

HUMAN RESOURCES' WELCOME

One of the greatest gifts in my position as Director of Human Resources is to work with such dedicated women and men, to bring about the mission and goals of the Diocese of Oakland. I hope that you, as an integral part of our ministry here, will find your ministry with the Diocese of Oakland pleasant and rewarding. We in Human Resources are always available to assist you in your ministry and in helping you to achieve a sense of community in the Chancery and at your parish worksites.

The Diocese of Oakland is unique in many ways. It is a place where we try to focus on knowing Christ better and making Him better known. In doing that we hope that we can minister well to those of our Diocese we are called to serve. Nevertheless, like other institutions, the Diocese requires certain policies and procedures to ensure its smooth operation and the fair treatment of each employee. The Diocese takes seriously the Church's call to justice for those who work with it. The primary purpose of the Personnel Policies is to foster a climate in which every staff member views himself or herself as a valued member of the community. These policies are expected to be followed by both employee and employer – no matter how comprehensive or detailed such a handbook is, it cannot anticipate all questions or issues that may develop. Each employee is an essential part of the total ministry of the Diocese of Oakland. “We are all cogs in the wheel.” We all serve a much needed part of making our ministry the work of God for our Diocese. All personnel are encouraged to build and maintain a sense of community among themselves. Those we serve should find in the staff a model of the Christian community that is Christ's Church.

These Personnel Policies apply to employees of the Diocese of Oakland Parishes and Chancery. Any questions or concerns that a staff member may have about the application of these policies or procedures should be addressed to the staff member's immediate Supervisor or Human Resources.

From time to time there will be changes in this or that policy. We will try to consult the personnel, through Pastors/Parochial Administrators/Parish Life Directors and Division/Department Directors at the Chancery, before any major changes take place. Any subsequent changes will supersede and replace previous policies, practices, or guidelines on that subject. If changes are made, employees will be notified in a prompt manner.

The Personnel Policies Task Force reviews and makes suggested changes to all policies which are then sent to the Bishop's Administrative Council (BAC) and the Presbyteral Council for review and finally to the Bishop for approval. The Task Force membership includes parish and chancery staff members as well as a Pastor and member of the Presbyteral Council and Lay Ecclesial Ministers Council.

No individual, other than the Bishop, has the authority to enter into any employment or other agreement that modifies the policies of the Diocese of Oakland. Any modification *must* be in writing and signed by the employee and the Bishop or member of the Bishop's Administrative Council.

Human Resources
January 1, 2014