

## 1812.0 – Employment Letter of Understanding

### Employment Letter of Understanding Instructions

The template on the following page is to be used to document the salary, benefits and employment relationship for any person employed within the Diocese of Columbus on an “at-will” basis. This should include all employees other than school principals, assistant principals and teachers, and any other employee where a contractual arrangement has been approved by the Bishop of Columbus. To complete the template:

1. enter the employee’s name in the first blank
2. enter the entity’s name in the second blank
3. enter the effective date of the information in the third blank
4. enter the employee’s title in **Position Title**
5. enter either **Exempt** or **Non-Exempt** in **Position Classification**. Please refer to **Policy 801.0** for a definition of Exempt and Non-Exempt
6. Under **Type of Employment** enter either Full-time or Part-Time and Regular or Temporary
7. under **Expected Work Schedule** enter the hours per week you expect the employee to work and the months per year you expect the employee to work
8. under Terms of Understanding, modify #4 as appropriate – either Employee will or will not be offered benefits per **Policy 701.0**
9. under **Terms of Understanding**, #5 requires that a Job Description be attached. Please make sure that the Job Description is accurate and up-to-date.
10. under **Terms of Understanding**, add any other terms that are important to clarifying the employment relationship
11. enter the **Compensation** and specify if this is **per year** or **per hour**
12. enter whether the person is eligible for benefits. Please remember that you must follow the parameters in **Policy 701.0** to make this determination
13. enter any **Benefit Time** that the person will earn during the year. This should be per your written Benefit Time Policy.

Please contact the Finance Office if you have questions or need assistance.

## Employment Letter of Understanding

This Letter of Understanding, by and between \_\_\_\_\_ (“Employee”) and \_\_\_\_\_ (“Employer”) defines the understanding of the parties with regards to the employment of Employee by Employer as of \_\_\_\_\_.

**Position Title:**

**Position Classification:** Exempt/Non-Exempt

**Type of Employment:** Full-time/Part-time, Regular/Temporary

**Expected Work Schedule:** \_\_\_\_\_ hours per week, \_\_\_\_\_ months per year, excepting allowed vacation, holiday and other allowed time-off

**Terms of Understanding**

1. The employment relationship between Employer and Employee is “at will”. This means that either Employee or Employer can end the relationship at any time and for any reason other than those prohibited by law. Neither Employer nor Employee has a legal obligation to continue the employment for any particular length of time or to end it only upon certain reasons or procedures. Should the employment relationship end, all compensation will cease as of the last day of employment. Benefits will cease as per the terms of the applicable benefits document.
2. Employee understands that as an employee of a Catholic Institution Employee is expected to abide by Catholic Church teachings, both within and outside their employment duties, and regardless of her/his religious affiliation. As such, Employee agrees to refrain from conduct or lifestyle which would be in contradiction to Catholic doctrine or morals. Employee also agrees to comply with and act consistently in accordance with the teachings of the Roman Catholic Church, and the rules, regulations, and policies of the employing agency and the Diocese of Columbus now in effect, or that may hereinafter be adopted governing this employment, including but not limited to the attached *Adherence to Church Teachings* policy. Employee understands and agrees that the Employer has the right to dismiss Employee for violation of these standards, thereby terminating any and all rights Employee may have to continued employment.
3. Compensation of the Employee will be reviewed annually and be determined at the sole discretion of Employer.
4. Benefits (i.e. insurance, pension, time off, etc.) will/will not be offered to Employee consistent with the benefits offered to other employees of Employer and consistent with Policy 701.0 Qualification for Benefits of the Financial Policy Manual.
5. Employee will undertake, to the best of their ability, to fulfill the duties and responsibilities as defined on the attached Job Description, which is hereby incorporated by reference.

**Compensation:** \$\_\_\_\_\_ per hour/year

**Benefits Eligible:** Yes/No

**Benefit Time:** Vacation/PTO is accrued according to the Personnel Policy Manual

**Statement and Signature of Employee**

The undersigned acknowledges and agrees to the understanding above. I will not rely on any statements made to me that are contrary to this understanding.

\_\_\_\_\_  
Employee’s Name (Typed or Printed)

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

**Statement and Signature of Employer**

The undersigned acknowledges and agrees to the understanding above.

\_\_\_\_\_  
Employer’s Representative Name (Typed/Printed)

\_\_\_\_\_  
Employer’s Representative Signature

\_\_\_\_\_  
Date

## **ADHERENCE TO CHURCH TEACHINGS**

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office. Personnel may be disciplined or terminated for violations of these standards, or any conduct which appears to reject or offend the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities or publically espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publically supporting abortion rights; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publically supporting in vitro fertilization. The teachings of the Catholic Church can be found in “The Catechism of the Catholic Church” which is on line at [here http://www.vatican.va/archive/ENG0015/\\_INDEX.HTM](http://www.vatican.va/archive/ENG0015/_INDEX.HTM).

All personnel adhere to civil and ecclesial law, policy and procedure concerning the reporting of neglect, suspected abuse or when physical harm could come to the person or to a third party.

All personnel are aware they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power. Physical, sexual, or romantic relationships between an adult volunteer and a minor are unethical and are prohibited.

Should you have any questions, feel free to contact Dominic Prunte, Human Resources Director at 614-241-2537 or [dprunte@columbuscatholic.org](mailto:dprunte@columbuscatholic.org). For CONFIDENTIAL questions or concerns, please e-mail your question to [confidential@columbuscatholic.org](mailto:confidential@columbuscatholic.org).