

PROBATIONARY PERIOD

For the benefit of both the Diocese and the new employee there is a period of time to establish the appropriateness for the continuation of employment. During the probationary period, which lasts 180 days from the date of hire, either the Diocese of Oakland or the employee may terminate employment with or without cause or advance notice. The probationary period may be extended for an additional 90 days by the Pastor/Parochial Administrator/ Parish Life Director or the Division/Department Director. This probation extension is to be in writing, and include the reasons that the probationary period is being extended. The office of Human Resources (510-267-8359/63) should be notified prior to notifying the employee.

Movement to regular status will be determined by the Pastor/Parochial Administrator/ Parish Life Director or the Division/Department Director and notification given to the employee in writing. Once movement to regular status has occurred, termination should be for cause.

If an employee moves from one job position to another within the Diocese, a new probationary period is required.

Probationary employees have access to the Diocesan Dispute Resolution Process except for issues regarding termination.

Disciplinary Probation

Occasionally the Diocese is faced with the prospect of unacceptable behavior or substandard quality of work. If a regular employee's performance falls below an acceptable level or if an employee engages in conduct contrary to these policies and best interest of the department or the Diocese, the employee may be placed on probation for a period of one to six months, as determined by the Pastor/Parochial Administrator or the Division/Department Director. This probationary period notification must be in writing and Human Resources must be notified first (510-267-8359/63). By the end of this disciplinary period, the employee must have demonstrated satisfactory resolution of the problem that led to being placed on probation or be subject to termination. However, during disciplinary probation the employee has access to the Diocesan Dispute Resolution Process. (See appendix C)

It should be noted that an employee may be terminated *without* first being placed on disciplinary probation. (See pages 55-56, circumstances for immediate dismissal.) (See Appendix D-24)