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

Policy 2-7.1.14 Off Duty Conduct and Employment

Generally, the Diocese of Phoenix regards the off-duty activities of employees to be their own personal matter rather than that of the Diocese of Phoenix. However, certain types of off-duty activities by employees may be cause for concern.

Employees who engage in, or are associated with illegal, immoral, or unfavorable conduct, the nature of which adversely affects the Diocese of Phoenix, or their own ability or credibility to carry out their employment responsibilities, may be subject to disciplinary action up to and including termination.

Off-duty employment is holding full-time employment and a supplementary job either within the Diocese of Phoenix, an outside employer or self-employment. Employees may engage in off-duty employment, provided that:

1. Written approval is granted in advance by the employee's supervisor and the department head, director or pastor.
2. The off-duty employment does not conflict with the employee's work schedules, duties, and responsibilities.
3. The off-duty employment does not create a conflict of interest or incompatibility.
4. The off-duty employment does not create a detrimental effect upon the employee's work performance.
5. The employment does not involve conducting business during hours of employment.
6. The employment is not with an organization that conducts or espouses activity contrary to the fundamental teaching of the Roman Catholic Church.

Procedures:

Employees wishing to engage in off-duty employment are required to submit a written request indicating the employer, type of work performed, work schedule and work location to their supervisor. If approved by the supervisor and the department head, director, or pastor, copies of the approved request will be given to the employee and the supervisor, and entered into the employee's HR file.

Upon any subsequent change in the approved off-duty employment, the employee will be required to submit a new or revised written request for off-duty employment which will be subject to the same approval process as the initial request.

Any authorization to engage in off-duty employment may be revoked at any time, and at the sole discretion of the appropriate authority where it is determined that it is in the best interest of the Diocese of Phoenix to do so.

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Employees who sustain injuries or illnesses in connection with off-duty employment will not be entitled to receive workers' compensation benefits provided by the Diocese of Phoenix. They must either take a leave of absence without pay, request accrued paid time off, or be subject to termination by the Diocese of Phoenix due to lack of availability for work.

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