
PERSONNEL POLICY

For the Roman
Catholic Diocese of
Saskatoon

2023

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Terminology Note:

For the purposes of this Policy, any reference to the Roman Catholic Diocese of Saskatoon (the Diocese) as the Employer includes reference to all parishes and the Catholic Pastoral Centre operating within the Diocese of Saskatoon.

Human Resource administration at the pastoral or parish level, including the keeping of personnel files is to be delegated to a named individual who will act as the 'Human Resource Representative'. 'The Human Resource Coordinator' at the Catholic Pastoral Centre is available to support and respond to questions.



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April 4, 2023

To Clergy, Religious, & Lay Faithful of the Diocese of Saskatoon

By this letter, I promulgate the Personnel Policy of the Diocese of Saskatoon, and present it to you for implementation. The policies of this manual supersede all previous policies, written or spoken. It is my hope that these policies will help to clarify the obligations and responsibilities of the diocese as an employer and you as an employee in the service of our Church.

To assist in making our workplace harmonious and effective in pursuing the mission and work of our diocese, it is important that there be policies and practices in place that are clear, consistent, and just. It is my hope that these policies will foster even greater unity and respect.

I am privileged and blessed to work with you in serving the People of God in our diocesan community, and helping to proclaim by word, work, and life the Gospel of Jesus Christ. Please accept my prayers and support as we serve together the Mission of Christ and the Church.

With personal best regards and the assurance of my prayers, I remain,

Sincerely in Christ,

✠ Mark A. Hagemoen



SECTION 1 - INTRODUCTION

1.1 Introduction of the Roman Catholic Diocese of Saskatoon Personnel Policy

The Diocese of Saskatoon performs a variety of functions to assist the true Christian life in the hearts of people, and recognizes that all: priests, religious women/men and laity are a sign of God's providence to sustain this life in the Church. Aware of the gospel call of Jesus to work in unity, the diocese seeks to provide an honorable state of employment, attentive to the demands of charity, social justice and true to the example of Jesus in his concern for people.

The dedication and sense of commitment of all those who work in this local Church, at both diocesan and parish levels, is deeply appreciated and it brings into reality the life of the Trinity on earth: "Father, may they be one in us, as you are in me, and I am in you. I pray that they may be one as we are one" (Jn 17:21-22).

This policy offers an overview of the employment policies of the Roman Catholic Diocese of Saskatoon (herein, the Diocese). In the event that something in this policy conflicts with the Saskatchewan Employment Act, the Act will govern.

The Diocese reserves the right to edit, alter, or otherwise change policies and passages in this policy at any time, without prior notice to employees.

This policy is applicable to all Lay Employees of the Diocese. This version (2023) supersedes any prior versions of employee policy published by the Diocese.

This policy is applicable to clergy and Lay Supervisors (e.g., PLDs), in so far as it will assist them as supervisors in making decisions regarding their direct reports. Additionally, clergy have canon law and other policies guiding them in their duties.

This policy is not directly applicable to volunteers or contractors in all instances; although it is expected that volunteers and contractors are to act in the spirit of the major principles contained within.

Other policies: This policy makes mention, from time to time, to other policies that are applicable to clergy, lay employees and volunteers alike. While mentioned, the content of these other policies have not been restated in this policy. Clergy, lay employees and volunteers are advised to consult other diocesan policies as needed.



1.2 Overview of the Diocese

Our Mission:

TO PROCLAIM CHRIST AND GOD'S KINGDOM TODAY
"Have the same mind and heart as Christ Jesus" (Phil 2:5)

Our Goals: The Diocesan Pastoral Plan



To learn more about the Roman Catholic Diocese of Saskatoon, visit the website at <https://rcdos.ca>

1.3 The Intrinsic Value and Dignity of the Human Person



1.3 The Intrinsic Value and Dignity of the Human Person

The Diocese, recognizing the intrinsic value and dignity of the human person, created in the image of God, respects and complies with all applicable human rights laws in the province of Saskatchewan.

Applicable human rights laws will be upheld in our hiring, compensation, discipline, and termination practices, and in all other aspects of the employment relationship. We do not unlawfully discriminate based on race, color, ancestry, place of origin, religion, marital or family status, sex, sexual orientation, disability, age, weight, social assistance recipient; or any other classification protected under the applicable law.

Our decisions are based on Christian principles, merit, organizational needs, and bona fide occupational requirements for the employment of Catholic lay people in pastoral ministry as guaranteed by section 16 (10) of the Saskatchewan Human Rights Act.

"This section does not prohibit an exclusively non-profit charitable, philanthropic, fraternal, religious, racial or social organization or corporation that is primarily engaged in serving the interests of persons identified by their race, creed, religion, color, sex, gender identity, sexual orientation, family status, marital status, disability, age, nationality, ancestry, place of origin or receipt of public assistance from employing only or giving preference in employment to persons similarly identified if the qualification is a reasonable and bona fide qualification because of the nature of the employment."

The Diocese prohibits any form of discrimination against any employee, parishioner, or vendor. Any employee who engages in discriminatory behavior in their employment will be subject to disciplinary action, up to and including termination.

If there is a concern that someone has violated this policy, please immediately notify your direct supervisor (i.e., Director, Manager, Pastor). The Diocese will promptly investigate and take appropriate corrective measures. No employee will be subject to — and the Diocese prohibits — any form of discipline or retaliation for reporting in good faith incidents of unlawful discrimination or cooperating in any way in the investigation of such reports.

Please refer to the [Harassment and Bullying Policy](#) as well as the [Safeguarding: Covenant of Care](#) for more information.



SECTION 2 - GENERAL EMPLOYMENT POLICIES

2.1 Communication

The Diocese is committed to an open environment where successes, problems and concerns can be discussed. Suggestions are welcome and expected; we believe most workplace concerns can be resolved through open and appropriate communication that respects roles, responsibilities and privacy. Processes are in place to provide information and obtain feedback on a regular basis through employee/staff meetings and by talking with their immediate supervisor.

2.2 Conciliation Process

Employees working in the Church, or any workplace for that matter, may experience frustration and varying levels of tension and conflict with fellow employees and key volunteers in the parish. All employees in the Diocese have the right and responsibility to raise these issues in good faith with the desire for some form of a mutually beneficial resolution. As such, in light of the Gospel (Matthew 18), employees are expected to raise concerns firstly with the individual with whom there is disagreement, tension or conflict.

If such concerns are not resolved or reconciled at this first step, employees are to then raise concerns with their direct supervisor who will work with the parties involved to bring a resolution to the matter at hand in a reasonable amount of time.

At any point in this process, either the supervisor or the employees involved may request support from the Diocesan Human Resources Coordinator (at the Catholic Pastoral Centre) and/or Vicar General. The Diocese and its supervisors shall consider an issue/complaint on its own merit and will in no way retaliate against the employee who raises the issue.

2.3 Safeguarding: Covenant of Care and Code of Conduct

The purpose of the [Safeguarding: Covenant of Care](#) is to establish a **Code of Conduct** designed to create safe and respectful church communities and healthy ministerial relationships, and to protect people from abuse and the harm that results.

The *Covenant of Care* protocol strives to provide proactive protection for:

- children, youth and vulnerable adults;

Child: A person less than 16 years of age.

Youth: A person who is 16 or 17 years of age.

Vulnerable Adult: A person 18 years of age or older who might, because of circumstances, be easily exploited by another.

- Those who minister, including clergy, employees and church volunteers.

The scope of the Safeguarding: Covenant of Care Code protocol applies to all employees



and volunteers, including clergy, religious and lay people.

All employees and volunteers working with vulnerable persons will sign that they have read and will adhere to this policy and will follow diocesan guidelines concerning requisite screening processes, criminal record checks and ongoing education.

Please refer to [Appendix A: Safeguarding: Covenant of Care Protocol](#)

2.4 Confidentiality Policy

In the course of employment with the Diocese, employees may be privy to confidential information regarding the organization and/or highly personal information. Employees are to treat such information in the highest regard and to take all necessary precautions to maintain confidentiality by not disclosing such information to third parties, except when legally bound to do so.

Due to the sensitive nature of confidential information and the potential harm that can come from its disclosure, this duty to maintain confidentiality continues even post-employment.

Every employee is required to sign their agreement to the [Diocese Confidentiality Policy](#) upon being hired into the Diocese, regardless of role or job.

Please refer to [Appendix B: Confidentiality Policy](#)

2.5 Personal Information

Every employee who joins the Diocese is required to provide information for payroll, benefits and emergency contact purposes. The Diocese is responsible for ensuring that personal information remains confidential. It is not collected, used or disclosed except in accordance with provincial privacy legislation. Personnel files are kept at the respective places of employment with an individual at that Parish identified as the keeper of human resource information to be referred to as the 'HR Representative'



A personnel file will be kept for each employee and will include:

- I. Copy of application for work (e.g., cover letter, resume)
- II. Hiring and screening documents (e.g., interview guide, reference information)
- III. Job/Ministry Description
- IV. Contract of employment
- V. Confirmation and acknowledgment of receipt of policies
- VI. Record of annual performance reviews and salary adjustments
- VII. Formal disciplinary documentation including termination documentation
- VIII. Payroll documents (i.e., record of annual salary adjustments, Canada and Saskatchewan tax forms, beneficiary details,)
- IX. Record of Employment (leaves of absence and/or employment separation from the Diocese)
- X. Any medical (STD, LTD, WCB, Physician's notes) to be kept secured with an added layer of confidentiality

2.5.1 Changes to Personnel Information

Employees are to immediately inform the Human Resource representative of any change in personal data that affect their address, wages, salary, benefits or any certifications (i.e., driver's license, first aid) or professional association memberships related to their position that has been revoked or suspended.

2.5.2 Access to Personnel File

Employees have the right to request to see their personnel information and should address this request to the Human Resource representative. With reasonable advance notice, they will be provided with the file to view, in the office, and in the presence of the human resource representative.

2.6 Dress Protocol

As representatives of the Diocese, employees are expected to dress in a neat and clean manner in relation to the position they occupy. Modesty and standard business norms should guide employee dress and grooming. All clothing is to be neat looking (i.e., wrinkle-free with no rips or stains). It is important that employees exemplify the professional and ministerial culture of the Diocese to parishioners and to the community at large.

Personal hygiene is important working with others. Employees are to be sensitive to the fact that people have different allergies/sensitivities to colognes and perfumes, body odor and smells resulting from personal habits (e.g., cigarette smoke, etc.).

If an employee comes to work dressed in an unprofessional manner or with unacceptable personal hygiene, the employee may be sent home. The employer recognizes that there may be other factors, such as health conditions that may cause difficulties for employees to maintain these standards. If this is the case, employees are to raise it with their immediate supervisor and identify a plan to ensure they meet expectations.



Employees who have any questions about what is or isn't appropriate to wear to work are advised to speak with their immediate supervisor.

2.7 Attendance and Punctuality

Timely and regular attendance is important to ensure the Diocese is able to provide services to our parishes. It is imperative that employees are respectful of their work schedule. Attendance and punctuality are extremely important; when an employee does not show up for work on time, colleagues may be impacted and have to bear the burden of the absence, and our parish communities may suffer as a result.

If an employee is going to be late or absent, they are to call their direct supervisor as far in advance as possible. Failure to notify the supervisor of their lateness or absence; and/or if they have a pattern of regular ongoing experiences of lateness and/or absences, this may lead to performance improvement discussions, and potentially be subject to disciplinary action, up to and including termination.

Job Abandonment - If you fail to show up to work without contacting your supervisor, after a reasonable amount of time has passed (typically 5 consecutive days), it may be deemed that you have abandoned your job and voluntarily terminated your employment with the Roman Catholic Diocese of Saskatoon, subject to compliance with applicable human rights law.

2.8 Volunteering & Participation in Diocesan Committees, Commissions & Initiatives

Volunteering – An employee is permitted to volunteer on Diocesan Committees, Commissions and initiatives provided the work undertaken is not connected to the work for which the employee is normally paid (i.e., a bookkeeper volunteering to be on a Diocesan committee for catechesis).

Employee Participation in Diocesan Committees, Commissions & Initiatives - Regardless of the location of work (parish or Catholic Pastoral Centre), as the employer, the Diocese may from time to time, call upon its employees from across the Diocese to participate on committees, commissions and initiatives that benefit the Diocese as a whole. The time required for such initiatives is to be considered as work time and paid for through the payroll number through which the employee is normally paid. As such:

- The employee's immediate supervisor must agree to the appointment
- The work involved with the appointment should not unduly interfere with the employee's regular duties
- The time involved with the appointment should not lead to an accrual of additional flex or overtime.



2.9 Social Media & Use of Technology Policy

This policy provides guidance on the acceptable use of social media websites and outlets as well as general technology, particularly as they pertain to information, activities, and communications related to the Roman Catholic Diocese of Saskatoon ("RCDOS"), its, affiliates, brands, and trademarks. This policy and related guidelines, standards and best practices are designed to protect both the RCDOS and its employees.

The policy states all communications, postings, blogs, or other forms of information sharing in the name of or on behalf of RCDOS are permitted only by official RCDOS spokespersons as designated by the Bishop. It also reinforces that all employees must adhere to all of RCDOS's standards, policies, and procedures when engaging in social media activities. Simply stated, if an employee's post would violate RCDOS's policies in another forum, it will also violate them in an online forum.

Please refer to [Appendix C: Social Media & Use of Technology Policy](#)



SECTION 3 – RECRUITMENT AND HIRING POLICIES

Through effective recruitment and selection processes/practices, essential in attracting and maintaining quality and committed employees, the Diocese aims to provide equal employment opportunities to qualified persons based on bona fide occupational requirements, consistent with provincial legislation.

3.1 Selection Process

A number of assessment tools are implemented to identify a qualified candidate for jobs being advertised and recruited for at the Diocese. These include reviewing applications/resumes for prescreening purposes; conducting interviews by a panel (minimum of 2 people) using an interview guide; conducting reference checks (preference of three references with two being from supervisors of applicant's past or current employment); and verification of any education, training or certificates related to the position.

3.2 Job Description

Each employee is provided with a job description when they are hired to assist in providing clarity regarding the role and specific responsibilities and expectations of the job.

3.3 Employment Contract

Letter of Offer: Every employee should be provided with an employment offer.

Employment Agreement: The employment agreement is a more detailed document with legal terminology and specificity. This document is prepared and signed off by both the employer and a new employee.

3.4 Catholicity

Religion may be considered a bona fide occupational requirement when membership in a certain religion is reasonably necessary to the performance of the job.

In the Diocese, it is a requirement for all employees to have:

- At a minimum, demonstrates support and commitment to the mission and identity of the Catholic Church and articulate an understanding of key faith tenets.
- For some positions, where the duties require providing leadership, education and supports to the Parishes related to the Catholic faith; the requirement is stronger. Employees will require a level of understanding and ability to articulate fundamental beliefs of the Church and demonstrate the ability to provide relevant leadership. It is required that the successful candidate be a practicing Catholic, registered in a Catholic parish.

Candidates who are Catholic will be required to:



- Provide a pastoral reference form signed by their pastor, stating clearly that the applicant actively practices the Catholic faith
- Continue to live in full communion with the Church
- Exhibit at all times a conduct and way of life that is consistent with the Catholic Church

3.5 Criminal Record and Vulnerable Sector Check

All positions at the Diocese require proof of a clear criminal record check and in some cases a vulnerable sector check prior to commencing employment. This condition of employment will be identified in the letter of offer.

3.6 Employment of Family Members

In order for fair and equitable employment standards and practices, it is important that a number of factors are considered before a decision is made to hire a person who is related to a current employee of the Diocese.

One of those is that immediate family members are not to hire or supervise one another or check, review and/or process the work of one another. Supervisors may further restrict the employment of immediate family members where there may be a conflict of interest, may disrupt the optimal performance of functions, or impact the objectivity that is essential to effective decision-making.

Immediate family members include: Spouse, Parents, Grandparents, Child, Grandchild, In-laws, and Siblings.

3.7 Conflict of Interest Declaration and Policy

Conflict of Interest is a situation in which clergy, staff or volunteers have private or personal interests, or personal or private interest of a relative or an associate, that could improperly influence the objective exercise of their official duties. Often this is a financial interest, but it could also be a direct or indirect interest that could provide a special advantage to an associate (business partner or employee) or family member.

A conflict of interest also includes the presence of factors that might reasonably be thought to bias judgment on any matter. There are three types of conflict of interest: actual, potential, and perceived:

- **Actual** means a conflict of interest exists at the present time.
- **Potential** means a conflict that could reasonably be foreseen to exist in the future.
- **Perceived** means where it could reasonably give the appearance, that a competing interest could improperly influence the performance of official duties.

Employees who find themselves in a potential or actual conflict of interest situation have a duty and responsibility to notify their immediate supervisor. Failure to report such potential or actual



conflict of interest will result in disciplinary action being taken, up to and including dismissal.

All new employees sign a declaration of conflict of interest form upon being hired into a position at the Diocese. All situations are discussed between their supervisor and themselves to determine if there are any situations that may present themselves as actual, potential or perceived conflict of interest; and decisions are made as to how to manage the specific situations based upon their job responsibilities.

Refer to [Appendix D: Conflict of Interest Declaration and Policy](#)

SECTION 4 – LEARNING AND DEVELOPMENT

4:1 Initial and Ongoing - Orientation and On-boarding

After effective recruitment and selection, one of the most important ways that organizations can improve the effectiveness of their talent management system is through the strategic use of both orientation and a longer term on-boarding plan. Developing an on-boarding and orientation plan for the first year of a new employee supports the Diocese in being an employer of choice.

4:2 Training, Professional Development & Ongoing Learning

The Diocese promotes continuous learning and employees are encouraged to be lifelong learners. Therefore, to ensure that a learning culture is embedded across the Diocese, supervisors are encouraged to prepare a learning plan for their teams in collaboration with each employee and based on different learning needs for each job role.

Learning encompasses training, courses, job shadowing, webinars/seminars, retreats and any activity that enriches knowledge and skills for each job role. Employees are expected, as required, to hone their skills and grow professionally by participating in programs that are deemed relevant to their current roles.

To support the learning needs of employees, the cost implication may sometimes be fully paid by the employer, shared between the employer and employee, or paid for in return for service. The desired option will be at the discretion and approval of management.

Process: The request form titled: '[Request for Training/Learning and Professional Development](#)' is to be submitted to the employee's direct supervisor, who will determine approval taking into consideration the cost, as well as the appropriateness and relevancy of the learning to the employee's position and responsibility.

Time away for seminars and courses should not result in the accrual of additional flex time or overtime.

Please see [Appendix E: Request for Training/Learning and Professional Development](#)

SECTION 5 – TOTAL COMPENSATION AND BENEFITS

5:1 Direct Deposit & Pay Periods

The Diocese runs monthly pay periods. Pay will include wages for all hours worked up to and including the last day of the month.

5:2 Wages

All employees are to be compensated in accordance with the Diocesan Salary Grids. Refer to [Appendix F: Overview of the Diocesan Salary Grid](#)

5:3 General Hours of Work

Regardless whether an employee is working in a supervisory, ministry or administrative role, the Diocese has a number of general protocols that apply to all staff. Some of these include:

- The expectation that staff as a collective will cover core functions during the organization's core hours of operation.
- The regular hours worked by each full-time staff is generally based on 37.5 hours per week. Regular hours at the Catholic Pastoral Centre (CPC) are from 9:00 – 5:00 p.m. (e.g., a 7.5 hour work day is from 9:00 – 5:00 with ½ hour non-paid lunch break.)
- These hours may be applied differently throughout the Diocese. For example, an employee may arrange to work a four-day work week. Some employees work less than 37.5 hours per week and their hours of work will be determined accordingly.
- At the point of hire, it is important to communicate a normative work schedule for each employee, particularly for those who may work some hours outside of the regular weekly hours or work part time.
- Time sheets and any requests for time off, including vacation/sick time/flex time are to be submitted and approved by the employee's direct supervisor.

5:3:1 Work Breaks

Meal breaks - The Saskatchewan Employment Act (SEA) makes provision for at least a 30-minute meal break for every five hours of work. Meal breaks are unpaid. Depending on the operational needs of the parish, meal breaks may be between 30 and 60 minutes in length.

Other Breaks - The SEA makes no provision for breaks; but when an employer grants a break, it is to be a paid break. The Diocese grants two 15-minute breaks per workday. Employees forfeit a paid break when they elect to work through lunch or breaks. Employees are prohibited from accruing the break time or lunch as a means to shorten the workday.



5:3:2 Flex Time and Overtime

The Diocese recognizes and celebrates that our employees have many interests, hobbies, family, and friends outside of work and wants employees to lead fulfilled, balanced lives. Additionally, as a not-for-profit charity, the Diocese recognizes that it has an obligation to control its costs and to avoid the liability of having to pay out FT and OT, whether in pay or time off in lieu.

Duties outlined in the employee's job description should be achievable in the number of regular hours outlined. As such, there should be very few times within the course of employment where the need to work additional hours (either through Flex-time or Overtime) will be requested either by the employer or by the employee.

Frequent requests to work additional hours may point to other issues at play – i.e. that the position description and/or the employee's work habits need to be reviewed and perhaps adjusted. FT or OT needs to be approved in advance by the employee's supervisor.

Please note: Employees classified as managers/professionals, as defined by the Saskatchewan Employment Act Regulations, are not eligible to claim or accrue for flex-time or overtime.

Flex Time

- a) Banking additional hours worked: For non-management employees only, there is a way to bank time you have worked in excess of your regularly scheduled hours. If an employee has worked additional hours than what is their regularly scheduled number of hours per week and less than when overtime rules would prevail (less than 40 hours); an employee may bank that time to be used within the next 4 weeks. Each hour of flex time banked is equal to one hour to be taken off later
- b) To avoid large accruals of FT as liabilities owed to employees, supervisors and employees are required to agree upon a suitable timeframe (4 weeks) within which the employee's accrued FT will be brought to zero. For budgetary purposes, all employees will be required to take all accrued FT hours off in lieu of pay, by December 31st.

Overtime

- a) Overtime is only available for non-management employees and only in exceptional circumstances. This is when it is required for an employee to work beyond an 8-hour work day or 40 hour work week (for those employees scheduled to work 7.5 hrs. per day, 5 days/per week). This must be approved in advance by the direct supervisor prior to working these hours.
- b) Pay is made to the employee on the next payroll run at 1.5 times regular rate of pay.



5:3:3 Time Designations and Recording of Work Hours

Employees are entitled to be paid for each hour worked. Therefore, employees are expected to submit timesheets to their direct supervisor on a monthly basis.

For accountability and payroll purposes, the following time-designations are to be used when recording hours:

Regular Time (RT): falls within the number of hours per week detailed in each employee's position description and contract. RT is calculated at a rate of one hour for every hour worked.

Flex Time (FT): exceeds RT but does not qualify as Overtime (OT) as defined by the Saskatchewan Employment Act (more than 8 hours per day or 40 hours per week). FT is calculated at a rate of one hour for every hour worked.

Overtime (OT): exceeds FT and, as defined by the Saskatchewan Employment Act, is triggered, when an employee works beyond 8 hours per day or 40 hours per week. OT is calculated at a rate of one and half hours for every hour worked.

5:3:4 Volunteering Time

Employees are not permitted to volunteer contracted work time to the Diocese. Supervisors are not permitted to direct or to approve an employee to volunteer contracted work time to the Diocese. In short, at no time may an employee volunteer doing work for the Catholic Pastoral Centre or parish for which they are normally paid (i.e., employees are not permitted to donate portions of their RT, FT or OT).

Employees are permitted to volunteer doing work for the parish for which they are not normally paid (e.g., a bookkeeper volunteering to assist with the parish food drive outside of normal working hours).



5:4 Statutory Holidays and Vacation Entitlement

Statutory Holidays

In addition to the statutory holidays observed in the province of Saskatchewan, the Diocese observes two additional days which are given to all employees as paid days off.

Statutory Holiday Observed in Saskatchewan	
Statutory Holiday	Day Observed
New Year's Day	January 1
Family Day	3 rd Monday in February
Good Friday	Friday before Easter Sunday
Victoria Day	3 rd Monday in May
Canada Day	July 1
Saskatchewan Day	1 st Monday on August
Labour Day	1 st Monday in September
Thanksgiving Day	2 nd Monday in October
Remembrance Day	November 11
Christmas Day	December 25

Employees are not permitted to work on statutory holidays under their own direction. In the rare instances that an employee is requested by their supervisor to work on a statutory holiday, the employee will be paid according the Saskatchewan Employment Act.

Additional days observed by the Roman Catholic Diocese of Saskatoon are:

- Easter Monday: Monday after Easter Sunday
- Boxing Day: December 26

While employees are permitted to work on Easter Monday and Boxing Day of their own accord, they will not be permitted to bank those hours to be used at a later time. In the rare instances that an employee is directed by their supervisor to work either an Easter Monday or Boxing Day, the employee will be permitted to bank those hours and use them later.

If any of the above holidays falls during an employee's vacation or day off, the employee will be entitled to an additional day off. If the holiday day falls on a weekend, the holiday day will be observed as per the Saskatchewan Employment Act. Only the Bishop has the authority to grant additional paid days-off.



Vacation Eligibility

The Diocese encourages periods of rest and relaxation for employees. As such, employees are required to take vacation time every year.

Employees are eligible for paid vacation time-off based upon their length of continuous employment with the Diocese and is pro-rated based upon percentage of hours worked to full time hours (which is represented by 37.5 hours per week)

Accruing Vacation Leave:

The vacation year for all staff is from January 1 through December 31 of each year. The amount of paid vacation time staff receives each year increases with the length of their continuous employment as follows:

Length of continuous employment	Number of annual paid vacation days
Year 1 through 5	3 weeks or 15 days for fulltime employees
After 5 years	4 weeks or 20 days for fulltime employees

The accrual of holiday entitlements and other related benefits will not be interrupted when:

- An employee enters a period of inactive employment through statutory leave of absence.

Requesting and taking Vacation time off:

Employees are to make vacation requests in writing to their direct supervisor at least 4 weeks in advance (except in cases of emergency) and keep track of their available vacation time when planning their days off.

Approving and scheduling vacation time is at the discretion of the supervisor, acting reasonably, by taking operational needs into consideration. If more than one employee requests the same period of time off, the supervisor will decide which employee will receive the requested time, based on operational requirements. This is not a seniority-based granting system.

The Diocese has chosen a common anniversary date for vacation for all employees which is from January 1 to December 31st each year. All Vacation entitlements must be taken as time off by December 31st of each year; receiving vacation pay in lieu of taking vacation entitlements as time off is not acceptable.

Every year, employees are provided with an opportunity to pre-schedule their paid time-off by submitting a vacation plan. If an employee does not provide their vacation time plan, management reserves the right to schedule the timing of an employee's vacation entitlement, providing the employee with at least 4 weeks' notice in writing. Under exceptional circumstances, and subject to a discussion and approval between the supervisor and employee, there may be up to a maximum of 50% of vacation entitlement days carried over of leave approved.

5:5 Attending Mass & Prayer

The Diocese recognizes the importance of spirituality and prayer as an important feature of our culture and mission. Time spent, attending Daily Mass (unless the Mass/Prayer has been scheduled into a special staff event, day-away or staff retreat) or prayer is not paid time at work. This also includes the attendance at Sunday Mass.

Work schedules that requires activities pertaining to specific work plans around Mass and Prayer need to be discussed and approved by the direct supervisor.

5:6 Travel Time Pay Guidelines

Within the Diocese:

Employees required to travel to another work site within the Diocese, will be paid for a portion of the time spent travelling. Normal travel time to and from the primary worksite is not considered working time and is therefore not paid. Employees required to travel to a location other than the normal work site, may be able to count some of the travel time as work time.

Overnight stays and travel outside the Diocese:

If an employee is required to travel with an overnight stay, discussion is to be held between the employee and their direct supervisor to determine the best way to schedule paid and unpaid time based upon the specific travel circumstances and the employee's normative hours of work schedule. This decision considers the health and safety of the employee, and wherever possible, not placing an employee in an overtime situation working beyond normal working hours.

For educational purposes, and traveling to a learning event or conference, time traveling can be done during work time; but additional time incurred for travel beyond working hours is deemed unpaid hours. For example, a 2 day week-end conference is being held, where you are traveling by air with your flight departing at 12 noon and arriving at 7:30 p.m. You don't return until Sunday late evening. Dependent upon approval of your learning request, you would typically record this as no more than 3 full days of work (Friday, Saturday and Sunday) all at regular time with no additional hours

for the additional time you may be traveling or away from home. It would be expected that you would take time off in lieu if Saturday and Sunday were not your regular days of work, unless specified differently in your learning request. The specific situation will be subject to discussion between the employee and their direct supervisor at time of educational leave approval.

Meals:

Employees are expected to eat the meals provided at conferences or complimentary meals at hotels. Employees are to submit receipts for other meals. To obtain a reimbursement schedule for meals and other travel related expenses please contact the Diocesan Finance Office.

Use of personal or rented vehicles:

Employees required by the Diocese to use their personal vehicle for work purposes are entitled to reimbursement for such use. Employees will be responsible for the payment of any traffic violations incurred while using either their personal or a rented vehicle for work purposes.

5:7 Benefit and Pension Plan

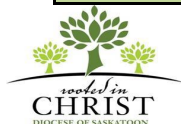
The Diocese provides a benefit plan to all employees, contracted for 20 or more hours per week for at least one year, for the health and well-being of employees and their dependents. Here is a general description of what is offered through our benefits and pension plans. For more information, please contact the Finance office at the Catholic Pastoral Centre.

Group Benefit Plan

Participation in certain elements of the group benefits plan is mandatory for all employees contracted for 20 hours per week or more, and for a term of 1 year or longer. Employees may elect to adjust their coverage through the Diocese only when they receive coverage through their spouse's plan. Employees contracted to work fewer than 20 hours per week do not meet the qualifications to participate in the group health benefits plan.

Breakdown of Benefits according to Class

Class 1 – Permanent Employees	Class 2 – Term Employees
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Life insurance	Life insurance
Accidental death and dismemberment	Accidental death and dismemberment
Extended Health plan	Extended Health plan
Basic, Major & Orthodontics Dental plan	Basic Dental plan
Short term disability	Short term disability
Long term disability	Basic Critical Illness
Basic Critical Illness	

Note: Extended Health care coverage includes items such as: prescription drugs, hospital accommodation, eye care, paramedical services such as Physiotherapy, Occupational therapy, Massage, dental care and medical services and equipment, etc. Premiums for benefits are deducted from each pay cheque.

Pension

It is mandatory that employees contracted to work 20 hours or more per week participate in the Co-operative Superannuation Society Pension Plan. The employee's contribution is calculated at five per cent of gross salary, which is matched by the employer. Contributions are automatically deducted from the employee's pay cheque each month.

Employees may make voluntary contributions above the mandatory 5 per cent. Voluntary contributions will not be matched by the Employer. Total contributions are limited by legislation to 18 per cent of gross salary (i.e., 5 per cent mandatory; 5 per cent matched; 8 per cent remaining for voluntary contributions). Eligible employees are automatically enrolled in the diocesan benefits and pension plans after the first 3 months of continuous employment.

Benefits While on a Statutory Leave

Employee benefits, such as extended health and dental as well as long-term disability will continue for employees on a statutory leave (e.g., maternity and parental leave) unless it is expressly stated that you wish to suspend benefits during your leave. If one elects to suspend their benefits while on leave, benefits will resume automatically upon the employee's return from leave. Otherwise, employees are to make arrangements with their payroll clerk for the payment for the employee's portion of the benefits premium while they are on leave.

5:8 Employee Family Assistance Program

A comprehensive Employee and Family Assistance Program (EFAP) is available to all

employees of the Diocese. The EFAP program offers 24 hour, 7 days-a-week, confidential access to professional assistance and support to help employee's manage life's complexities – be it issues at Work, Health or Life. The program information & details are available from the Catholic Pastoral Centre Diocesan Human Resources Coordinator.

Updating Personal Information

Employees are asked to inform the Diocese of changes in marital status or of the birth of a child. Employees wishing to make changes to their benefits coverage due to changes in marital status or the birth of a child should notify the Human Resource Coordinator at the CPC. In particular, any change of address, phone number, or emergency contact number for an employee needs to be updated in payroll/personnel files.

SECTION 6 – TYPES OF LEAVES

6:1 REQUESTING AND USING LEAVE

Requests for time off, both paid and non-paid, including vacation time, personal leave, jury duty, subpoenas, bereavement leave, education leave etc. must be submitted in writing to the employee's direct supervisor in advance and **must receive approval prior to taking leave**. It is encouraged that employees provide as much notice as possible for planning purposes. **Any leave longer than one week in duration requires a minimum of four weeks' notice**. The Diocese supports the practice of work life balance and will make every effort to accommodate leave requests while ensuring operational and work demands are met.

Notice is to be provided as soon as reasonably possible with 4 weeks as a generally acceptable timeframe. However, medical or family leave would be immediate.

When an employee is on leave, it is the supervisor's responsibility to ensure that duties to be performed are carried out, either personally or by delegation. It is **not** the employee's responsibility to delegate those responsibilities to volunteers or to ask colleagues to perform them.

6:2 Category of Leave

There is a number of various Federal or Provincial legislated leave available to employees. Rather than list all of them in the body of this personnel policy, along with the eligibility for each leave option, there is [a list provided in Appendix G](#) according to the following categories of leaves:

Family Leave: Saskatchewan has several different types of family leave available including maternity, adoption, parental, bereavement, and crime related child death or disappearance. Please refer to the employment leaves quick reference for [Family Leave](#)

Medical Leaves: Medical leaves encompass any leave related to personal medical care and immediate family care. This includes organ donation, critically ill child care, critically ill adult care, interpersonal violence leave, Public Health Emergency Leave and compassionate care leave. To see details, please review employment leaves quick reference for [Medical Leave](#)

Service Leaves: Service leave relates to any military leave or citizenship leave. This includes reserve force, nomination/election leave, candidate/public office leave, voting leave, and citizenship ceremony leave. To see details, please review

employment leaves quick reference for [Service Leave](#)

6:3 Diocesan Specific Leave Option Highlights:

The Diocese has chosen to provide additional leave benefits to employees beyond the legislated requirements. These include:

Adoption Leave: According to the SEA, only one spouse can be designated as the primary caregiver and be entitled to statutory adoption leave. If the non-primary caregiver is employed by the Diocese, that employee shall be granted a paid leave of three days when the child comes into his/her care.

Bereavement Leave: The Diocese grants up to 10 days of paid leave upon the death of a spouse or child. For the other immediate family members, as defined by the SEA, the Diocese grants up to five paid days. The funeral, and travel to and from, must take place at some point during the leave. Immediate family members are defined as:

- Employee's spouse, parent, grandparent, child, grandchild, sibling or the spouse of the sibling.
- The employee's spouse's parent, grandparent, child, grandchild, sibling or the spouse of the sibling

The Diocese grants up to two days of unpaid leave for an employee to travel to and from a funeral for an extended family member or friend.

Citizenship Ceremony Leave: The Diocese shall grant a new Canadian employee one paid day to attend their citizenship ceremony.

Jury Duty Leave: A Diocesan employee will be granted a paid leave with the provision that court allowances be reimbursed to the Diocese.

Labour, Delivery & Post-partum Leave

- The Diocese grants three days of paid leave so that the father may be present for the labour, delivery and post-partum care of his child (ren).
- This leave may be extended by two paid days in the event there are complications for either the birth mother or the newborn resulting in hospitalization.

Reinstatement to employment after leaves

- As it relates to the above leaves and leaves outlined in the SEA, an employee will be reinstated to either their original position or to a comparable position as required by law.



- The Diocese will not provide a guarantee of reinstatement for a personal leave of absence (i.e., a non-statutory leave).

6:4 Sick Leave

Full-Time Employees (30 hours or more per week) of the Roman Catholic Diocese of Saskatoon are entitled to (or the equivalent of) 10 paid sick days per calendar year. Part-time employees' sick time is to be on an accrued and prorated basis on regularly scheduled percentage of hours of fulltime work per week.

All sick days credited and earned must be paid during the fiscal year between January 1 and December 31, and may not be carried over from one calendar year to the next.

Sick time may be used in the following circumstances:

- Full work days for either personal sickness or to tend to a sick child or dependent adult.
- Partial work days, using hourly allotments, for either personal sickness or to tend to a sick child or dependent adult.
- In hourly allotments when it is unavoidable for an employee to secure a medical appointment for either themselves or their children outside of working hours.

Please note; it is preferable that employees secure medical appointments outside of working hours.

It is the employee's responsibility to report to their supervisor that they are taking time off due to illness or to tend to a sick child or dependent adult.

Lengthy Periods of Sickness

For the purposes of this policy, an absence due to illness lasting 3 days or more will be considered a lengthy period of sickness.

- It is incumbent upon the employee to inform their supervisor of duties that must be performed during the period of sickness. This duty to inform management about duties that must be performed increases with the length of period.
- Once an employee has used up the 10 days within the calendar year, the employee must then use their holiday time or take time off without pay.
- Under the appropriate circumstances, employees contracted to work 20 hours per week or more may apply for short-term disability in the event that a sickness exceeds 12 days. For more information or to apply for short-term disability, contact the Human Resource Coordinator at the Catholic Pastoral Centre.
- It is incumbent upon the employee to provide a doctor's note to their supervisor on the fourth day of a lengthy period of sickness.

6:5 Short Term or Long Term Disability Leave Benefits

If you are unable to perform the essential duties of your job due to illness or injury, and you suffer a loss of earnings as a result, you may be eligible for short term or long term disability benefits:

- Permanent employees are entitled to short and long-term disability (Both Full Time and Part Time employees).
- Term employees (1-year contract with more than 20 hours per week) are entitled to short-term disability only

Short Term Disability

- 66.7% of weekly earnings, rounded to the next dollar and up to a maximum of \$2,600 per week. STD begins after 7 consecutive days. (Consultation with a physician is required during this period).
- Max period of disability – 15 weeks consecutively.

Long Term Disability

- 67% of weekly earnings, rounded to the next dollar and up to a maximum of \$12,000 per week. LTD begins after 112 days/16 weeks (Consultation with a physician is required during this period).
- Max period of disability – Not categorically stated but terminates at age 65.

Application for benefits would be required for eligible employees. This will be reviewed and further advice provided depending on the outcome of the application review. Contact the Catholic Pastoral Centre Human Resource Coordinator to apply.

SECTION 7 – OCCUPATIONAL HEALTH AND SAFETY

7:1 Health and Safety in the Workplace – General

The Diocese is committed to creating a safe environment for its employees. The



responsibility for maintaining a safe, hazard-free workspace rests with the Diocese and its employees.

Employees in Saskatchewan, have fundamental health and safety rights while at work. These are:

- To be informed of any foreseeable health and safety risks in the workplace.
- To participate in identifying potential health and safety risks and in finding solutions.
- To refuse dangerous work or work that may cause harm, without fear of reprisal from your employer.

How to Report a Workplace Incident or Injury

When an incident or injury occurs in the workplace, the scene must be secured so as to mitigate any further harm; the appropriate medical professionals must be notified; after which, employees are to notify their immediate supervisor.

Employees who seek medical attention after an incident, should inform the attending medical professional that the health issue results from a workplace-related incident.

7:2 Fire and Emergency Protocols

Every facility in the Diocese is to have a posted evacuation plan along with at least one designated outdoor location (muster point) for individuals to gather to be accounted for. First-aid kits should be carried to the muster point.

Every facility in the Diocese is to be furnished with fire extinguishers and provincially approved first-aid kits and all employees are to be made fully aware of their location and how to use them. Each First Aid Kit in each designated location should be marked for the annual update.

7:3 First-Aid/CPR Information

While workplaces in Saskatchewan that are entirely administrative, professional or clerical located within 30 minutes of a medical facility are not required to have personnel certified in First Aid/CPR, it is advisable. In particular, it is advisable for pastoral Staff who gather parishioners for events (i.e., youth ministers and pastoral associates), especially child/youth events that may include sports and high-energy games to be certified in First Aid/CPR. A list of those staff/volunteers trained in First Aid/CPR should be posted on a bulletin board.

7:4 Respectful Workplace



The Diocese is committed to creating and maintaining a workplace that is free from discrimination, harassment, bullying and violence. The Diocese adheres to applicable provincial laws prohibiting harassment, discrimination, bullying and violence, and such conduct will not be tolerated.

Any employee found to have engaged in harassment, discrimination, bullying or violence may be subject to discipline up to and including termination.

7:5 Harassment & Bullying Policy

This policy is applicable to all Clergy, Lay Employees & Volunteers. The Diocese, the Bishop, diocesan supervisors will take all complaints of harassment and bullying seriously. The Diocese is committed to implementing this policy and to ensuring it is effective in preventing and stopping harassment and bullying, as well as creating a productive and respectful workplace.

All employees sign off on having read and understanding the policy, is provided with orientation of the policy and understands steps they can take in making complaints and resolving harassment and bullying in the workplace.

This policy covers the following:

Harassment and bullying on prohibited grounds – This includes any inappropriate conduct, comment, display, action or gesture by a person that:

- Is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin.
- Constitutes a threat to the health or safety of the worker.

This type of harassment and bullying is prohibited in The Saskatchewan Employment Act (SEA), The Saskatchewan Human Rights Code (SHRC) and in the Catechism of the Catholic Church (cf. 1935).

Sexual Harassment – Harassment also extends to sexual harassment, which is a conduct, comment, gesture or contact of sexual nature that is offensive, unsolicited or unwelcome.

Sexual harassment may include (but is not limited to):

- A direct or implied promise of promotion or opportunity in exchange for some sexual favour 'quid pro quo'.
- A direct or implied threat of reprisal for refusing to comply with a sexually-oriented request.
- Unwelcome remarks, jokes, innuendos, propositions or taunting about a person's body, attire, sex or sexual orientation.
- Displaying pornographic or sexually explicit pictures or materials.
- Unwelcome physical contact.
- Unwelcome invitations or requests, direct or indirect, to engage in behavior of a sexual nature.
- Refusing to work with or have contact with workers because of their sex, gender or sexual orientation.

Note: When such conduct, comments, gestures or contact concerns a minor or vulnerable adult, the Covenant of Care Safeguarding Policy and Allegations of Serious Misconduct Protocol will apply.

Personal Harassment & Bullying - This includes any inappropriate conduct, comment, display, action or gesture by a person that:

- Adversely affects a worker's psychological or physical well-being.
- The perpetrator knows or ought to reasonably know would cause the worker to be humiliated or intimidated.

Personal harassment and bullying may include:

- Acts of commission (as outlined below) and/or omission (i.e., withholding of resources or information).
- Verbal or written abuse or threats.
- Insulting, derogatory or degrading comments, jokes or gestures.
- Personal ridicule or malicious gossip.
- Unjustifiable interference with another's work or work sabotage.
- Unjustifiably refusing to work or co-operate with others.
- Interference with or vandalizing personal property.

Please refer to [Appendix H: Harassment and Bullying Policy](#)

7:6 Workplace Violence Prevention Policy

The Diocese has a standard of maintaining a work environment free from violence, threats of violence, harassment, bullying, intimidation and other disruptive behavior.

Under the Occupational Health & Safety Act, 1993 "... violence means the attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behavior that gives a worker reasonable cause to believe that the worker is at risk of injury."

Anyone, employee and/or visitor, who engages in any physical assault, threatening behavior, or verbal abuse in the workplace will be removed from the premises.

Employees who feel unsafe or threatened while at work should notify the supervisor immediately. All concerns, regardless of severity, will be handled fairly and promptly and without retaliation for bringing a claim forward. If the Diocese determines that a claim of workplace violence was made in bad faith, disciplinary action may be taken against the employee who made the claim, up to and including dismissal.

Please refer to [Appendix I: Workplace Violence Prevention Policy](#)

7:7 Working Alone

The Diocese will ensure that employees working alone do so in the safest manner possible. A risk assessment is to be completed and any identified hazards or concerns are to have a preventative action plan. The Diocese has provided measures to protect employee health and safety under potentially dangerous conditions when working alone.

To work alone according to the Saskatchewan Occupational Health and Safety Regulations, 1996 means to work at a worksite as the only worker of the employer or contractor at a worksite, in circumstances where assistance is not readily available to the worker in the event of an injury, ill health or emergency. At the Diocese, examples of this could include being the only one in the office, or when travelling to attend meetings, or meeting people individually outside of the office. If employees have any concerns about working alone, they are to bring this to the attention of their direct supervisor.

Working Away from the Primary Worksite

Employees will be assigned to a primary worksite to which to report to on a daily basis and in some instances, to a secondary worksite (e.g., a prison or hospital).

Face-time at the primary worksite – Even when an individual's job description requires an employee to carry out duties in secondary and tertiary worksites (e.g., schools, other parishes etc.) it is expected that all employees dedicate considerable face-time to the primary worksite and to face-to-face meetings for the building up of strong work relationships.

Allowing work from home or another remote location will be at the sole discretion of the supervisor. Employees working from home or from a remote location are required to follow all policies regarding breaks, overtime, and time keeping. Hours worked must be recorded every day along with a work detail log.

The employee's supervisor will decide what, if any, equipment needs to be supplied to employees for off-site use. All equipment supplied by the Diocese is the property of the Diocese and must be returned upon separation of employment.

Home office - Employees are not permitted to use their home as a primary worksite; nor are employees permitted to claim home office space for tax purposes related to employment with the Diocese.

7:8 Duty To Accommodate & Return to Work Policy

The Diocese recognizes that the interests of both the employer and employees are best served when employees are able to engage in purposeful work. Based upon applicable human rights and employment standards law, we are committed to the provision of accommodation to the point of undue hardship for employees who have restrictions preventing them from performing their regularly assigned duties.

It is the employees' responsibility to self-declare the need for accommodation and to inform their direct supervisor and provide relevant and objective details.

Please refer to: [Appendix J – Duty to Accommodate and Return-To-Work Policy](#)

7:9 WORKPLACE INJURIES/WORKERS' COMPENSATION BOARD (WCB) COVERAGE

A work-related injury or illness is one that arises out of and in the course of employment or is a recognized industrial illness resulting from the nature of the work. To be covered by WCB benefits for a personal injury, the employee must have been working when hurt and the injury must be related to the job. In the case of illness, it must be recognized as one that is caused by the work or work environment.

All employees are responsible for reporting any work-related injuries/illnesses to their supervisor immediately following the occurrence using the Diocese incident report form.

Upon being advised of an incident, the supervisor will immediately ensure prompt medical attention is provided to the individual(s) involved. Any hazards that may have caused, contributed, or created, as a result of the incident will be immediately addressed.

7:9:1 Incident Reports

Incident report forms are used to report any actual, near misses or potential occupational hazards in the workplace.

Please see **Appendix K**: *Sample of an Incident Report Form*

7:10 Occupational Health and Safety Committee (if 10 or more employees in a Parish)

An OHC works with employers and workers to create a healthy and safe work environment by detecting occupational health and safety hazards and developing practical approaches to eliminate or control those hazards. OHCs are essential for bringing health and safety concerns into the open, focusing attention on them, and recommending ways to correct and resolve them.

Information is available from the Human Resource Coordinator at the Catholic Pastoral Centre for further information.

SECTION 8 – PERFORMANCE MANAGEMENT AND WORK EXPECTATIONS

The Diocese encourages a performance management strategy is in place. An effective Performance Management Strategy contributes to the personal and professional growth of employees in meeting the requirements of their position, and of the Diocese. Furthermore, it is also essential in helping to develop, foster, and maintain a meaningful, collaborative, and positive working relationship between employees and their direct supervisors.

The Diocese's performance management strategy is built upon the belief that every day is an opportunity to learn, receive and give feedback and achieve goals. As such, regular conversations between a supervisor and an employee about continuous learning and performance are foundational. As we share in the life, mission and ministry of the Lord Jesus Christ, we direct ourselves to Christ-like excellence in all things, especially as we relate personal growth and ongoing conversion to outreach and service to others.

While supervisors have a responsibility to provide timely and specific feedback, employees are also encouraged to be active in seeking this information to assist them in their ongoing growth and development.

The following processes are part of the Diocese Performance Management Strategy.

8:1 PROBATIONARY REVIEWS:

There exists a probationary period for all employees in effect from the date of commencement of work.

- For those positions classified in the Professional, Management, and Pastoral positions at either Parish Level 1 or Parish Level II, the probationary period is twenty-four (24) weeks.
- For all other level of positions, the probationary period is for Thirteen (13) weeks.

The probationary period provides the Diocese with time to evaluate whether the new employee's skill set, attitudes and values meet the expectations of the job and align with the culture, mission and values of the Diocese.

The employee's performance will be evaluated, reviewed and communicated with the employee to ensure the new employee has had the opportunity to meet the expectations required for the position. A summary review will be written by the direct supervisor following a meeting between the employee and their supervisor. This document will be placed in the employee's personnel file.

8:2 ANNUAL PERFORMANCE REVIEW & LEARNING PLAN

The annual review is typically held each year. This is a more formal process that involves both the employee's self-evaluation and evaluation by their direct supervisor. The supervisor is responsible for preparing a written summary of the annual review discussion, which is then jointly signed by employee and supervisor and stored in the employee's personnel file.

The annual review process typically involves the following steps:

1. The supervisor schedules the annual review meeting with the employee providing advance notice.
2. The supervisor and the employee independently fill out a performance template. The employee provides their self-assessment to the supervisor in advance of the actual discussion date.
3. The supervisor and the employee meet and discuss their responses.
4. The supervisor prepares a written summary of the discussion (typically using the employee's form as well as their own) and emails it to the employee within a reasonable time after the meeting.
5. The employee reviews and signs the joint summary. The supervisor and the employee strive to find joint agreement. The employee has the opportunity to add their comments on the form.
6. The supervisor forwards the signed document(s) to Human Resource Coordinator (if employed at the CPC), or the appropriate Human Resource designate at each Parish, who stores the documents in the employee's personnel file.

Please refer to [Appendix L Sample: The Employee Performance Review and Learning Plan](#)

8:3 PROGRESSIVE DISCIPLINE AND PERFORMANCE IMPROVEMENT PLAN

The Diocese expects that all of its employees will conduct themselves in a manner that protects the Church, its reputation, and the health and safety of clergy, staff and the lay-faithful. An employee who conducts themselves in a way that does not meet Diocesan policies and practices may be subject to disciplinary action, up to and including termination.

The following is a list of examples of unacceptable behaviors that may result in disciplinary action, but by no means does this encompass all examples of misconduct.

- Theft or misuse of physical and intellectual property or confidential information
- Violation of diocesan policies (i.e., the Covenant of Care, etc.)
- Harassment, bullying, discrimination or retaliation against fellow employees, parishioners, or vendors.
- Failure to report to work and/or tardiness.
- Failure to perform job duties or responsibilities.
- Acting in an offensive manner.
- Publicly acting or speaking in a manner contrary to Catholic moral teaching.
- Any illegal activities both at and away from work

Progressive disciplinary action is designed to help correct an employee's performance or conduct and can take many different forms, including but not limited to verbal and written warnings, suspension, demotion, and termination. There are four steps in progressive discipline which are utilized under the discretion of the supervisor.

Step One: Verbal Warning – Verbal discussions are held with an employee, outlining areas of concern and expectations and timelines for improvement. It is important to be timely and specific about the areas of concern whether it is conduct or performance related. The verbal discussion may be documented. If the employee fails to correct a performance issue that was discussed informally, the supervisor will communicate a formal verbal warning.

Step Two: Written Warning – If performance does not improve after a verbal warning, the supervisor will issue a formal written warning. A performance Improvement plan will be mutually developed by the direct supervisor and the employee. Please refer to the sample of a Performance Improvement Plan document. The employee and the supervisor will meet to set specific and reasonable goals, deadlines for improvement and available assistance for immediate improvement. The employee will sign a written record of the discussion to be kept in the employee's personnel file.

Step Three: Further Written Warning (or Suspension) – If performance does not improve after a written warning in the specified time frame, the employee may be provided an additional written letter and it may include a suspension for up to one week without pay for continuing performance issues.

Step Four: Dismissal – if performance continues to fall short of expectations by the time of the specified deadline, the employee may be dismissed as 'termination of employment' (culpable or with cause).

Notwithstanding anything in this Progressive Discipline Policy, the Diocese or Parishes retain the discretion to summarily terminate an employee for just cause in cases of serious misconduct or incompetence, even if one or more of the above-noted steps has not been taken. The preceding steps may not be followed consecutively in all cases, and the Diocese or Parishes reserve the right to decide on the level of disciplinary action for each situation.

8:4 Terminations with Cause or Without Cause

Termination for Just Cause – The Diocese or Parish may terminate an employee's employment for just cause, due to serious misconduct or gross incompetence, without warning, advance notice, or compensation.

Termination without Just Cause – The Diocese or Parish may terminate an employee's employment without cause by providing reasonable notice or pay in lieu of notice.

8:5 Voluntary Separation of Employment

The Diocese requests that employees give at least two weeks' written notice upon a decision to separate. Written notice gives the Diocese the opportunity to provide for a smooth transition.

Last day of employment: all equipment must be returned to the parish or department of the Diocese. This includes, but is not limited to keys, laptops, cell phones, and training or development materials.

Exit interviews: Exit interviews are a good practice where employees may be contacted by the human resources designate to set up an exit interview. Information gathered through the exit interview is important for the Diocese to grow and improve.

References: The Diocese is willing to serve as an employment referee for former employees. Please note that only the immediate supervisor/supervisor of the former employee will be permitted to provide an official employment reference check on behalf of the Diocese.

Former colleagues and/or workplace friends are welcome to provide a personal or character reference but are not permitted to provide an official employment reference on behalf of the Diocese.

Official Employment References will have the following features:

- Given in 'Good Faith'.
- Responses given will be limited to the questions asked by the interviewer.
- Responses will not be given to questions that are either illegal or perceived to be inappropriate or unfair.
- As far as possible, responses will be based upon actions and behaviors observed by the referee while the individual in question was in the employ of the Diocese (i.e., the referee will refrain from offering their subjective impressions or feelings about the individual)

SECTION 9 – CONFIRMATION AND ACKNOWLEDGEMENT OF RECEIPT

_____ hereby acknowledge and declare that:

Print Name

- This policy supersedes and replaces all earlier versions of personnel policies published by the Diocese of Saskatoon.
- The Diocese of Saskatoon reserves the right to edit, alter, or otherwise change policies or passages in this policy, without prior notice to employees.
- The Diocese of Saskatoon will notify and make employees aware of any material changes made to this policy.
- In the event an aspect of this policy conflicts with statutory laws in the province of Saskatchewan, those laws will govern.
- This policy is available to me on the Diocesan website or will be made available to me upon request to the Diocesan Human Resources Supervisor.
- It is my responsibility to familiarize myself with these policies and any future revisions.

I have received, read and understood the policies contained in the Personnel Policy.

I agree to abide by and to conduct my activities in accordance with this policy and understand that breaching these standards may result in disciplinary action up to and including termination.

Signature

Date

**AFTER SIGNING, TEAR THIS PAGE OUT AND SUBMIT IT TO YOUR SUPERVISOR
OR TO YOUR HUMAN RESOURCE REPRESENTATIVE.**

This page, once signed, will be kept in your personnel file.