

## Mandatory and Optional Policies

The following charts distinguishes between mandatory policies and optional policies. When creating mandatory policies, parishes may choose to utilize the policies of the Archdiocese of Regina. Rather than reproducing the policy in its entirety a direct reference to the Archdiocesan policy is acceptable. The chart highlights which polices are in Word format (changeable) or PDF format.

### Mandatory Policies

<i>Policy Section</i>	<i>Policy Number</i>	<i>Policy Title</i>	<i>PDF Format (cannot be adapted)</i>	<i>Word Format (can be adapted)</i>
<b>Section 1</b>	1	Call to Ministry	X	
	2	Employee Code of Conduct	X	
	3	Confidentiality	X	
	4	Conflict of Interest	X	
<b>Section 2</b>	2	Employee and Employer	X	
<b>Section 3</b>	1	Absenteeism and Reporting	X	
	2	Alcohol and Drugs in the Workplace	X	
	4	Confidentiality	X	
	5	Computer, E-mail, Internet Use, Instant Messaging and Social Media	X	
	6	Criminal Record Check and Vulnerable Sector Check	X	
	9	Employment References and Reference Checking	X	
	10	Intellectual Property	X	
	13	Solicitation and Endorsement of Goods, Services, Products	X	
<b>Section 4</b>	2	Dispute Resolution	X	
	3	Employee Complaints		
	4	Expense Allowance Recovery		
	5	Harassment: Reporting, Prevention, Intervention	X	
	6	Holidays	X	
	7	Human Rights Code	X	
	8	Honoraria and Stipends	X	
	12	Leaves: Bereavement	X	
	13	Leaves: Compassionate Care	X	

	14	Leaves: Maternity Leave/Adoptive Leave/Parenting Leave	X	
	15	Leaves: Jury Duty	X	
	16	Leaves: Public Office	X	
	17	Leaves: Organ Donor Leave	X	
	18	Leaves: Critically Ill Child	X	
	19	Crime-Related Child Death or Disappearance	X	
	20	Leaves: Citizenship Ceremony Leave	X	
	21	Leaves: Military/Reserve Leave	X	
	22	Leaves: Pressing Necessity	X	
	23	Leaves: Secondment Leave	X	
	24	Leaves: Sabbatical Leave	X	
	25	Leaves: Family Leave	X	
	26	Leaves: Unpaid Leave of Absence	X	
	28	Scented Products in the Workplace	X	
	29	Smoking in the Workplace	X	
	31	Return to Work and Duty to Accommodate	X	
	32	Workplace Accommodation on the Basis of Disability	X	
	33	Workers' Compensation: Accident and Injury Reporting, Investigation	X	
	34	Workplace Violence and Safety Procedures	X	
<b>Section 5</b>	1	Employee Access to Employee Personal and Personnel Files	X	
	2	Personal Information Protection	X	
	3	Storage of Personnel Files	X	
	4	Disposal of Records	X	
<b>Section 6</b>	1	Discipline – Progressive Discipline	X	
	2	Reduction in Workforce	X	
	3	Employee Job Descriptions	X	
	4	Staff Performance Appraisal Process: Formative and Summative		
	5	Job Performance Reviews	X	
	6	Employment Re-Assignment/ Changes to Assignment	X	
	7	Mutual Termination of Employment	X	
	8	Termination of Employment	X	

## Optional Policies

These policies may or may not be used at the Parish Level. They may be adapted to meet the needs of the Parish.

<i>Policy Section</i>	<i>Policy Number</i>	<i>Policy Title</i>	<i>PDF Format (cannot be adapted)</i>	<i>Word Format (can be adapted)</i>
<b>Section 2</b>	1	Work day, work week		X
	3	Wages/Remuneration		X
<b>Section 3</b>	3	Business Interruption and Civil Emergencies		X
	7	Employee Orientation to Employment in Archdiocese (Parish)		X
	8	Employment of Relatives		X
	11	Professional Association Memberships		X
	12	Professional Development Requests		X
	14	Use of Diocesan Centre		X
	15	Working from Home		X
	16	Travel and Use of Rented Vehicles		X
<b>Section 4</b>	9	Vacation		X
	10	Group Benefits Plan		X
	11	Registered Pension Plans		X
	27	Occupation Health and Safety: Committee and Meetings		X
	30	Retirement Gifts and / or Gratuities		X
<b>Section 6</b>	9	Retirement		X
	10	Resignation		X
	11	Exit Interview		X
	12	Equity Employee Remuneration Process		X

**All Appendices, sample contracts and other templates are in Word Format so they can be customized to meet the needs of your parish.**

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