Insert Date

To: Employees of insert site name

FR: Insert Pastor or Office Manager Name

RE: **State-Required New-Hire Documents**

As a nonprofit religious organization, \_\_[name of site/parish]\_\_\_\_\_\_ is exempt from the California Fair Employment and Housing Act (FEHA). (See California Government Code sections 12926(d) and 12926.2.) Other provisions in California law, however, require that all employers provide workers with the attached pamphlets at the time of hire, regardless of whether that particular employer is exempt from the FEHA. This memo is to alert you to the fact that this inconsistency requires us to provide you with pamphlets that in some cases discuss provisions of law (in particular those contained in the FEHA), that do not apply to employees at this site.

For a more accurate description of the \_\_[site’s/parish’s]\_\_\_\_\_\_ policies regarding wages, leaves, workplace safety, discrimination, harassment, and related matters, please refer to the Lay Personnel Handbook. But in general, in accordance with Church teachings and Catholic social justice, all employees are expected to treat all persons with dignity, respect, and professionalism.

If you have any questions or concerns, please feel free to contact me. I can be reached by phone at insert phone number or by email at insert email address.