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**The Roman Catholic Church of the Diocese of Phoenix  
Human Resources Policies and Procedures**

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Policy 2-6.1.23 Employee Discipline

When it is determined that an employee is not fulfilling the responsibilities of the position to which he or she is assigned or is violating a rule, policy, or practice, reasonable disciplinary action should be taken.

Procedures:

Guidelines for administering progressive discipline should normally follow the pattern below, and reasonable steps should be taken prior to discharge when possible. The central administration of the Diocese of Phoenix reserves the right to forego some or all of these steps depending upon the circumstances surrounding the need for disciplinary action and/or termination. The progressive discipline process does not in any way alter the at-will status of employees.

- Step 1: Verbal Warning – For minor infractions, the employee should be issued a verbal warning. The warning may be documented by the supervisor for future reference.
- Step 2: Written Warning – For repeated minor infractions, or a more substantial infraction, the employee may be issued a written warning. The warning should include details of the problem and the steps needed to correct the problem. This report should be reviewed with the employee with a witness present. The employee should sign that they have received the warning. They do not have to agree with the warning. If the employee refuses to sign the warning, the refusal should be noted on the warning and signed by the witness. The report will be sent to the supervisor's pastor, director or department head for review, and then to the Diocese of Phoenix Human Resources Office or the appropriate authority at the parish, Catholic Cemetery, Mount Claret Center or Newman Center for filing.
- Step 3: Optional Administrative Leave – If required by the situation, an employee may be placed on an administrative leave of one day, or longer, to investigate a serious disciplinary situation. Administrative leave for investigation should be with pay. Administrative leave will allow time for the pastor, director, supervisor, supervisor's department head, and the Diocese of Phoenix Human Resources Office to decide what discipline is appropriate or necessary.
- Step 4: Discharge -- In the case of repeated acts of misconduct or where misconduct is serious, discharge may occur upon review with the Chief Human Resources Officer or General Counsel. Serious misconduct is defined in the Code of Employee Responsibility.

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Anyone who holds an ecclesiastical office is subject to the norms in canon law for removal from office.

#### Concerns During the Introductory Period

If there are concerns regarding such issues as an employee's behavior, conduct or abilities during the introductory period, the disciplinary procedure above does not apply. However, the supervisor may:

1. Review the concerns with the Chief Human Resources Officer and make a recommendation regarding the continued employment of the employee.
2. Meet with the employee to discuss the employment decision.
3. Issue a written report for the employee's personnel record describing the concerns and the action taken. This report shall be reviewed with and signed and dated by the employee or witnessed and dated by a third party if the employee refuses to sign.
4. If the employee's performance during the introductory period is unsatisfactory, the introductory period may be extended or the employee may be terminated at the discretion of the immediate supervisor (subject to approval of the department head or appropriate authority and the Chief Human Resources Officer or General Counsel).

#### Documentation

Documentation of disciplinary action will become part of the employee's personnel records file for a period not to exceed 12 months if no additional related disciplinary measures are recorded within such period. Following 12 months, the documentation will be destroyed and the employee so notified. Documentation relating to discharge will remain filed in the personnel file.

*Note: Discipline of Catholic School personnel will be conducted in accordance with the Handbook of Policies and Regulations for Catholic Schools.*

See Links: [Code of Employee Responsibility](#); [Harassment Policy](#); [Catholic Diocese of Phoenix Policy and Procedures for the Protection of Minors](#)

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Policy: Employee Discipline Signature Page

Approved by Bishop Thomas J. Olmsted on October 27, 2006