

## ONLINE ADMINISTRATIVE HANDBOOK NOTICE

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The Archdiocese of Los Angeles Administrative Handbook 2014 Edition can be accessed online by visiting <http://handbook.la-archdiocese.org/>

The online handbook integrates a wide range of pre-existing resources, guides, manuals and other publications to offer a single comprehensive source of information on archdiocesan administrative policies and procedures. The Archdiocese of Los Angeles Online Administrative Handbook 2014 Edition:

- Applies to all locations--all parishes, all schools -- whether parish or archdiocesan, the Archdiocesan Catholic Center and all other operating units.
- Applies to clergy, paid staff, students, parents/guardians and volunteers.
- Is in fully searchable electronic format for easy access, allowing for simplified up-dating and reduction of printing costs.
- Includes policies and procedures for day-to-day operations as well as particular situations and features more than 300 internal and external resources and links.

The Archdiocese of Los Angeles Online Administrative Handbook 2014 Edition updates, integrates, and replaces the Elementary and Secondary Schools Administrative Handbook released in 2009 and the previous parish handbooks and other manuals released since 1996. Comments concerning the Handbook are welcomed and should be forwarded to [handbook@la-archdiocese.org](mailto:handbook@la-archdiocese.org).

**The Archdiocese reserves the right to update the Online Administrative Handbook to reflect policy as needs evolve.**

**If you have any questions regarding the Archdiocese of Los Angeles Online Administrative Handbook 2014 Edition, please contact the Human Resources Department at (213) 637-7494.**

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## ONLINE ADMINISTRATIVE HANDBOOK NOTICE ACKNOWLEDGEMENT

I acknowledge that I have received, read, and understand the Online Administrative Handbook Notice of the Archdiocese of Los Angeles. I understand that I will not be issued a print copy of the Administrative Handbook and that it is my responsibility to access the Administrative Handbook and read the policies and regulations of the Archdiocese of Los Angeles. I agree to comply with all Archdiocese of Los Angeles policies and regulations and understand that failure to do so will result in disciplinary action, up to and including termination of my employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Department/Location