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

Introduction

The central administration of the Diocese of Phoenix establishes human resources policies that are in effect at the Diocesan Pastoral Center and when indicated throughout the Diocese of Phoenix. In addition certain parishes, Catholic schools, Kino Institute, Catholic Cemeteries, Mount Claret Center and all Newman Centers may have policies that outline procedures unique to their operational requirements.

These Human Resources Policies are not intended to create a contract of employment between the employer and employees. They are intended to present the Diocese of Phoenix's current policies and procedures, which may be revised or updated by the central administration of the Diocese of Phoenix at any time.

For all employees who do not have a valid, written individual employment contract or Ministry Agreement, signed by the proper hiring authority of the employer, for a specific fixed term of employment, the employer-employee relationship is known technically as "employment at will". In this case, either the employee or the employer can terminate the employment relationship at any time for any reason. This relationship implies no guaranteed or contractual obligation.

Signed and approved by Bishop Thomas J. Olmsted on October 27, 2006