



## Benefits Program Disclaimer

*[ Owner: Office of Human Resources ]*

Benefits provided to employees are an important part of their total compensation package. It is important that employees understand the benefits that they are eligible to receive. It is also important that benefits be administered fairly and consistently among employees.

It is the policy of the Diocese to provide a comprehensive benefit program for all eligible employees. Details of benefit plans are contained in separate Summary Plan Descriptions and the Plan Documents. In the event any contradiction arises between the information contained in this Manual and the official plan documentation and/or master insurance contracts, the plan documentation and/or master insurance contracts will govern in all cases.

Additional information regarding the Diocesan benefit plans can be obtained from the Office of Human Resources. The Diocese reserves the right to amend or terminate any of these voluntary programs at any time at its discretion. Employees will be provided information regarding any changes to benefits.