

Diocese of Santa Rosa  
**Memorandum of Understanding**  
**Concerning Employment**  
**UNDER 30 HOURS PER WEEK**

**Offered to:** \_\_\_\_\_  
legal name of employee

**Offered by:** \_\_\_\_\_  
legal name of employer

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- Employment is “**at will**” – This MOU is not a contract.
- Employee’s personal and professional conduct must respect the beliefs, teachings, and values of the Catholic Church as outlined in The Catechism of the Catholic Church.
- Employee agrees to comply with all applicable policies and procedures set forth in the Employee Handbook for the Diocese of Santa Rosa.

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**Job Title:** \_\_\_\_\_

**Duties:** \_\_\_\_\_  
\_\_\_\_\_

**Reports to:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**Status and Compensation:**

Non-Exempt / \_\_\_\_\_ Number of hours per week  
As compensation for services rendered, the employee will be paid  
\$ \_\_\_\_\_ per hour on the \_\_\_\_\_

<p>*Sick Leave - If working under 20 hours per week – employee receives 24 hours per year of paid sick leave. There is no additional accrual above 24 hours. Sick leave balance is reset each January 1 to 24 hours. *Holidays and Vacations - See Employee Handbook.</p>
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**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Employee

Pastor/Supervisor