

Diocese of Elphin – HR Policy Handbook

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Operating under the patronage of Our Lady of the Immaculate Conception, the Diocese of Elphin aims to provide staff members with a safe, caring and supportive Christian environment in which to carry out their work. Work objectives are to be advanced with due regard to the needs and dignity of each staff member and with due regard for the individuals and communities the diocese serves.

This document outlines the Diocesan policy on Contracts of Employment. It is applicable to parishes, offices, agencies and any entity operating under the governance of the Diocese of Elphin (hereafter referred to as "the employer"). Line Managers (Bishop, Priests, Deacons, Religious, Lay Personnel who supervise staff members) are responsible for communicating this policy and having it signed off by their staff member(s).

All employer/employee relationships necessarily involve a contract of employment. The contract that an employer offers and an employee accepts will govern many aspects of their future relationship. Normally, the agreed terms of a contract – be they explicit or implicit – are of paramount importance in determining the rights and duties of both parties, and will prove extremely important in the event of disagreement between the parties.

Contract of Employment

It is the policy of "the employer" that all staff members employed by "the employer" should be issued with a signed "Contract of Employment" before they commence employment. Staff members working in administrative positions and/or having access to sensitive/confidential information are required, as part of their employment contract to sign a confidentiality agreement with "the employer".

The Terms of Employment Information Act, 1994 provides that all staff members are entitled to a written statement of the terms of their employment. It is diocesan policy to ensure full compliance with all regulatory requirements regarding employment contracts and conditions of employment.

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