



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.

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



OFFICE OF HUMAN RESOURCES

Memo

Date: November 15, 2021
To: Priests, deacons, brothers, sisters, principals and chancery staff
From: ✠The Most Reverend Gregory J. Hartmayer, OFM Conv.
Re: Chancery 2022 Holiday/Holy Day Schedule

The following dates are the holy days and holidays that will be observed at the Catholic Center in the year 2022. 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 17, 2022	Dr. Martin Luther King, Jr. Day *
Thursday, April 14, 2022	Holy Thursday *
Friday, April 15, 2022	Good Friday
Monday, April 18, 2022	Easter Monday
Monday, May 30, 2022	Memorial Day *
Monday, June 20, 2022	Juneteenth*
Monday, July 4, 2022	Independence Day*
Monday, August 15, 2022	Assumption of the Virgin Mary*
Monday, September 5, 2022	Labor Day *
Tuesday, November 1, 2022	All Saints Day
Thursday, November 24, 2022	Thanksgiving Day *
Friday, November 25, 2022	Thanksgiving Holiday
Thursday, December 8, 2022	Immaculate Conception
Friday, December 23, 2022	Christmas Holiday*
through Friday December 30, 2022	Christmas Holidays

Each employee will also be given one floating vacation day.

Office will close at 2:00 p.m. on the prior workday.

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2022 LAY EMPLOYEE PAYROLL SCHEDULE

Pay Period Number	Time Sheet Period			Pay Date
	First Day	to	Last Day	
1	12/19/2021		1/1/2022	January 14, 2022
2	1/2/2022		1/15/2022	January 28, 2022
3	1/16/2022		1/29/2022	February 11, 2022
4	1/30/2022		2/12/2022	February 25, 2022
5	2/13/2022		2/26/2022	March 11, 2022
6	2/27/2022		3/12/2022	March 25, 2022
7	3/13/2022		3/26/2022	April 8, 2022
8	3/27/2022		4/9/2022	April 22, 2022
9	4/10/2022		4/23/2022	May 6, 2022
10	4/24/2022		5/7/2022	May 20, 2022
11	5/8/2022		5/21/2022	June 3, 2022
12	5/22/2022		6/4/2022	June 17, 2022
13	6/5/2022		6/18/2022	July 1, 2022
14	6/19/2022		7/2/2022	July 15, 2022
15	7/3/2022		7/16/2022	July 29, 2022
16	7/17/2022		7/30/2022	August 12, 2022
17	7/31/2022		8/13/2022	August 26, 2022
18	8/14/2022		8/27/2022	September 9, 2022
19	8/28/2022		9/10/2022	September 23, 2022
20	9/11/2022		9/24/2022	October 7, 2022
21	9/25/2022		10/8/2022	October 21, 2022
22	10/9/2022		10/22/2022	November 4, 2022
23	10/23/2022		11/5/2022	November 18, 2022
24	11/6/2022		11/19/2022	December 2, 2022
25	11/20/2022		12/3/2022	December 16, 2022
26	12/4/2022		12/17/2022	December 30, 2022
First Check Date 2023	12/18/2022		12/31/2022	January 13, 2023