



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@srdiocese.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

**Per ACA, health coverage may be required based on historical average hours worked and/or break in service

Signed: _____

Date: _____

Employee

Hiring Manager/Principal

Pastor/School President