

## **STATEMENT OF MANAGEMENT RIGHTS AND RESPONSIBILITIES**

The Diocese of Oakland recognizes and accepts the responsibility to provide necessary personnel, facilities, and services to ensure quality service. To fulfill that responsibility, the Diocese of Oakland retains the right to determine both the extent and the type of work to be performed and to establish and maintain the most efficient procedures, standards and methods necessary to achieve the work.

The Diocese of Oakland recognizes and accepts responsibility for providing a qualified staff. To fulfill that responsibility, the Diocese of Oakland retains the right to recruit, select, and hire employees and to determine the necessary qualifications for employment. To ensure effective employee performance, the Diocese of Oakland also retains the right to promote, classify and discipline, which may include dismissal; to determine the size and composition of the work force; to assign and allocate work; to transfer employees from position to position within a particular job site; to determine work schedules; to effect layoffs; and to make all other management decisions.

The Diocese of Oakland is committed to creating and maintaining a work environment that is mutually supportive and conducive to growth. To fulfill that responsibility, the Diocese of Oakland provides opportunities for employee performance appraisal, with times for discussion, mutual goal setting, and professional development.

### ***Definitions:***

**Diocese of Oakland:** Canon Law states (Canon 369) a Diocese is a portion of the people of God that is entrusted for pastoral care to a Bishop with the cooperation of the presbyterate, so that, adhering to its pastor and gathered by him in the Holy Spirit to the gospel and the Eucharist, it constitutes a particular church in which the one, holy, Catholic and apostolic church of Christ is truly present and operative. The Diocese of Oakland is such a particular church that serves the people who live in Alameda and Contra Costa Counties.

In these policies, the Diocese or the Diocese of Oakland also refers to the Bishop, acting on behalf of the Diocese, either directly or through the Bishop's Administrative Council.

**Roman Catholic Bishop of Oakland, a Corporation Sole:** A civilly registered name for the Diocese of Oakland.

**Chancery:** A group of selected clergy and other Christian faithful of a particular church which offers assistance to the Diocesan Bishop for the good of the entire Diocesan community in the form of governance of the entire Diocese, especially in directing pastoral activity, in providing for the administration of the Diocese and in exercising judicial power.

**Diocesan employee:** Any lay person who is employed by the Diocese to provide services to the Roman Catholic Bishop of Oakland, a Corporation Sole.

**Pastor:** The Pastor is the proper shepherd of a Parish entrusted to him exercising pastoral care in the community entrusted to him under the authority of the Diocesan Bishop. In his ministry of Christ, he has been called to share in accord with the norm of law. He carries out for his community the duties of teaching, sanctifying and governing with the cooperation of other presbyters or deacons and the assistance of lay members of the Christian faithful.

**Parochial Administrator/ Parish Life Director:** Is bound by the same duties and enjoys the same rights as a Pastor unless the Diocesan Bishop determines otherwise. In all cases where a Parochial Administrator is assigned, a proper Pastor must also be appointed.

**Site: Chancery or Parish.**

## STATEMENT OF EMPLOYEES' RIGHTS AND RESPONSIBILITIES

The Diocese recognizes that employees have important rights and responsibilities in the workplace, which include the following:

All employees have the right to work in an environment free from unlawful discrimination and harassment and the responsibility to help create and maintain such an environment. Employees are expected to:

- Treat all persons with respect regardless of their personal characteristics.
- Follow the process described in the Unlawful Harassment Policy (*Page 17-18*) if concerns about workplace behavior arise.
- Follow the process described in the Policy of Expectations and Guidelines for Ministry to Minors (Page 18.1 - 18.4).

Employees have the right to work in a safe and healthy environment and the responsibility to help maintain a safe and healthy workplace. Employees are expected to:

- Comply with all safety and health rules.
- Promptly report safety and health hazards so they can be corrected before injuries result.

Any employee who has reason to believe a safety or health hazard exists, must report this belief. Normally the hazard should be reported to the employee's immediate supervisor. If that is not practical, or if the employee is dissatisfied with the supervisor's response, the employee should report the complaint to the Director of Human Resources.

Employees have the right to privacy about personal matters that do not impact the workplace, and the responsibility to keep personal matters outside the workplace. Employees are expected to:

- Not use Diocesan facilities, equipment (including technology such as e-mail and voicemail) and resources for conducting personal business.
- Understand that there may be times when an individual's privacy rights must be balanced against the Diocese's "need to know" in order to safely and responsibly manage its operations.

Employees have the right to take time off work for certain reasons and the responsibility to follow the rules concerning requesting time off. Employees are expected to:

- Give advance notice of the need for time off so that staffing and other needs can be met.
- Comply with Diocesan policies regarding leaves of absence.

Employees have the right to expect fair treatment in all aspects of employment with the Diocese, and the responsibility to communicate concerns about perceived unfair treatment promptly and professionally.

These rights and responsibilities pertain to all Diocesan employees, regardless of position or tenure.

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## **EQUAL EMPLOYMENT OPPORTUNITY**

The Church shares in the mission of Jesus Christ who called all followers to lead a just life. In fidelity to that mission, the Diocese strives for justice in employment practices. To this end, the Diocese promotes equal employment opportunity for all persons with regard to recruitment, hiring, training, transfer, promotion and separation from employment. Employment decisions are made on the basis of qualifications that meet the needs of the Diocese, and not on the basis of race, color, national origin, ancestry, sex, age, religion (except where ordination or religious belief or practice is determined by the Diocese, in its sole discretion, to be a qualification for a position), marital or veteran status, sexual orientation, physical or mental disability, or any other characteristic protected by law.

The Diocese fully supports equal employment opportunity for qualified persons with disabilities. Any staff member with a disability who needs an accommodation to perform the essential functions of the member's position or to have equal access to employment benefits must notify his or her Pastor/Administrator/Parish Life Director, Division/Department Director or the Human Resources Department so that reasonable accommodations can be explored.

All staff members share in the responsibility to foster work environments where all persons are treated with fairness, dignity and respect.

## **DIVERSITY POLICY**

The Diocese is committed to providing a work environment where the inclusion of people from varied cultures and backgrounds leads to excellence in ministry, service and organizational climate .

As followers of Christ, all Diocesan employees, have a moral and social obligation to treat everyone fairly and with respect.

It is Diocesan policy as an employer that everyone be respectful of the heritage and culture of all employees, while at the same time respecting the uniqueness of each individual.

All must strive to reach beyond their own experience to understand and to interact effectively with persons from diverse cultures and backgrounds. Organizational practices and norms will include many styles and approaches in the pursuit of excellence. Thus, everyone will be able to contribute in his/her own unique way.

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