101 Termination Policies

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101.1 AT-WILL EMPLOYMENT

Policy:

All employees of the Archdiocese, except those with written contracts of employment stating otherwise, are at-will employees.

101.2 APPROVAL FOR TERMINATION

Policy:

The prior approval of the Division Director and Executive Director, in consultation with Human Resources, is required for all terminations.

101.3 REASONS FOR TERMINATION

Policy:
Terminations are ordinarily reserved for:

Unsatisfactory Job Performance.

Misconduct.

Failure to comply with Archdiocesan policy.

Excessive or unreasonable absenteeism or lateness.

Use, possession or dispensing of illegal substances.

Misappropriation or misuse of Archdiocesan funds.

Falsification of work records or other Archdiocesan records.

Conviction of a crime or misdemeanor involving moral turpitude or that would otherwise negatively reflect on an employee's ability to perform his/her position.

Behavior violating the official teachings of the Catholic Church as interpreted in the sole judgment of the Roman Catholic Archbishop.

An employee also may be terminated for other reasons in the discretion of the Archdiocese and Human Resources.

101.4 VOLUNTARY RESIGNATIONS

Policy:

To resign in good standing, employees shall give written notice to their supervisor no less than two (2) weeks prior to the effective date of resignation, unless a longer period has been previously established by the Executive Director or by contract.

101.5 REDUCTIONS IN FORCE

Policy:

Employees may be terminated because of lack of work or funds, or abolishment of positions due to organizational or program changes.

Procedures:

In determining which employee(s) to lay off, the over-riding consideration shall be the accomplishment of the Archdiocesan Mission.

101.6 EXIT INTERVIEWS

Policy:

Terminated employees shall ordinarily have an exit interview with Human Resources prior to the date of termination.