

Contract for Employment

Policy No. 323

- Policy Statement:** Prior to, or on the date of, commencing employment with the Archdiocese, an employee will be required to sign a Contract for Employment with The Archdiocese of Edmonton noted as the employer. (Appendices 323A or 323B)
- Intent of Policy:** That there be a legal document outlining the agreed upon terms and conditions of employment and obligations between the employer and employee.
- Definitions:**
- Appendix 323A** – Contract template for a term that is permanent and working an average of 18 hours up/week to full-time hours, not including contracts with a defined termination date.
- Appendix 323B** – Contract template for a term that is permanent and working an average of less than 18 hours/week or for any contracts that have a defined termination date.
- Appendix 323C** – Contract Addendum template used to make changes to specific provisions (line number) on an existing contract.
- Procedure:**
- a) A Contract for Employment is prepared and signed by the employee's immediate supervisor and the Moderator of the Curia or other authorized person.
 - b) The Contract includes, but is not limited to, the following information:
 - position title
 - employment status (full-time, part-time, etc.)
 - hours of work
 - commencement date
 - salary rate (hourly/monthly/yearly)
 - period or length of employment (if temporary)
 - probation period
 - eligibility for employee benefit plans
 - confidentiality provision
 - other applicable or special conditions of employment
 - c) When finalized the Contract is printed on the letterhead of the Archdiocese through the Office of Human Resources.
 - d) As part of the Contract for Employment, a copy of the position description and a reference to the archdiocesan policies and procedures related to employment are included.

- e) The initial Contract remains in effect from year to year except for the following circumstances:
 - employment is for a specified period
 - the Contract is renewed and/or renegotiated due to a change in position, hours of work, salary change, or for other reasons determined by the employer
 - the employee does not successfully complete their probation period
 - the employee is terminated for just cause
 - the employee voluntarily resigns
- f) For existing contracts that need specific changes the Addendum (Appendix 323C) must have reference to the line number related to the change. When finalized the Addendum is printed on the letterhead of the Archdiocese through the Office of Human Resources.
- g) The original signed Contract or Addendum is maintained in the employee's personnel file. A copy is given to the employee for their records and to the Office of Human Resources, if the employee file is not stored in the Pastoral and Administration Offices.
- h) Requests for support such as additional information or questions concerning Contract for Employment are to be directed to the Office of Human Resources at the Pastoral and Administration Offices of the Archdiocese.

Refer to Appendix:

- 323A Contract for Employment – With Benefits
- 323B Contract for Employment – Without Benefits
- 323C Contract for Employment – Addendum