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

Policy 2-7.1.24 Termination of Employment

Termination of employment is defined as an employee's resignation, discharge or retirement.

Procedures:

1. Resignations

Supervisory and executive employees are requested to give four weeks written notice of their intent to resign. In the case of all other employees, the request for written notice is two weeks. During the notice period, employees may not use accrued paid vacation (unless approved by the employee's supervisor and the Chief Human Resources Officer) or accumulated sick time unless a physician's statement is provided.

2. Reduction in Work Force

It is important for employees of the Diocese of Phoenix to be aware that it is not possible to guarantee long-term employment. Shifts and changes in priorities may contribute to changes in personnel and staffing patterns.

Consequently, there are times when it may be necessary to reduce the number of positions due to loss of financial resources, change in organizational structure, or change or reduction in Diocese of Phoenix programs. Should this happen, every effort will be made to give as much advance notice as possible.

If a Diocese of Phoenix employer is forced to reduce its work force, it may be necessary to reassign employees to fulfill the workload needs in other areas and functions. The selection of employees or positions that will be affected by a reduction in force will be based upon the needs of the Diocese of Phoenix employer.

3. Pay in Lieu of Notice

When it is deemed in the best interest of the employer, an employee may receive pay in place of advance termination notice.

Employees granted pay in lieu of notice will receive at least the equivalent of two (2) week's regular pay. Employees may be granted additional weeks of pay in lieu of notice depending on such circumstances as the employee's length of service and performance record, the cause for termination, and the employer's ability to grant

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additional pay. Pay in lieu of notice is granted in addition to any unused accrued or granted vacation time.

4. Involuntary Termination

Discharge of an employee is within the discretion of the Diocesan employer; however, prior to any termination, a supervisor must consult with the General Counsel and/or the Chief Human Resources Officer.

5. Record Keeping

Upon the voluntary or involuntary termination of employment, the supervisor shall send the Termination-Transfer Notice to the Diocese of Phoenix Human Resources Office to stop benefits coverage.

6. Exit Interview

An exit interview should be conducted with all employees voluntarily terminating their employment with the Diocese of Phoenix employer. This interview should be conducted by someone other than the employee's immediate supervisor, such as another supervisor of equal or higher level but not responsible for direct supervision of the employee, or the Human Resources Officer.

The purpose of the exit interview is to determine the reason the employee is leaving, to gather information about the Diocese of Phoenix as an employer from the employee's perspective, and to complete all necessary administrative details. This information may then be used constructively to improve working conditions and reduce turnover.

Additionally, exit interviews provide departing employees the opportunity to have questions answered about benefit conversions and to return any employer property that has been issued to the employee.

7. Collecting Employer Issued Property

If any employer property issued to the employee has been lost or damaged, the cost of replacing such property may be deducted from the employee's final paycheck. However, in the case of nonexempt employees, the amount deducted shall not reduce the employee's earnings of the final pay period below the current minimum wage. Employees should note that the return of the employer's property is mandatory, and an employee's refusal to do so will be reflected in the employer's records. The employer may pursue legal action against such employee.

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8. Final Paycheck

The employee's last paycheck shall include unpaid worked hours and appropriate paid benefits (unused vacation leave), along with regular and requested deductions.

If the employee is leaving under voluntary conditions, the employer may issue their final paycheck during the next regular payroll cycle. If the employee is leaving under involuntary conditions, they must be paid within 3 working days of their last day worked.

Notes: Those who hold ecclesiastical office enjoy both the rights and obligations that entail such a position in the Church, in accordance with the norms of Canon law.

Termination of employment of Catholic School personnel under contract of employment will follow the contract and the Handbook of Policies and Regulations for Catholic Schools.

See Forms: Exit Interview; Transfer/Termination

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