



To: Pastors, Principals, and Location Administrators
From: Ann L. Radosevich, Director Office for Human Resources
Date: April 8, 2021
Subject: Updated Employee Policy Handbook

Periodically, the Office for Human Resources updates the Employee Policy Handbook to reflect changes in Federal and State employment laws. Due to the many recent changes in the legal landscape, the Policy Handbook has received another revision.

Most of the policies in the handbook are either rooted in specific employment laws, or are tied to diocesan policies, practices and / or systems. Therefore, *these policies cannot be changed*. As with prior versions of the handbook, however, locations may make changes to some of the policies in order to accurately communicate location-specific policies and practices. The attached table details the policies that cannot be changed, can be changed with prior HR approval, or can be changed without HR approval.

ALL LOCATIONS MUST ADOPT A HANDBOOK FOR THEIR LOCATION.

To do this, pastors, principals and location administrators must work together to change certain policies to reflect the policies and practices of the location (example Holidays), Again, please refer to the attached table to determine whether a policy can be changed.

Once the pastor has approved location-specific changes requiring review/approval, please send a final draft of the handbook to Paula Costa (pcosta@sdccatholic.org) in the Office for Human Resources. Upon approval, remember, all employees are required to receive a copy of the handbook and sign and return the handbook acknowledgement form (last page of Handbook) to the location administrator.

Should you have any questions, please feel free to contact me.

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