



LAST CHANCE AGREEMENT

(DIOCESE/PARISH/SCHOOL NAME) _____ attempts to provide employees who experience prolonged performance deficiencies or repeatedly engage in less serious, but still unacceptable, violations of Diocesan behavior or conduct guidelines with a last chance to remain employed by the Diocese. This agreement provides the terms of the named employee's last chance.

_____ and The Diocese of Fort Wayne-South Bend agree to the following:
EMPLOYEE

1. DESCRIBE THE VIOLATION OR REASON FOR THIS AGREEMENT: _____

Instead of immediately terminating employment, (EMPLOYEE) _____
will be suspended from work without pay for (NUMBER) _____ work days.

2. The employee has received a written corrective notice(s) on (DATES) _____
regarding the violation or reason for this agreement stated above, the Diocese's expectations, an
improvement plan and a time period for improvement.

3. The employee understands that this agreement is their last chance to remain employed with the
Diocese. Failure to make improvement or recurrence of inappropriate behavior or conduct within the
specified time period as described in the previous (DATES) _____
corrective action forms will result in immediate termination.

The employee understands agrees that employment with the Diocese is at-will, terminable by the employee or the Diocese at any time, with or without cause or notice, and that the existence and/or terms of this agreement do not change the nature of that at-will relationship or constitute an agreement of employment for any set period of time. The employee understands and agrees that this agreement in no way prevents the Diocese from taking disciplinary action against the employee, up to and including termination, for any violations by the employee of any Diocesan policies, guidelines or rules.

Agreed to by:

EMPLOYEE'S PRINTED NAME

SIGNATURE

DATE

IMMEDIATE SUPERVISOR PRINTED NAME

SIGNATURE

DATE

HR DIRECTOR/OTHER PRINTED NAME

SIGNATURE

DATE