
 <p>ARCHDIOCESE OF SAINT PAUL & MINNEAPOLIS</p>	Effective Date: 8/1/2024	Number: 202
	Subject: Employee Handbook	
	Scope: <input checked="" type="checkbox"/> Archdiocese <input type="checkbox"/> Parishes <input type="checkbox"/> Schools	
	Reference: Employee Handbook for the Archdiocese	
Archbishop Signature: 		

Purpose

To establish the employment policies for [Employees](#) of the [Archdiocese](#). [Employees](#) of [Parishes](#) and [Schools](#) are not [Employees](#) of the [Archdiocese](#).

Ecclesial Foundation

The dignity of work and respect for those who labor is deeply embedded in Catholic tradition, theology, canon law, and the Magisterial teaching of our bishops and popes. Scripture, for example, reflects on the fundamental rights of workers to just conditions, fair wages, and a period of rest (Deut. 5:13-15; Deut. 24:14-15; Sir. 34:20-22; Jer 22:13; Matt. 20:1-16), while also calling upon workers to share the fruits of their labor, practice integrity in their work, and not seek riches or an abundance of possessions (Deut. 14:28-29; Luke 3:10-14; Luke 12:13-21).

The 1983 Code of Canon Law provides fundamental principles that also inform the rights and duties of those who work for the Church. These include:

- 1) True equality and dignity among all Christian faithful in which they cooperate in building up the Body of Christ in their own way (Canon 208).
- 2) Right of all the faithful to make known their opinion on matters pertaining to the good of the Church, according to the knowledge, competence, and position they hold (Canon 212 §3).
- 3) Right to protection from illegitimate harm to a person's good reputation (Canon 220).
- 4) Right to protect one's own privacy (Canon 220).
- 5) Right to due process by defending oneself and protecting one's rights in a legitimate forum (Canon 221 §1).
- 6) Obligation to take into account the common good and the rights and duties of others in the exercise of personal rights (Canon 223 §1), and the obligation of Church authority to direct the exercise of personal rights in view of the common good (Canon 223 §2).
- 7) Obligation and right of laity to acquire education and formation appropriate to their role in exercising the apostolate (Canon 229 §1).
- 8) Obligation to fulfill service to the Church properly, conscientiously, eagerly, and diligently (Canon 231 §1).

- 9) Right to decent remuneration, social support, and health benefits (for eligible employees) (canon 231 §2).

Policy

- 1) Terms and conditions of employment, including offer letters, job descriptions, and staff handbooks (if applicable) must be observed in addition to the requirements of this policy.
- 2) Effective July 1, 2019, the [Archdiocese](#) Employee Handbook and all subsequent revisions applies to all [Employees](#) of the [Archdiocese](#) and supersedes all previous employment policies (e.g. *JIE*).
- 3) Supervisors are to act in a manner that bears witness to the teachings and laws of the Catholic Church.
- 4) When a principle of Catholic teaching or canon law is in question in an employment situation, the [Archbishop](#) or his designee will provide a definitive interpretation of the principle at issue.
- 5) The following requirements ensure that supervisors comply with all state and federal laws regarding dismissal of an [Employee](#):
 - a) In all cases where a supervisor seeks to dismiss an [Employee](#) of the [Archdiocese](#), the supervisor must seek and duly consider the counsel of the Director of Human Resources and the Chief Operating Officer. The Director of Human Resources must also seek and duly consider the counsel of an attorney who works in the area of employment law and is familiar with the provisions of the Employee Handbook. Insurance coverage for claims of wrongful dismissal is contingent upon seeking and considering the advice of such an attorney.
 - b) Supervisors must receive written permission from the Chief Operating Officer prior to dismissing an [Employee](#) of the [Archdiocese](#).
- 6) Failure to abide by this policy may result in disciplinary action, up to and including dismissal from employment or, if applicable, canonical penalties for abuse of ecclesiastical office or harm caused to another through negligent exercise of ecclesiastical power (1983 Code of Canon Law, c. 1378).