

Introduction

The Catholic Archdiocese of Edmonton is committed to create and maintain a just work environment that encourages and supports all of its employees who share in the mission of the Church to bring the Gospel of Jesus Christ to the world.

These Human Resources policies have been developed to promote healthy working and employment relationships which affirm the dignity of each person and the value that each person brings to the workplace.

These policies and procedures are to be used by employees, pastors and those in management/supervisory and leadership roles who have a direct and continuing employment relationship or affiliation with the Archdiocese. They explain and/or provide direction for many aspects of the employment relationship and they will assist in maintaining fair and consistent administrative and human resources practices within the Archdiocese. It should be noted that these policies do not constitute an employment agreement, nor do they confer any special rights or guarantee employment. The Archdiocese will add, update, amend, or discontinue policies at its sole discretion. The Archdiocese as an employer complies with the requirements legislated under the Alberta Employment Standards Code.

The policies contained herein only apply to those employees of the Archdiocese. Other Catholic organizations or jurisdictions, such as social service agencies, schools, and healthcare facilities, have their own policies.

Questions arising out of these policies should be directed to the Human Resources Office or the Chancellor of the Archdiocese.

Employment Policy Statement (300-353)

The Church has consistently affirmed the dignity of each person by recognizing the value and worth of human labour and work. Social encyclicals such as Leo XIII's Rerum Novarum underline this affirmation. In Laborem Exercens, Pope John Paul II said:

“...work is a fundamental dimension of human existence on the earth...the basis for determining the value of work is not primarily the work being done but the fact that one doing it is a person...However true it may be that the human person is destined for work and called to it, in the first place work is “for persons” and not “persons for work.”

Also it is worth noting the words of Archbishop R. Roach in his January 1991 A Pastoral Letter on Social Justice:

“ Work is more than a way to make a living. It is an expression of our dignity and a form of ongoing participation in God’s creation. It is a means by which people contribute to the common good. Because work is so important, people have the right to decent and productive work and to fair wages. Workers have a proportionate responsibility to work conscientiously and justly for the

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compensation and benefits they receive. They have the right to economic initiative and to basic freedom in the marketplace. As a general principle of economic justice, Catholic teaching asserts that the economy exists to serve people, not the other way around.”

The contributions and commitment of our employees and others enable the Archdiocese to fulfill the Church’s mission and carry on the work of Jesus Christ, our Lord and Saviour.

The Archdiocese is committed to providing a collaborative and ethical work environment in which all individuals are treated with respect and dignity. The Archdiocese also recognizes the importance of a workplace that supports and nurtures individual growth and job satisfaction. Employees have an obligation and responsibility for conducting themselves in a professional manner, consistent with the teachings and values of the Church and as outlined in the Human Resources policies.

Abuse Policies (354-360)

The Archdiocese has a moral, spiritual and legal obligation to safeguard, in all respects, all of those to whom we minister (Matthew 18.6). It is committed to exemplifying integrity and accountability and acting with justice and mercy. It expects its clergy, employees and volunteers to serve according to high moral and ethical standards. The Archdiocese opposes all forms of abuse, and pledges to offer an environment free from abuse in all of its spiritual and pastoral activities.

This policy encompasses an approach that focuses on prevention and education, intervention and healing. It aims to protect the innocent, reduce the risk of abuse, and offer protection from false accusations. It offers clear procedures and protocols to prevent and respond to abuse.

Prevention

Prevention will incorporate screening, education and training in abuse prevention. In addition to mandatory employment interviews and reference checks, clergy, employees and volunteers will be required to obtain a police information check and, depending on risk level, some may require a vulnerable persons check. An abuse prevention program is employed for education and training. Successful completion of this program is required by all clergy, employees and volunteers.

Intervention

The Archdiocese will respond swiftly and compassionately to investigate an allegation of abuse, provide assistance to those in need of healing and reconciliation and take any and all means to prevent a future occurrence of abuse. Adhering to civil and canon law, working together with the Professional Ethics and Abuse Advisory Committee, psychological counselors, the Human Resources Office of the Archdiocese, and the Archdiocesan insurer and legal counsel, the Archdiocese will provide a thorough and comprehensive response to resolve any allegations of abuse.

These policies and procedures apply to all clergy, employees and volunteers of the Archdiocese.

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This policy will be reviewed every four years.

In addition, the following Human Resource Policies are also applicable:

- No. 302 Police Information Check (PIC)
- No. 341 Conflict Management and Complaints
- No. 345 Non-Discrimination
- No. 347 Progressive Discipline
- No. 349 Termination of Employment (Culpable)
- No. 353 Workplace Violence