

IOANNES FRANCISCUS

Divina Miseratione et



Apostolicae Sedis Gratia

EPISCOPUS MARQUETTENSIS

DECREE

PROMULGATION OF THE OPEN DOOR POLICY FOR EMPLOYEES OF THE DIOCESE OF MARQUETTE

Following an ordinary review of the Personnel Policies for employees of the Diocesan Administrative Offices, it was decided to promulgate the Open Door Policy.

Therefore, in accord with canons 8 §2, 29, and 391§1 I hereby decree and promulgate as particular law the Open Door Policy for employees of the Diocesan Administrative Offices.

Any policy or particular law of the Diocese of Marquette that is contrary to the Open Door Policy for employees of the Diocesan Administrative Offices is hereby repealed and abrogated.

The provisions of this decree are effective immediately.

Given at the chancery in Marquette, Michigan this 11th day of October in the year 2016.

A handwritten signature in blue ink, reading '+ John F. Doerfler', is written over a horizontal line.

Most Reverend John F. Doerfler, STD, JCL
Bishop of Marquette

Reverend Daniel J. Moll, Chancellor

**OPEN-DOOR POLICY
FOR THE EMPLOYEES OF THE
DIOCESE OF MARQUETTE ADMINISTRATIVE OFFICES**

The Diocese of Marquette has instituted an open-door policy to provide employees of the Diocesan Administrative Offices with a way of presenting their employment concerns to diocesan management and to ensure that decisions affecting the employment status of employees of the Diocesan Administrative Offices are made consistent with the Diocese of Marquette's responsibilities under its policies and the various laws that protect employees.

An employee who has a concern about an employment issue should discuss it with his or her immediate supervisor. If the concern cannot be resolved fully at this level, or if there are special circumstances involved that make it difficult to speak to the immediate supervisor, the employee should refer the problem to the next level of management in his or her area. Should the problem remain unresolved, the employee should refer the matter to the Director of Administration and Finance. The supervisor or manager will normally provide a resolution to the employee within 30 days of the date the employee raised the concern.

If the problem has not been resolved to the employee's satisfaction after consideration by the Director of Administration and Finance, the matter may be referred to the bishop, who will consider the matter. The decision of the bishop shall be final and binding on the Diocese of Marquette and the employee.