



Diocese of Altoona-Johnstown

Office of the Bishop

927 South Logan Boulevard

Hollidaysburg, PA 16648

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www.dioceseaj.org

Memo to: All Pastors and Parish Administrators; School Administrators; Directors of Diocesan Agencies and Affiliates

From: Bishop Bartchak

Date: August 13, 2018

Subject: Application and Compliance Regarding State and Federal Labor Law

You have received the following “policies/procedures” from Mrs. Lynette McEvoy, Director of Human Resources of the Diocese of Altoona-Johnstown:

- * FAMILY AND MEDICAL LEAVE
- * STANDARDS FOR THE UTILIZATION OF ELECTRONIC MEDIA
- * REPORTING WORK RELATED INJURY INVOLVING AN EMPLOYEE
- * RECORDS RETENTION

These are not new laws or regulations issued by the Diocese of Altoona-Johnstown. Rather, they are instructions/directives concerning the manner in which the current state and federal laws are to be applied and otherwise observed in parishes, schools, or agencies affiliated with the Diocese of Altoona-Johnstown. Parishes, schools, and organizations listed in the Official Catholic Directory under the listings for the Diocese of Altoona-Johnstown are being informed of the nature and purpose of these policies/procedures.

State and federal labor laws regarding the various topics listed above must be observed. The policies/procedures that are provided for the correct observance of these laws must also be observed. Failure to observe, comply with, or enforce these laws in the workplace setting could result in fines and other penalties for the institution and/or those individual persons who failed to act in accord with state and federal law. Those who hire and



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supervise employees and volunteers are responsible for compliance with applicable laws and may be held responsible for damages that may result due to non-compliance.

If you or any persons under your supervision need further information, assistance, or copies of the policies/procedures through which these state and federal laws are to be applied, you should contact Mrs. McEvoy. Additional instructions about applicable policies/procedures for proper compliance with state and federal labor laws will be forwarded to you in the future.

Thank you for your attention and cooperation. And thank you for the care which you show to our employees, volunteers and the people who are served by our various programs and ministries.
