

## **HONORARIA**

The Diocese acknowledges the gifts of our lay employees and encourages them to be open to sharing those gifts with parishes, schools, other Diocesan sites and non-Diocesan Catholic entities as well.

An employee needs the permission of his/her supervisor before taking work time to give presentations, in-services, or retreats that do not relate to this individual's job description. Such presentations, in-services or retreats should not adversely affect the regular work of an employee.

If an honorarium is received, it should be turned in to the employee's supervisor of the site of employment. Employees of the Chancery or Diocesan sites who give presentations, in-services or retreats within their roles, experience or job descriptions will be compensated by their usual pay for the presentation, in-service, or retreat.

An exempt employee who gives presentations, in-services or retreats unrelated to his/her work for the Diocese; on his/her non-work time is invited to keep whatever honorarium he or she is given.