

Human Resources  
Frequently Asked Questions for Employees

***Please note that Parish/School employees are not employees of the Archdiocese. All matters should first be sent to the Business Manager, Pastor or Principal.***

**HR:**

**I'm interested in an open position, what do I do?**

To view open positions within the Archdiocese or our Parishes and Schools, please see our Careers page at: <https://archdpx.org/careers-1>. Each job posting will include contact information to submit your resume.

**I have a complaint about my workplace, what do I do?**

All complaints should be directed to the Business Manager, Pastor or Principal. For complaints regarding discrimination and harassment, please complete the Discrimination and Sexual Harassment Complaint form on page 58 of the [Employee Handbook](#). This form should be given to the Business Manager, Pastor or Principal.

**I have a question regarding my pay or pay range.**

Questions about pay should be directed to the Business Manager, Pastor or Principal. The Archdiocese does not discuss this topic with employees or share salary ranges/guidelines.

**What do I do if I think my job description or title needs to be updated? Can I see example job descriptions from other parishes?**

Questions or concerns about job descriptions or titles should be directed to the Business Manager, Pastor or Principal. The Archdiocese does not share job descriptions with employees. Each job description is unique to the parish or school and should be created by the Business Manager, Pastor or Principal to accurately reflect the positions essential duties.

**I'm a new Business Manager or Bookkeeper, how do I get training?**

The Archdiocese hosts an annual Business Manager and Bookkeeper orientation typically in the summer or fall. Please contact the Human Resources office by emailing [mhalkinrude@archdpx.org](mailto:mhalkinrude@archdpx.org) to ensure we have your updated contact information. We will work directly with you to ensure you have all materials and training necessary.

Employee Benefits  
Frequently Asked Questions for Employees