



DIOCESE OF SANTA ROSA
CHANCERY OFFICE
P.O. BOX 1297
SANTA ROSA, CALIFORNIA
95402-1297

PHONE (707) 545-7610
FAX (707) 542-9702

MEMO

TO: All Diocesan locations with lay employees

FROM: Dave Adams, Diocesan Financial Officer
Fran de la Forest, Human Resources

Date: April 30, 2013

SUBJECT: Important Insurance Requirement for Employment Claims

Termination of employment is a time consuming and stressful event. Though we are an "at will" State, documentation is a huge part of the process. With all of the pit falls, it is **mandatory** that Human Resources be involved with the termination process.

Therefore, effective immediately:

As a condition of coverage for any employment claims, our insurance carrier, Catholic Mutual, has notified us that either Fran de la Forest, Human Resources for the Diocese, or Adrienne Moran, Diocesan attorney, must be **promptly** contacted if there is a potential for termination. The Diocese will need to confirm that advice of either Human Resources or of a qualified attorney was sought and followed prior to termination so that we can meet these insuring requirements. Catholic Mutual has advised that failure to follow this protocol will result in the **denial of coverage of the employment claim.**

Contact information:

Fran de la Forest—phone 707-566-3322 or email fdelaforest@srdiocese.org

Adrienne Moran—phone 707-544-5858 or email ade@shapirogalvinlaw.com