

**Standards for Excellence:  
An Ethical and Accountability for Catholic Parishes**

**This handbook has been prepared to assist you in becoming familiar with the policies of Saint Elizabeth Ann Seton, your responsibilities as a member of the Parish staff and the benefits our employees may enjoy.**

**This handbook is presented as a matter of information only. Saint Elizabeth Ann Seton embraces the wisdom of the policies discussed within and is committed to regularly reviewing its policies. Consequently, Saint Elizabeth Ann Seton reserves the right to change and/or terminate any or all of the policies at any time. Any practices or policies, which have been in effect up to now, but are contrary to these provisions, are to be immediately considered no longer in effect and no longer apply to any diocesan employment practice.**

**Indiana is an “employment at-will” state, which basically means that just as you have every right to end your employment at any time, for any reason, Saint Elizabeth Ann Seton has the same right regarding your employment.**

**No policy or practice of Saint Elizabeth Ann Seton is to be construed to change our “employment at-will” relationship. Only the Bishop and the Diocesan Director of Human Resources have the right to modify or change the “at-will relationship” by executing a written employment contract in specific and individual situations. When a written employment contract is executed it is, without exception, in effect for only one (1) year. All such contracts must be renewed, in writing, each year. Failure to annually renew the contract is not to be construed as an extension of the original contract, nor is continued employment after expiration of the original contract to be understood as creating an implied employment contract.**

**No language, writing or terminology in this handbook is to be understood as creating a contract, real or implied, between Saint Elizabeth Ann Seton and any and all of its employees. The intent of this handbook is to express policies that reflect our values as a Church and act as a general guideline in the everyday ministry we engage in as staff members at Saint Elizabeth Ann Seton.**

**This handbook does not attempt to answer all the questions, which may arise. It serves only as a framework in which objectives can be developed, implemented, reviewed and evaluated. Saint Elizabeth Ann Seton will comply with all applicable civil and canon laws pertaining to the employment of Church personnel.**

**The Pastor is responsible for the overall administration and interpretation of these policies. Any questions should be brought to the attention of the Pastor.**

**This handbook Adopted with the recommendation of the Pastoral Council and the consent of the Pastor on January 12<sup>th</sup>, 2010.**