



Termination of Entity Employees Procedure

From: Rick J. Osorio, Director of Insurance and Risk Management

Re: Providing Notice of Employers Practices Liability Claims

In an effort to reduce Employer Practices Liability claims, it is important that before they are implemented, terminations of employees must first be reviewed and discussed with either the Executive Director of Human Resources for the Diocese, Joseph Loeber, or DiVito and Higham, P.A., our Diocesan Counsel.

Catholic Mutual Group's coverage for employment claims **REQUIRES** that prior to termination of any employee of the diocese, parish, school, or other Diocesan institution, the Executive Director of Human Resources for the Diocese, Joseph Loeber or Diocesan Legal Counsel, DiVito & Higham, **MUST** first be contacted. Catholic Mutual Group has instituted this practice in an effort to reduce employment liability claims. Catholic Mutual Group's coverage hinges on the fact that employing entities must first discuss the termination of any employee with either Human Resources or Diocesan Counsel. If this requirement is not honored, Catholic Mutual may deny coverage for any subsequent claim.

If you have any questions or concerns about this reminder, please contact me at extension 5393.

Thank you.

(Revised July 2013)