

POLICY ON REFERENCES

Regarding Requests from Outside the Diocesan Community

When a supervisor receives a request for a reference concerning a former employee of the Diocese, the supervisor should contact the Pastor/Administrator/Parish Life Director at a Parish site or the Human Resources Department at the Chancery.

It is the policy of the Diocese of Oakland to verify only dates of employment, position held and to confirm salary, if provided. The lack of any further information should not be interpreted as either a favorable or non-favorable reference.

The person requesting the information should fax the request so the request can be verified.

Regarding Requests from Inside The Diocesan Community

When a supervisor receives a request from an entity, which is one of the sites within the Roman Catholic Bishop of Oakland for a reference concerning an employee or former employee of one of the sites of the Diocese, the supervisor should contact the Pastor/Administrator/Parish Life Director at Parish site or the Human Resources Department at the Chancery.

Anyone who is considering hiring any person who is or was an employee of any diocesan entity MUST, before making the hiring decision contact the Pastor/Administrator/Parish Life Director at Parish site or the Human Resources Department at the Chancery for obtaining a full and complete report regarding the candidates work history.

Those supervisors will give an honest and full recommendation of the employee requesting a reference. These references are shared internally only.

January 2007

DISPUTE RESOLUTION PROCESS

When disputes arise or complaints are made, which cannot be resolved at the Parish or at the Department and/or Division levels at the Chancery, parties to the dispute complaint will follow the procedures indicated in the Diocesan Dispute Resolution Process. (See Appendix C)

January 2007

SABBATICAL POLICY FOR CHANCERY

The Diocese of Oakland supports the continued renewal and professional growth of its employees. In light of this, the Diocese affords exempt Chancery employees with 10 or more years of Chancery service opportunity to apply for up to 6 weeks of paid sabbatical leave for study, skill development, extended retreat or community service.

Application forms and program guidelines are available in the Human Resources Department. Completed applications with the approvals of the employee's Department and Division Directors may be submitted to the Human Resources Department.

The Bishop's Administrative Council will review requests for sabbaticals and, at its sole discretion, will approve or disapprove, considering potential benefits to the employee, the department and the Diocese and the financial impact of the request.

Persons terminating employment with the Diocese will not be compensated for sabbatical leave not taken.

January 2007

RELIGIOUS AND CLERGY

Staff who are Diocesan clergy or members of religious congregations are bound by this manual, allowing for exceptions mandated by Diocesan policy or contract. Items needing clarification should be directed to the Human Resources Department.

Diocesan priests and deacons are substantially different from lay employees in their benefits, pay, and relationship to the employer, the Roman Catholic Bishop of Oakland. Deacons, however, according to their expertise, may be hired as a Diocesan employee and be paid accordingly.

As diocesan clergy, they are neither hired nor fired by the Bishop or out of any position in the Diocese but rather are assigned and reassigned. In assigning and reassigning, the Bishop may choose to incorporate within his decision-making the hiring and termination procedures applicable to lay employees, safeguarding Canon Law.

Clergy compensation (both diocesan and religious) is ordinarily set and adjusted yearly by the Presbyteral Council. Clergy are, however, subject to the same expectations of job performance, evaluation, accountability, and professional comportment as applicable to lay employees.

All other benefits and incidentals relating to clergy are described in the Clergy Personnel Handbook.

Members of Institutes of Consecrated Life and Societies of Apostolic Life who are not members of the clergy are paid according to the lay compensation schedule.

REVISION OF PERSONNEL POLICIES

Chancery

Personnel policies will be reviewed annually by the Department of Human Resources. Revisions will be made with the approval of the Bishop or the Bishop's Administrative Council.

Parishes

Revisions will be made with the approval of the Bishop and the Presbyteral Council.

A complete review of the document is done every three years.

January 2007