101 TERMINATION POLICIES

101.1 AT-WILL EMPLOYMENT

Policy:
All employees of the Archdiocese, except those with written contracts of employment stating otherwise, are at-will employees.

101.2 APPROVAL FOR TERMINATION

Policy:
The prior approval of the Division Director and Executive Director, in consultation with Human Resources, is required for all terminations.

101.3 REASONS FOR TERMINATION

Policy:
Terminations are ordinarily reserved for:

- Unsatisfactory Job Performance.
- Misconduct.
- Failure to comply with Archdiocesan policy.
- Excessive or unreasonable absenteeism or lateness.
- Use, possession or dispensing of illegal substances.
- Misappropriation or misuse of Archdiocesan funds.
- Falsification of work records or other Archdiocesan records.
- Conviction of a crime or misdemeanor involving moral turpitude or that would otherwise negatively reflect on an employee’s ability to perform his/her position.
- Behavior violating the official teachings of the Catholic Church as interpreted in the sole judgment of the Roman Catholic Archbishop.
- An employee also may be terminated for other reasons in the discretion of the Archdiocese and Human Resources.
101.4 VOLUNTARY RESIGNATIONS

Policy:

To resign in good standing, employees shall give written notice to their supervisor no less than two (2) weeks prior to the effective date of resignation, unless a longer period has been previously established by the Executive Director or by contract.

101.5 REDUCTIONS IN FORCE

Policy:

Employees may be terminated because of lack of work or funds, or abolishment of positions due to organizational or program changes.

Procedures:

In determining which employee(s) to lay off, the over-riding consideration shall be the accomplishment of the Archdiocesan Mission.

101.6 EXIT INTERVIEWS

Policy:

Terminated employees shall ordinarily have an exit interview with Human Resources prior to the date of termination.