



COURAGEOUSLY
Living the Gospel

Termination of Entity Employees Procedure

From: Joseph Loeber, Executive Director of Human Resources
Valerie Burns, Insurance Programs Manager

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, 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, **or** Diocesan Legal Counsel, DiVito & Higham, **MUST** first be contacted prior to termination. This requirement is written into our policy to reduce employment liability claims. The failure of employing entities to first discuss the termination of any employee with either Human Resources or Diocesan Counsel may result in the denial of coverage by Catholic Mutual Group for any subsequent claim.

If you have any questions or concerns about this reminder, please contact Joseph Loeber at 813-344-1611 x5400.

Thank you.

(Revised February 2021)