



Serious Conduct Violations

Parish Employees:

It is the policy and practice of the Archdiocese and its Affiliates (defined as any entity that is subject to the administrative authority of the Archbishop of Cincinnati under Canon Law) that when a pastor or administrator is considering the “discharge” of a parish employee who has committed a serious conduct violation, that they first consult with the Archdiocesan Human Resources Director to discuss the situation and any possible legal ramifications. This procedure is outlined in the **Archdiocese of Cincinnati Corrective Counseling Guidelines** under “Discharge” on page 3. These guidelines were approved by Archbishop Pilarczyk and the Department Directors and were sent to all pastors, principals and administrators throughout the Archdiocese of Cincinnati. Note that the procedures require that the employee be first placed on administrative leave while an investigation takes place and the Human Resources Director is contacted.

School Employees:

It is the policy and practice of the Archdiocese of Cincinnati and its Affiliates that when a principal or administrator is considering the “discharge” of a school employee who has committed a serious conduct violation, that they first consult with their assigned Regional Director in the Catholic Schools Office to discuss the situation and any possible legal ramifications. The Regional Director will access the Human Resources Director as needed. This procedure is outlined in the **Education Policy Manual for School Administrators**, policy #813, approved by Archbishop Schnurr and promulgated to all school pastors and principals in January of 2013. Note that the procedures require that the employee be first placed on administrative leave while an investigation takes place and the assigned Regional Director is contacted.

Non-Renewal/Reduction in Force

Parish Employees:

It is the policy and practice of the Archdiocese of Cincinnati and its Affiliates that when a pastor or administrator is considering a Reduction in Force of parish staff, they prepare a Reduction in Force report and send it to the Director of Human Resources for review. This procedure is outlined in the **Archdiocese of Cincinnati Guidelines for Non-Renewal/Reduction in Force**. These guidelines can be found on the Human Resources Website.

School Employees:

It is the policy and practice of the Archdiocese of Cincinnati and its Affiliates that when a principal or administrator is considering a Non-Renewal or Reduction in Force of a school employee, that they prepare a Reduction in Force report and send to their assigned Regional Director in the Catholic Schools Office for review. The Regional Director will access the Director of Human Resources as needed. This procedure is outlined in the **Education Policy Manual for School Administrators**, policy #813.

