

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/Parochial 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 provide a written 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/Parochial Administrator/Parish Life Director at Parish site or the Human Resources Department at the Chancery for obtaining a full and complete report regarding the candidate's work history.

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

Regarding Credit and Employment Verification

When an employee applies for credit or employment verification, the employee must list the employee's actual employment site and telephone number. Do not list the Diocese of Oakland Human Resource Department unless you are a Chancery employee. The Human Resources Department does not have the required information and is unable to verify employment.

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)

CHANCERY SABBATICAL POLICY

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 are to be submitted to the Human Resources Department.

The BAC 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.

RELIGIOUS AND CLERGY

Staff members who are Diocesan clergy or members of Religious congregations are bound by this manual, allowing for exceptions mandated by Diocesan policy, Diocesan proper law, Civil or Canon Law, 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 may be 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.

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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. These members are allowed

five work days for retreat or community assemblies each year that are not considered vacation days.

RETIREMENT AND HEALTH BENEFITS FOR CONSECRATED RELIGIOUS (MALE AND FEMALE)

Consecrated Religious, working in the Diocese of Oakland, receive a retirement contribution from the site of employment paid to his or her religious community. This contribution is equal to the amount of one month's salary per 365 days of employment (each month employed = 1/12 of 1 year's salary). Retirement contributions for all Consecrated Religious are figured from the first day of employment.

Consecrated Religious (except for Religious priests), working at least 25 hours per week, are entitled to Diocesan Health Benefits. The Diocesan Health Benefit plans do not allow a person to choose a health plan other than one offered by the Diocese, nor can one elect to receive a financial reimbursement instead of electing health benefits.

All Consecrated Religious do not receive Unemployment or Worker's Compensation.

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 BAC.

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. The next complete review will be completed in 2016.