



Diocese of Santa Rosa
Memorandum of Understanding Concerning Employment

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 Diocese of Santa Rosa Lay Employee Handbook, the Diocese of Santa Rosa School Administration Handbook, and the Diocese of Santa Rosa Code of Conduct.

Job Title: _____

Duties: _____ Job description attached

Reports To: _____

Start Date: _____

Status and Compensation:

To clarify employee status, please contact Lori Norcia, lnorcia@srdioocese.org

Exempt

As compensation for services rendered, the employee will be paid \$ _____ on the _____ working day(s) of the following months:

Non-Exempt / Number of hours expected to work per week: _____

As compensation for services rendered, the employee will be paid \$ _____ per hour on the _____ working day(s) of the following months: _____

Number of Hours Per Week Benefit Category: [] 30+ [] 20-29 [] Less than 20

Employment Classification (if applicable): [] *Seasonal (120 days or less) [] *Temporary 121 – 364 days

Number of Concurrent MOUs (if applicable): _____ Location(s): _____

Please note if this employee has another MOU during this same employment period.

Benefit Eligibility

30+ Hours per Week = Full Diocesan Benefits: Retirement, Life Insurance, Health Benefits Package, Vacation, Holiday, and Sick leave.

20-29 Hours per Week = Partial Diocesan Benefits: Retirement, Life Insurance, Vacation, Holiday, and Sick leave.

< 20 Hours per Week or *Seasonal/Temp = Ineligible for Diocesan Benefits: Only eligible for CA paid sick leave of 24 hours per calendar year. Vacation, holidays, and sick leave specifics – See Diocese of Santa Rosa Lay Employee Handbook

Signed: _____

Date: _____

Employee _____

Hiring Manager/Principal _____

Pastor/School President _____