

POLICY 5.5.1 Archdiocesan and Parish Lay Employees

Please refer to **Directive 5.5.1** for specific guidance and more details regarding the employment of lay employees in the chancery and parishes of the Archdiocese.

The Archdiocese of Grouard-McLennan (“Archdiocese”) employs lay people in various roles in its chancery office and parishes. As an employer, the Archdiocese’s employment policies and procedures comply with Alberta’s *Employment Standards Code* and *Human Rights Act*. The employment relationship between the Archdiocese or a parish of the Archdiocese and a lay employee (i.e. non-clergy and non-Religious) is also governed by an employment contract.

When offering a position to or continuing employment of an individual, the chancery and parishes of the Archdiocese will make every effort to abide by the provisions of the *Alberta Human Rights Act*. However, the Archdiocese recognizes that some positions will, by virtue of the knowledge and skills required to carry out their duties and responsibilities, require that the person in the position have specific attributes. Parish priests are encouraged to consult with the Finance Administrator should this situation arise with respect to a potential or continuing employee.

- **Roles and responsibilities of the employer**

The Archbishop is the employer of lay employees in the Archdiocese. He delegates the responsibility to chancery officials for lay employees of the chancery and to parish priests in the case of parish lay employees.

The responsibilities of the employer in the Archdiocese include:

- providing a job description that clearly outlines the employer’s expectations of the employee;
- providing a safe workplace;
- providing all necessary equipment and materials for employee to perform the tasks of the job;
- respecting and complying with all legislation, policies and employment contract provisions for pay, vacations, overtime and other leave; and,
- respecting and complying with all legislation, policies and employment contract provisions for termination of employment.

- **Responsibilities of the employee**

The responsibilities of lay employees of the chancery and parishes of the Archdiocese include:

- performing the tasks and activities outlined in the job description and/or employment contract;
- respecting and complying with employer requests that are directly related to the tasks and activities outlined in the job description and/or employment contract;
- complying with the employer’s regular hours of work or contracted hours of work;
- providing written notice to employer of requests for vacation and other eligible forms of leave; and,

- providing notice of unplanned absence as soon as possible to employer.
- **Conditions of employment**
 - **Job description**

For chancery positions, the Archbishop prepares the description, in consultation with the Curia and the Council of Priests/College of Consultors. In parishes, the parish priest prepares the description, in consultation with the Parish Pastoral Council and the Parish Finance Council. To assure compliance with all archdiocesan policies and provincial and federal legislation, the parish priest will consult the Archdiocesan Finance Administrator about the contents of the job description before finalizing it.

- **Recruitment**

The Archdiocese strongly encourages the use of an open and transparent recruitment and selection process for all paid positions in the chancery and parishes of the Archdiocese. To assure this objective is met, the Archdiocese requests that the chancery and parishes seeking to fill a paid position consult with the Archdiocesan Finance Administrator before recruiting for a position.

- **Employment conditions**

Chancery offices and parishes should always use an individual employment contract for paid positions. The terms of the contract must, at a minimum, meet the requirements of the *Employment Standards Code* of Alberta for wages, hours of work, overtime hours and pay, holiday pay, vacation pay, and other leave.

- **Termination of employment**

As is the case with conditions of employment, the chancery and parishes of the Archdiocese, when acting as employers, are obliged to, at a minimum, meet the requirements of the *Employment Standards Code* of Alberta when terminating employment.

To assure compliance with all archdiocesan policies and provincial and federal legislation, the parish priest will also consult the Archdiocesan Finance Administrator before beginning the process to terminate the employment of a parish employee.