

# THE DIOCESE OF FARGO AND ITS AFFILIATES' EMPLOYEE HANDBOOK

Employees play a vital role in the mission of the Catholic Church; it is with their ministry and talents that work is accomplished. Every employer within the Fargo Diocese should strive for a healthy, vibrant and professional work environment, treating each employee fairly, with dignity and respect, utilizing the policies and procedures set forth in The Diocese of Fargo and Its Affiliates' Employee Handbook.

Employment guidelines for the Church are provided in both Canon Law (Canon 1286) and Civil Law (federal and state). The Diocese of Fargo and Its Affiliates' Employee Handbook is intended to provide consistent and fair employment practices to all employees of the Fargo Diocese and Its Affiliates. The Fargo Diocese Office of Human Resources will provide the assistance and support needed to accomplish consistent practices and expectations. The guidelines set forth in the Handbook are in full compliance of the law and have been reviewed by an Employment Law Attorney. In addition to the policies included in the handbook each Affiliate will also have policies and procedures (Section M) specific to their location to include: paid time off (vacation and/or sick leave), designated holidays, eligibility for benefits, funeral leave, payday and time records, etc.

Affiliates must adopt (Parish Corporate Resolution) the complete handbook and not portions or sections of the handbook. Updates and/or changes to the handbook must be adopted when made by the Diocese of Fargo. These changes will be made when laws require change or circumstances lead in that direction.

Each lay employee must sign and date the Acknowledgement of Receipt form (Section N) to be bound to the policies and procedure within the handbook. The acknowledgement form must remain in the employee's personnel file. When updates and/or changes are made to the handbook, a new acknowledgement will need to be signed, dated and filed.

To date only a few parishes have adopted the handbook. Pastors along with their Parish Councils need to consider adopting the handbook for the benefit of both the church and the employees. By not adopting the handbook you are placing liability on your parish. Please contact Barb Augdahl, Human Resource Coordinator, if you have questions or if you are in need of assistance. She can be reached at (701)356.7932 or [barbara.augdahl@fargodiocese.org](mailto:barbara.augdahl@fargodiocese.org). The handbook is posted on-line at [www.fargodiocese.org/departments/hr/](http://www.fargodiocese.org/departments/hr/).