

In addition, if a proposed written contract or MOU is not signed as indicated above, these policies govern the relationship.

1.2 Reservation of Right to Amend Policies

The Diocese of Boise reserves the right to add, modify or delete provisions of these Personnel Policies as well as any benefit programs described herein, at any time. Such changes shall be in writing, approved by the Bishop and properly promulgated to all employees of the diocese. These policies supersede all prior written and oral representations.

1.3 Administration of These Policies

The Bishop has the responsibility for the administration of the policies contained in this manual, and is responsible for the final interpretation of the policies. The Bishop may delegate administration of the policies at his discretion.

SECTION TWO: HIRING PRACTICES

2.1 Recruitment and Hiring

Parishes/schools Pastors, parish life directors, administrators and principals must conduct all recruitment and hiring functions in compliance with federal and state law and Diocesan policies. Questions about appropriate recruitment and hiring procedures, including the appropriate announcement of position openings, receipt and screening of applications, reference checks, and the interviewing process can be directed to the Coordinator of Human Resources. Upon request, the Coordinator of Human Resources will work in collaboration with parishes and schools to assure that all hiring practices are in compliance with the law and applicable Diocesan policies. To ensure fairness and consistency, parishes and schools are urged to follow the four step process outlined below for the DPC when recruiting new employees.

DPC Unless otherwise directed by the Bishop, all initial phases of the recruitment and hiring process, including the appropriate announcement of position openings, receipt and screening of applications, reference checks, and the presentation of qualified candidates for interview is conducted by the Coordinator of Human Resources in collaboration with department Directors and other appropriate staff.

Prior to recruiting and/or selecting persons to fill a position, the Diocese shall:

1. Notify current personnel with respect to available positions before, or at least concurrent with, advertising for the position elsewhere.

2. Require that interested applicants submit the following documentation: (a) written application; (b) resume; (c) if required for the position to be filled, an official transcript or copy of diploma of the most recent educational institution attended by the applicant; (d) 3 personal references from unrelated persons and 2 from current/previous employers; (e) any official professional licenses or certifications required by the position or by law.
3. Personally interview the applicant prior to offering a position. A team interview process is highly encouraged whenever feasible.
4. Offers of employment will be conditioned on the successful completion of a background check and appropriate licenses/certifications, if applicable. Offers of employment shall not be made until the necessary job requisition paperwork has been signed by the Human Resources Coordinator, the Finance Officer, and the Bishop.

2.2 Immigration Reform and Control Act

In compliance with federal immigration laws, the Diocese of Boise only hires workers who are and continue to be eligible to work in the United States. As a condition of employment, all employees are required to document this eligibility by completing the Employment Eligibility Verification form (I-9).

2.3 Employment of Relatives

For purposes of this policy, a “relative” includes spouse, parent, grandparent, child, sibling, in-law and step relationship. Relatives of current employees will be considered for employment with other qualified applicants when vacancies occur. However, employees’ relatives are disqualified from employment if there are potential problems of supervision, safety, security, morale, or conflicts of interest. In order to prevent problems with supervision and morale, an employee may not supervise, monitor and/or audit the work of his/her relative.

2.4 Applicability of Policies to Clergy/Religious

Because of the unique canonical relationship between clergy (priests and deacons) and the diocese, they are not technically considered employees. Priests are governed by separate policies governing priest personnel, and deacons are governed by separate deacon personnel policies. Permanent Deacons who are employed in a specific employment position by the diocese, parish or school, other than their diaconal ministry, are governed by these personnel policies to the extent that these policies are not inconsistent with the deacon personnel policies and the Code of Canon Law. Employees who are members of a religious community may also be governed by a written compensation and benefits contract between the Diocese and the religious community. That written contract governs