

Diocese of Santa Rosa
**Memorandum of Understanding
Concerning Employment
OVER 30 HOURS PER WEEK**

Offered to: _____
legal name of employee

Offered by: _____
legal name of employer

- Employment is “**at will**” – This MOU is not a contract.
- Employee’s personal and professional conduct must respect the beliefs, teachings, and values of the Catholic Church as outlined in The Catechism of the Catholic Church.
- Employee agrees to comply with all applicable policies and procedures set forth in the Employee Handbook for the Diocese of Santa Rosa.

Job Title: _____

Duties: _____

Reports to: _____

Start Date: _____

Status and Compensation:

To clarify employee status, please contact Fran de la Forest, fdelaforest@rddiocese.org

_____ Exempt
As compensation for services rendered, the employee will be paid
\$ _____ on the _____

_____ Non-Exempt / _____ # hrs per week
As compensation for services rendered, the employee will be paid
\$ _____ per hour

Benefits – and Criteria:

- *Health Insurance - if working 30 or more hours/week
- *Pension and Life Insurance - if working 20 or more hours/week
- *Sick Leave - if working 20 or more hours/week accrues at the rate of 1 day/month during the year;
pro-rated for less than f/t; Carry-over sick days of 6 days/year to a max of 36 days for f/t
- *Holidays and Vacations – See the Employee Handbook.

Signed: _____
Employee

Date: _____

Pastor/Supervisor