015	Solemnity of the Nativity of Our Lord
Monday, December 28, 2015	Christmas Holidays
Tuesday, December 29, 2015	Christmas Holidays
Wednesday, December 30, 2015	Christmas Holidays
Thursday, December 31, 2015	New Year's Eve
Friday, January 1, 2016	New Year's Day

Each employee will also be given one personal day.

\* Office will close at 2:00 pm on the prior workday

Note: Saturday, August 15th is Solemnity of the Assumption of the Blessed Virgin Mary  
Sunday November 1st is All Saints Day

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