

Contract for Employment - With Benefits - Appendix 323A

Employer: The Catholic Archdiocese of Edmonton

Parish / Office: _____

Employee: _____

1.0 Background

- 1.1 The employer wishes to employ the employee to carry out faithful service in the name of Our Lord Jesus Christ.
- 1.2 The employee has accepted employment with The Catholic Archdiocese of Edmonton and agrees to willingly serve the Church in carrying out the duties.
- 1.3 The employer and employee have agreed to enter into this agreement which sets out the terms and conditions of employment in writing.

2.0 Terms

The employer and employee agree to the following:

- 2.1 The employer will employ the employee as _____
(*position title*)
- 2.2 The employee will commence employment on _____ (*day/month/year*).
- 2.3 The employee will be accountable and reports to _____.
- 2.4 The employee will provide within one month of commencing employment, a police information/criminal record check with the vulnerable sector, satisfactory to the employer.
- 2.5 The employee is required to sign the Code of Ethics and Accountability at the time of commencement of employment.
- 2.6 The employer will review with the employee a job description/duties outlining the services and duties required in this position during the first week of employment. The employee will provide the services as outlined in the job description in a proper professional and satisfactory manner. The job description is not necessarily all inclusive and tasks or responsibilities which are not mentioned may be assigned from time to time.
- 2.7 The salary will be \$_____ per _____ payable monthly, less any deductions required to be made by law and those authorized by the employee. Salary revisions may be made from time to time.
- 2.8 The employee will earn annual vacation at the rate of two weeks per year as of the commencement date. Changes to the vacation entitlement will be in accordance with the Archdiocesan vacation policy.
- 2.9 The average work week will be ___ days no less than 18 hours up to ___ hrs with a schedule provided by the supervisor. (7 hrs per day) for full time employment.
The daily hours of work will be _____ a.m. to _____ p.m.
Some evening or week-end hours may be required.
Additional work hours must be authorized by the pastor / supervisor prior to being worked.

- 2.10 The employee will serve a probationary period of six (6) months. A review of the employee’s work will be completed within six (6) months from the commencement date of employment.
- 2.11 After the completion of a satisfactory probationary period, and subject to meeting the requirements for participation, an eligible employee will qualify for the employee group benefits.
- 2.12 The employee will be subject to the policies contained in Human Resources Policies, Procedures and Practices section of the Policy and Procedure Manual for the Catholic Archdiocese of Edmonton. The employee has access to the Manual on-line at www.caedm.ca under the heading “About Us”.

3.0 Service to Our Lord Jesus Christ

- 3.1 The employee agrees to carry out the duties fully, conscientiously and to the best of his or her abilities in the fullness of service to Our Lord Jesus Christ.
- 3.2 The employee acknowledges that as a religious institution, the Catholic Archdiocese of Edmonton is a unique employer, and that the employee’s conduct both at work and away from work will affect the community’s perception of the Archdiocese. The employee therefore agrees as a condition of employment to act honestly and in the best interest of the Archdiocese at all times.

4.0 Confidentiality

- 4.1 In this position, the employee has access to confidential information. This confidential information is to be used only for the purposes of carrying out the employee’s duties.

5.0 Other

- 5.1 Any issues not covered in this contract are to be treated in accordance with the Archdiocesan Policy and Procedure Manual.

The Catholic Archdiocese of Edmonton:

_____	_____
Chancellor	Date
_____	_____
Pastor	Date
_____	_____
Supervisor (if applicable)	Date
_____	_____
Employee	Date

