

Dear Pastor,

The Diocese has placed a copy of the Diocesan Employee Handbook on our website. This is available to all parishes as a tool to create their own handbook for parish use.

Most of the calls about employee problems that are received at the diocese could have easily been solved if there had been an employee handbook. As a matter of fact, a good number of the situations would not have happened at all. A handbook is an excellent tool for advising employees of personnel policies and procedures that affect them while at their place of employment. It also does a good job of giving the employee an overall look at the benefits they have as an employee of the parish. This is also your way of making sure that there are no questions or confusions about an issue that is covered in the handbook. Each employee should sign a statement that they have received the handbook, and you should keep the receipt on file. Once a parish has made its changes, the handbook can be printed and given to each of your employees.

Much of the information that is included in this handbook is state or federal law and no changes can be made to the administration of these policies, however, some of the issues covered are at the discretion of the pastor, who can make changes to what we have shown in this handbook. We have shown in the sample provided what the diocesan policies are, but you have every right to change for your parish.

Listed below are all the categories that you may change for your parish handbook. If a category is not listed, it is recommended that you leave the policy or procedure, as it is written in the handbook, on the website.

Office Hours

Lunch and rest periods

Severe Weather Policy (Although you can change policy I do recommend that you have a severe weather policy)

Gifts (Although you can change policy I do recommend that you have a gift policy)

Holiday Schedule

Vacation Days

Medical Days

Personal Days

Again, We recommend that anything not listed above should be left in your handbook. If you find that there is something you want to change or remove, please call so that we can be sure you are not removing or changing anything protected by law.

Please feel free to contact Mary Giroux at 315-432-9927 should you like assistance in preparing your Employee Handbook.