
**POLICY NUMBER: 401
TITLE: REDUCTION IN FORCE**

Although Catholic Charities strives to maintain work to keep all employees regularly employed, there may be situations (such as Agency fiscal constraints, grant terminations or other reasons) where it is determined that it is necessary to make a reduction in the work force.

Funding reductions that are program-specific will affect the employees having the least seniority within that program. The loss of grant funding will affect only those employees funded by the particular grant. Other positions eliminated within the Agency will be based on seniority so long as the remaining employees have the best qualifications and abilities to perform the remaining jobs without further training as determined by the Agency.

Prior to notifying employees of an impending work force reduction, the Agency will consider if any inter-program transfers may be appropriate.

**POLICY NUMBER: 402
TITLE: RELEASE OF INFORMATION**

There is only one “official” personnel record for each employee of the Agency and that is maintained by the Human Resources Department at the Pastoral Center. Program Administrators or supervisors who receive requests for information on present or past employees either verbally or by written inquiry are to refer these to the Human Resources Manager. The HR Manager will insure that the Agency has received the proper releases (via approval signature(s)) from any liability due to consequences of information submitted. Information released will be based on documentation extrapolated from the official personnel folder. Reference requests will be responded to by the Human Resources Manager by providing only:

- dates of employment
 - position held
 - salary at time of separation
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**POLICY NUMBER: 403
TITLE: SEPARATION**

An employee has the normal right to resign his/her employment relationship with the Agency at any time with or without notice or reason. Likewise the Catholic Charities retains the same right regarding the employment relationship.

Separation of employment falls into two major categories:

1. Resignation: Separation initiated by the employee.

When resigning a non-exempt employee is requested to provide written notice to their supervisor with a minimum of ten (10) working days. Exempt employees are requested to provide a minimum of twenty (20) working days written notice. This enables the supervisor to obtain a replacement and permits the employee to receive any benefits due. The written notice should include the last day he/she expects to work and the reason for leaving. The employee may choose to write a formal letter or use a "resignation form" that may be obtained from the employee's supervisor or Human Resources.

Persons resigning voluntarily with the required notice will be paid through the last day worked and will be paid earned/accrued vacation time.

An employee will be considered to have voluntarily quit, and employment will be terminated as of the last day worked if:

- An unreported incident of absence is of three (3) or more scheduled work day's duration.
- An employee fails to return to work within three (3) consecutive days after notification (registered or certified mail or telegram) of recall from lay-off status.
- An employee's absence extends beyond the period for which a leave of absence has been granted, without prior notification per the Leave of Absence policy.

2. Discharge: Separation initiated by the Agency.

Persons discharged (or failing to give notice of resignation) will be paid through the last day worked and will receive earned vacation time. Final payment will be made immediately, if feasible. In the event that this cannot be done, the check will be mailed as soon as possible. If, however, the discharged employee still has unfulfilled obligations (Agency property to return, etc.), he/she must fulfill those obligations before his/her final check is issued.

**CATHOLIC CHARITIES OF THE
DIOCESE OF PALM BEACH
EFFECTIVE: JULY 1995
REVISED: DECEMBER 2009**

**MANUAL: PERSONNEL
SECTION 400**

**POLICY NUMBER: 403
TITLE: SEPARATION**

Discharge will result for absence from work for any reason, including but not limited to illness, on or off-the-job injury, layoff or leave of absence for a period in excess of twelve (12) consecutive weeks since the employee's last day worked for the Agency, or a period exceeding the length of continuous service with the Agency, whichever is shorter. Employees rehired within a six (6) month period of their separation, will have their length of service adjusted for benefit eligibilities (such as vacation accrual), layoff and recall purposes and for promotional purposes. The returning employee's length of service will exclude time from the last date previously worked to the rehire date.

EXIT INTERVIEW

An "Exit Interview" form will be given to departing employees. This form is to be completed by the employee and an interview scheduled between the employee and his/her supervisor prior to departure. Information obtained from the form and or the interview will help the Agency develop policies and practices that reflect the needs of Catholic Charities employees. The form will be forwarded to the Human Resources Manager to file in a general exit interview folder. The exit interview will not become a permanent part of the employee's personnel record and will not affect his/her future references.

**POLICY NUMBER: 404
TITLE: LEGAL REPRESENTATION**

Once an employee gives notice of a legal claim of any kind resulting from the authorized actions taken within the course and scope of his/her duties, Catholic Charities will undertake the defense of such claims at its sole cost and expense, by representatives and counsel selected by the Diocese of Palm Beach . Catholic Charities shall have the full and absolute power and authority, in its sole discretion, to settle, pay, compromise, or litigate any such claim. Employee shall cooperate with Catholic Charities in defending any such claim and making available such records and information which may be in his/her possession or control.