

MATTERS PERTAINING TO LAY EMPLOYEES

III. Performance Review and Dismissal of Paid Employees

- A. It is the policy of this Diocese that a performance review of each paid employee must be conducted at least annually by the appropriate supervisor
  - 1. These reviews must be kept on file in each employee's personnel record.
  - 2. Forms for these reviews may be obtained from the Chancery.
- B. No paid employee may be dismissed from his/her position until copies of the employee's performance reviews are sent to the Moderator of the Curia, and until the Moderator of the Curia, who may consult with the diocesan attorney, gives permission to dismiss the employee under consideration.

July 1, 2002