

POLICY No. 41

EMPLOYMENT CONTRACTS AND TERMINATION OF EMPLOYEES

1. Term definitions

Contracts: a legal agreement regarding terms of employment with the RCECSSM.

Termination: the official dismissal from employment and the conclusion of the work contract.

Employee: any person employed by a parish or by the Diocese, whether part-time or full-time, and who is remunerated on a regular basis.

2. Intent of the policy

To assure that the RCECSSM and its employees are protected with reference to employees' rights.

To ensure that all termination of employees and of their work agreements are just and legal.

3. Policy

- a. No person may be hired in the name of the RCECSSM without having a signed work agreement. This agreement shall cover, among other things, the duration of employment, the work to be carried out, the person to whom the employee is accountable, the salary and benefits, holidays and vacations, accountability and evaluation of performance, possible renewal of the contract, termination of employment for just cause, and so forth. See Appendix XII for the Employment Agreement.
- b. A detailed job description must be attached to the work agreement; it must be signed by the employer and the employee.
- c. Work agreements shall be entered into on behalf of the RCECSSM by the diocesan financial administrator at the diocesan level, and by the parish priest at the parish level.
- d. In all work agreements, the applicable norms of civil law shall be observed (Canon 1286).
- e. All employees are to be made fully aware of Policy No. 40 "Screening - Serving the People of God", receive a copy and comply with said policy.
- f. Before an employee is terminated, the diocesan financial administrator must be consulted. Proper procedures shall be observed. If necessary, legal advice will be obtained before any action is taken.

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