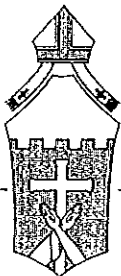


**Memo from Human Resources,  
"New Archdiocesan  
Employee Benefit"  
(04/04/00)  
(re: Burial Benefit for Employees)**



THE ARCHDIOCESE OF SAN FRANCISCO  
HUMAN RESOURCES

445 CHURCH STREET, SAN FRANCISCO, CA 94114-1799 (415) 565-3625 FAX (415) 565-3648

**MEMORANDUM**

SENT TO: CHARLENE EMPLOYEES  
SCHOOLS (VIA 4015  
BAUER)

**TO:** All Archdiocesan Lay Employees

**FROM:** Car Feil, Director of Human Resources *Car Feil*  
Angie Espinoza, Benefits Manager

**COPY:** Katherine Atkinson, Director of Cemeteries

**DATE:** April 4, 2000

**RE:** New Archdiocesan Employee Benefit

We are delighted to announce a **new Archdiocesan benefit – a burial benefit** – for lay employees that has been generously offered to us by our Department of Cemeteries.

While we realize that it is a corporal work of mercy to “bury the dead”, we are not in a hurry to bury our employees! We do know, however, that due to our humanness we will all need this service one-day.....even if planning a cremation.

Regardless of your age, some of you may wish to pre-plan arrangements now – or at least get information about it.

Some of you may have elderly parents whom you wish to assist and you can arrange for space together. Others will wish to wait until a death occurs. It's your benefit and your choice.

Here are the guidelines established by Catholic Cemeteries that pertain to this benefit:

- 1) **Effective April 1, 2000, (no, this is not an April Fool's joke) a 10% discount on the price of a grave, crypt or niche will be available to full and part-time active and retired lay employees of the Archdiocese.** This includes non-Catholic lay employees, as they have an established relationship with the Catholic community.
- 2) **The discount will be given only on the price of a grave, crypt or niche for the employee's use.** However, if an employee purchases a large family plot to include interment of parents, children, etc., the discount will be given on all graves

(over)

102.500

within the plot. (Purchase must be for a family unit. Parents, siblings or children buying individual graves, crypts or niches will not qualify for the discount.)

- 3) Proof of employment must be provided via Archdiocesan employee payroll number. The employee (or family of a deceased employee) will be asked to show a current payroll stub at the time of arrangements. In cases of retired employees, some proof of retirement will be required.
- 4) No other discounts or allowances will be made.
- 5) Once an employee signs a contract with the Cemetery it will be honored. (Neither resignation nor termination would affect the terms of the contract.)
- 6) This benefit will be available at all three Archdiocesan Cemeteries: Holy Cross, Colma; (call Christine Stinson 650/756-2060), Holy Cross, Menlo Park (call Carole Gruber 650/323-6375) and Mt. Olivet in San Rafael (call Brian McGrath 415/479-9020).

If you would be interested in receiving further information regarding cemetery services and burial expenses, you should feel free to contact the cemetery of your choice as listed above. Contact names and phone numbers are provided for your convenience.

We hope you will find this a worthwhile benefit.