



Management's Rights and Responsibilities

[*Owner: Office of Human Resources*]

The Diocese recognizes and accepts the responsibility to provide the necessary personnel and facilities to ensure quality service. To fulfill that responsibility, the Diocese retains the right to determine both the extent and the type of work to be performed and to establish and maintain the most efficient procedures, standards and methods necessary to achieve the work.

The Diocese recognizes and accepts responsibility for providing a qualified staff. To fulfill that responsibility, the Diocese retains the right to recruit, select, and hire employees and to determine the necessary qualifications for employment. To ensure effective employee performance, the Diocese also retains the right to promote, classify and discipline; to determine the size and composition of the work force; to assign and allocate work; to transfer employees from job to job; to determine work schedules; to affect layoffs; and to make all other management decisions.

The Diocese recognizes that it, with its employees, needs to create and maintain a work environment, which is mutually supportive and conducive to professional growth. To fulfill that responsibility, the Diocese provides opportunities for employee performance evaluations with occasions for discussion, mutual goal setting, professional and skills development.