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3.100 GENERAL PERSONNEL

3.101 EQUAL EMPLOYMENT OPPORTUNITY

POLICY

Approved: September 1, 2009

Revised: May 19, 2011

The Archdiocese of Hartford is an equal opportunity employer. It is also the policy of the Archdiocese of Hartford that its schools shall comply with all applicable Equal Employment Opportunity laws and regulations.

There are certain positions in the Archdiocese of Hartford for which it is necessary to be Catholic, and some positions for which preference in hiring shall be given to people who are Catholic and/or who evidence an understanding of the Catholic faith.

All applicants and employees are expected to uphold and to act in accord with the religious, moral, and ethical principles of the Roman Catholic Church. Publicly advocating positions or engaging in activities that violate the teaching of the Roman Catholic Church are sufficient grounds to decline to hire an applicant, or to terminate or otherwise discipline an employee.

This policy applies to all areas of employer-employee relations including, but not limited to, recruitment, employment, promotions, demotions, transfers, layoffs, terminations, rates of pay, training, grievances, working conditions and Archdiocese-sponsored social and recreational programs.

If an employee believes he/she has been treated in a manner that is in violation of this policy, the employee should promptly submit a complaint to the Pastor, Principal or Chief Administrator.

3.102

CLASSIFICATION OF EMPLOYEES

POLICY

Approved: September 1, 2009

School employees are classified as exempt or non-exempt as defined in the Fair Labor Standards Act (FLSA). This classification is the basis for determining eligibility for overtime pay and eligibility for vacation, holidays, sick leave, and personal leave.

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010

It is the nature of the position and the duties of the employee, not the method of payment, that determine whether or not a position is exempt or non-exempt.

EXEMPT (salary paid position): Positions which are executive, managerial or professional in nature, as prescribed by federal and state labor statutes, and which are exempt from mandatory overtime payments, are identified as exempt. Exempt employees must meet the salary test, educational requirements, and the duties test to fit exempt status. Administrators, teachers, counselors, and advancement directors are exempt employees.

NON-EXEMPT (hourly paid position): Positions which are clerical, technical, or service-related in nature and covered by provisions of overtime pay are identified as non-exempt. Secretaries, custodians, bookkeepers are non-exempt employees. If paid on a salaried basis, they should be converted to an hourly rate.

The classification of status shall be included on the employee's job description.

3.103 FULL-TIME AND PART-TIME STATUS

POLICY

Approved: September 1, 2009

Teachers who are assigned a full teaching load, and who have signed a full-time ministry agreement, are considered full-time employees.

Regular, non-teaching, full-time employees are those employees who are scheduled to work the weekly full-time schedule established by the school at which they are employed, but not less than 35 hours per week.

Regular, non-teaching, part-time employees are those employees who are scheduled to work fewer than 35 hours per week.

3.104 SEXUAL AND OTHER HARASSMENT

POLICY

Approved: September 1, 2009

Revised: May 19, 2011

Sexual harassment by one employee of another is unacceptable conduct. Employees who engage in any type of sexual harassment shall be subject to appropriate discipline, including suspension or termination.

The Archdiocese is committed to maintaining a work environment free of discrimination. We shall not tolerate actions, words, jokes, or comments based on an individual's sex, pregnancy, race, ethnic background, age, religion, or any other legally protected characteristic, if such conduct would be offensive to a reasonable person and creates an offensive work environment. Therefore, the Archdiocese, through a responsible administrator, shall endeavor to prevent harassment, including but not limited to sexual harassment, from occurring in our schools.

It is contrary to Archdiocesan policy for anyone to harass another. Sexual harassment includes any unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of interfering with an individual's work performance or of creating an intimidating, hostile, or offensive work environment.

Any individual who believes that he/she has been subjected to harassment is required to report the alleged act immediately to the Director of Ministry and Healing in the Office of Ministry and Healing or to the Superintendent, and an investigation of the complaint shall be undertaken.

Any individual who is found to have engaged in such harassment shall be subjected to disciplinary action, which may include termination.

Employees who believe that they are the victims of impermissible harassment, including sexual harassment, have the right under state and federal law to file a complaint with the Connecticut Commission on Human Rights and Opportunities and the United States Equal Employment Opportunity Commission (EEOC). Generally, such a complaint must be filed within 180 days of the date of the harassment.

Each school shall post a notice indicating that sexual harassment is illegal and the remedies for it, that is in compliance with the requirements of the Connecticut Commission on Human Rights and Opportunities. (The Connecticut Commission has a model notice on their website.)

SEXUAL MISCONDUCT WITH MINORS*POLICY**Approved: September 1, 2009**Revised: May 17, 2010*

Sexual misconduct with minors by an employee or volunteer in the Archdiocese of Hartford violates human dignity, accepted professional standards of conduct, the moral teaching of the Catholic Church, and Archdiocesan policy.

Archdiocesan procedures implementing this policy shall be responsive to the needs of the victim, the victim's family, the parish, the community, the institution where the incident took place, and the employee or volunteer against whom an allegation is lodged and his/her family.

The Archdiocese shall follow the Department of Children and Families' regulations and Archdiocesan procedures when allegations and/or suspicions of child abuse are made against Archdiocesan personnel.

All school employees and volunteers shall receive copies of the Code of Ministerial Behavior for Personnel of the Archdiocese Who Have Regular Contact with Children or Young People and Policies and Procedures Relating to Allegations of Sexual Misconduct Involving Minors. The signed-off pages of these documents shall be filed in the employees' personnel file by the Pastor, Principal, or Chief Administrator.

*PROCEDURE**Approved: September 1, 2009*

The Office for Ministry and Healing is responsible for coordinating the program set forth in the misconduct-reporting procedures.

All Archdiocesan clergy and religious, either in the Archdiocese or working for the Archdiocese, employees, and volunteers working for the Archdiocese shall comply fully with the letter and spirit of the process. All personnel shall promptly report allegations of sexual misconduct with a minor to appropriate Archdiocesan personnel.

In order to allow the Department of Children and Families to investigate, a report to the Department of Children and Families must be made before the employee is notified of the allegation against him/her and put on leave. The Superintendent or Assistant Superintendent also should be immediately notified of the report, and the administrator with the Superintendent or Assistant Superintendent shall make a determination as to when the employee or volunteer against whom the allegation is lodged is to be notified of the allegation and put on administrative leave with or without pay during the investigation. Ordinarily, if the employee does not present

3.105**SEXUAL MISCONDUCT WITH MINORS (CON'T)**

an immediate, direct threat to children in the schools by remaining on duty, the Department shall be allowed up to 24 hours to investigate.

If the case is determined to be unfounded, with no violation of Archdiocesan policy, the employee shall be reinstated without loss of benefits or compensation, and the volunteer shall be reinstated in his/her work for the Church. Efforts shall be made to restore the good name of the person about whom a false allegation was lodged.

If it is determined that the case is well-founded or Archdiocesan policy has been violated, the employee or volunteer shall be dismissed and shall not be allowed further employment by the Archdiocese of Hartford or assignment as a volunteer in an Archdiocesan institution in which there is any possibility of contact with children.

3.106

CIVIL AND CANON LAW

POLICY

Approved: September 1, 2009

Revised: May 17, 2010

Those employed in the Archdiocese shall follow all applicable civil and canon laws pertaining to the employment of school personnel.

3.107 DRUGS AND ALCOHOL

POLICY

Approved: September 1, 2009

Being under the influence of illegal substances, alcohol, or other intoxicants while on the job is strictly prohibited. Violation of this policy may result in immediate suspension and/or dismissal. When an individual's job performance is negatively affected as a result of suspected substance abuse, the administration is responsible for intervention.

PROCEDURE

Approved: September 1, 2009

Revised: May 19, 2011

The local administration reserves the right to terminate or remove an employee from the school due to adverse behavior suspected to be caused by drugs and/or alcohol. If an employee is going to be allowed to return, the local administration reserves the right to require the employee to present a fitness-for-duty certification from a physician prior to being allowed to return to the workplace.

If there is reasonable suspicion that a school employee has engaged in the illegal sale or possession of drugs or alcohol, the Pastor or Principal/Chief Administrator shall:

- Consult with the Superintendent/Assistant Superintendent;
- Document the situation;
- Suspend the employee; and
- Call the police.

The Archdiocese recognizes that alcohol and/or drug dependency is an illness requiring appropriate intervention treatment. Employees with such dependency are, therefore, encouraged to seek treatment before a problem interferes with the performance of their job.

When a school employee comes forward, a pastoral approach, including employee assistance, shall be considered.

3.108**RELIGIOUS STANDARDS FOR CATHOLIC SCHOOL EMPLOYEES***POLICY**Approved: September 1, 2009**Revised: May 19, 2011*

It is recognized that administrators and teachers are engaged in a school conducted by the Roman Catholic Church for the express purpose of education in the academic, social, moral and religious values promulgated by that Church. Administrators and teachers therefore are expected to conduct themselves both in teaching and example in a manner consistent with the academic, social, moral and religious teaching of the Catholic Church.

All employees shall cooperate in forming a Catholic educational community by their words and actions.

Public conduct which is contrary to Church teachings and is of sufficient magnitude may be grounds for disciplinary action, including termination.

3.109 CONFLICT OF INTEREST

POLICY

Approved: September 1, 2009

Employees may be asked to sign a conflict-of-interest disclosure statement on an annual basis.

PROCEDURE

Approved: September 1, 2009

A conflict of interest is a circumstance in which the personal interests of an individual, administrator, director, or committee member may potentially or actually be opposed to, or be perceived to be opposed to, the interests of the Archdiocese of Hartford or the parish/school corporation.

Some examples of conflicts of interest include (but are not limited to) the following:

- Conducting business with a family member or business partner of a supervisor, administrator, or employee;
- Disclosing or using information relating to the business of the Archdiocese of Hartford or the parish/school for personal profit or advantage;
- Having direct responsibility for the hiring or supervision of a family member;
- Endorsing any candidate for political office while representing the Archdiocese of Hartford or a Catholic school; and
- Using the assets of the Archdiocese or parish/school corporation, including computers, copiers, and postage to conduct personal business, regardless of whether such use occurred during or after regular business hours.

When a conflict of interest or a potential conflict of interest is realized, the employee shall disclose the existence and nature of the issue to his/her immediate supervisor who shall notify the Superintendent.

3.110 EMPLOYEE CONDUCT

POLICY

Approved: September 1, 2009

It is the responsibility of every school employee to act in an honest and forthright manner in all workplace concerns and to treat coworkers, supervisors, clergy, volunteers, parents, students, school board members, alumni, and visitors with respect.

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010

Although not comprehensive, the following actions are considered to be inappropriate workplace conduct and are subject to disciplinary action.

The following acts are very serious in nature, and therefore, these acts, or acts of a similarly serious nature, shall constitute grounds for disciplinary action, up to and including immediate termination:

- Any willful act or conduct detrimental to the operations of the schools, parishes, administrative offices, or agencies of the Archdiocese of Hartford.
- Public violation of the moral and ethical teachings of the Catholic Church
- Breach of confidentiality
- Sexual misconduct
- Sexual harassment
- Theft or removal of any property from the premises without proper authorization
- Fighting, attempting to cause, or threatening bodily injury to other employees, to Pastors, students, or visitors
- Use of threatening or abusive language
- False reporting of hours worked or time off
- Falsification of employee or institutional records
- Falsification of any employment-related documents
- Possession of firearms, fireworks, or explosives on parish/school property
- Immoral conduct or indecency
- Willful misuse, destruction, or negligence causing serious damage to parish/school property
- Insubordination
- Refusal or intentional failure to perform work assigned
- Sleeping while on duty

3.110 EMPLOYEE CONDUCT (CON'T)

- Unauthorized possession, alteration, copying, use, or reading of school records, or disclosure of information contained in such records to unauthorized persons
- Absence from duty without prior notice and permission of the supervisor for a period of three consecutive scheduled work days
- Absence from duty without proper cause
- Entering a parish/school under the influence of alcohol or drugs, possessing or consuming an alcoholic beverage during working hours, or possessing or using drugs illegally
- Deliberately making false or malicious statements concerning the Archdiocese, its services, or any of its employees, which could have an adverse impact on the Archdiocese, its parishes, schools, administrative offices, and agencies

The following acts, or other acts of a similar or serious nature, shall generally constitute grounds for the imposition of progressive discipline, although the school reserves the right to terminate an employee without regard to progressive discipline:

- Excessive absenteeism or tardiness
- Leaving the assigned work area without permission
- Posting or tampering with information posted in a work area
- Smoking in restricted areas
- Creating or contributing to unsafe working conditions, or violating safety policies
- Engaging in horseplay that could lead to bodily injury
- Misusing parking facilities
- Making excessive personal telephone calls
- Excessive or unacceptable use of telecommunication devices including, but not limited to, cell phones not related to the work environment

Since it is difficult to list every issue for which disciplinary action may be required, each administrator shall consider all of the circumstances of each particular case, and shall consider the following factors prior to taking disciplinary action:

- The severity of the current violation. Certain acts are better resolved through progressive discipline, while others are grounds for immediate discharge.
- The employee's past work record, including the severity and number of previous offenses, if any. Progressive discipline is not necessarily restricted to the same violation. Each violation is a step further into the disciplinary process.
- The time interval from the last violation

3.110 EMPLOYEE CONDUCT (CON'T)

Documentation of each step in the disciplinary process shall be kept in the employee's personnel file.

Employees who feel that the discipline which was imposed was unfair or unjust may pursue the complaint management process.

3.111 PERFORMANCE APPRAISAL

POLICY

Approved: September 1, 2009

Formal performance appraisals are conducted annually for all employees. The timing of the appraisal may be based on a calendar year, fiscal year or academic year basis, or on the anniversary date of the employee.

All teachers' (full and part-time) annual performance appraisal shall include classroom observations (with pre and post-conferences).

PROCEDURE

Approved: September 1, 2009

Revised: May 19, 2011

The performance appraisal is a tool which is used to foster communication between administrators and employees in assessing progress, jointly developing new plans and objectives, and clarifying expectations for the coming year.

The Office of Catholic Schools shall develop and provide direction on the administering of the instruments for classroom observation and performance appraisals.

A copy of the approved performance appraisal shall be included in the employee handbook.

The appropriate administrator shall conduct a minimum of two classroom observations, one each semester. Classroom observation reports shall be shared with the teacher and shall be signed by both the teacher and the observer.

Each year, teachers shall participate in the performance appraisal, which is to be signed by the teacher and Principal/Chief Administrator.

When it has been determined through the appraisal process that an employee is having difficulty demonstrating the competencies required for his/her position, the Principal/Chief Administrator may assign the employee to a "Performance Based Intervention" program. Performance Based Intervention is a total approach to provide help for the employee to meet the requirements and to improve his/her performance.

Performance Appraisal Meeting

During the performance appraisal meeting, both the school administrator and the employee shall discuss the employee's performance over the past year, including

the success or failure in meeting established goals, and any necessary adjustments to the employee's position description.

If the performance appraisal contains items of an unsatisfactory nature, the administrator shall work with the employee to develop a performance improvement plan, consisting of areas of improvement and dates for attaining positive achievement.

In a parish school, the Pastor and Assistant Superintendent must be consulted by the Principal of any performance appraisals that may be deemed unsatisfactory or require an employee improvement plan.

In Archdiocesan high schools, the Assistant Superintendent must be consulted on any performance appraisals that may be deemed unsatisfactory or require an employee improvement plan.

The performance appraisal meeting is meant to be an interactive dialogue where each party can freely discuss each section of the performance appraisal. Input from the employee is very important in this process.

Once the performance appraisal discussion is completed, the employee shall be required to sign the appraisal form. Signing the appraisal form does not necessarily represent agreement with the contents of the appraisal; rather, it is an acknowledgement that the employee has read the performance appraisal.

The employee can, and is encouraged to, provide a written explanation of any areas of the appraisal that he/she is in disagreement with and that written explanation shall be attached to the final appraisal form to become part of the employee's personnel file.

The Principal/Chief Administrator shall forward signed copies of all year-end teacher performance appraisals to the appropriate Assistant Superintendent for review and placement in the Office of Catholic Schools files.

3.112 DISCIPLINARY ACTIONS

POLICY

Approved: September 1, 2009

The administration shall provide a fair and objective means of correcting and improving employee behavior/performance issues and, at times, must administer disciplinary actions.

PROCEDURE

Approved: September 1, 2009

The Archdiocese's philosophy of discipline is a corrective and progressive one.

There are some offenses serious enough to warrant immediate discharge.

Before any suspension or termination, the Pastor or the administrator of the school must contact the Assistant Superintendent who shall in turn provide the Pastor and/or the administrator with additional directives for disciplinary action against the employee.

Following the directives of the Assistant Superintendent, the Pastor or appropriate administrator shall contact the Archdiocesan Attorney regarding the suspension or termination of the employee.

3.113

COMPLAINT MANAGEMENT PROCESS

POLICY

Approved: September 1, 2009

Any employee who feels that a policy or a disciplinary action is unjust or has impacted that employee unjustly may bring forth a complaint.

PROCEDURE

Approved: September 1, 2009

Prior to bringing forth a complaint, an employee should meet with the Chief Administrator/Principal to review the policies and/or issue(s) that the employee deems to be unjust.

Parish Schools

If the issue has not been resolved to the employee's satisfaction with the appropriate administrator, or if in an unusual case, the employee feels that it is not appropriate to meet with the administrator, the employee may make an appointment to meet with the Pastor.

If the issue has not been resolved to the employee's satisfaction with the Pastor, or if in an unusual case, the employee feels that it is not appropriate to meet with the Pastor, the employee may make an appointment to meet with the Assistant Superintendent.

If the issue has not been resolved to the employee's satisfaction with the Pastor and/or the Assistant Superintendent, or if in an unusual case, the employee feels that it is not appropriate to meet with the Pastor or the Assistant Superintendent, the employee may make an appointment to meet with the Superintendent.

After discussion with the employee, the Superintendent shall meet with the employee's supervisor and/or Pastor to discuss the complaint. The Superintendent shall then issue independent findings to the Pastor, and the decision of the Pastor shall be final.

Archdiocesan High Schools (Non-Teacher Association Employees)

If the issue has not been resolved, to the employee's satisfaction with the appropriate administrator, or if in an unusual case, the employee feels that it is not appropriate to meet with the administrator, the employee may make an appointment to meet with the Assistant Superintendent.

If the issue has not been resolved to the employee's satisfaction with the Assistant Superintendent, the employee may make an appointment to meet with the Superintendent.

After discussion with the employee, the Superintendent shall meet with the employee's supervisor and/or Chief Administrator to discuss the complaint. The Superintendent will then make an independent ruling and the decision of the Superintendent shall be final.

3.114 CONFIDENTIALITY

POLICY

Approved: September 1, 2009

Employees are not to disclose without proper authorization, or outside the normal execution of their job responsibilities, any confidential matters that come to their attention as a result of their employment with the school.

Disclosure to anyone of such information without proper authorization, or outside the normal context of an employee's job, may be cause for disciplinary action, up to and including termination.

PROCEDURE

Approved: September 1, 2009

Confidential information includes, but is not limited to, the following:

- Correspondence and contributions
- Personnel and payroll matters
- Relationships between the school and benefactors
- Privacy rights of the student
- Protected health information
- Matters concerning pastoral counseling
- Matters of dispute between the administration and employee
- Any matter upon which an individual consults an employee of the school on a confidential basis.

3.115 APPEARANCE AND MANNER OF DRESS

POLICY

Approved: September 1, 2009

Employees should appear neat, clean, and well-groomed at all times when representing the school, the parish, or the Archdiocese.

PROCEDURE

Approved: September 1, 2009

The clothes an employee wears are a matter of personal preference but the clothes should present a professional and tasteful image for the school environment and be appropriate for the duties the employee performs.

Ordinarily, employees attending Archdiocesan meetings or conferences should be in business dress attire.

3.116

HANDBOOKS

POLICY

Approved: September 1, 2009

Each school shall review its handbook on an annual basis.

The school shall make accessible to all employees through the Internet or in print a copy of the *Archdiocese of Hartford Handbook of Policies and Procedures for Catholic Schools*.

Archdiocesan high schools and parish schools shall incorporate into the Parent-Student Handbook the Archdiocesan Vision Statement for Catholic schools and the core beliefs, the school's philosophy, mission, goals and objectives, and the school's policies, regulations and procedures.

PROCEDURE

Approved: September 1, 2009

Revised: May 19, 2011

Each employee shall be required to acknowledge that he/she has read the *Archdiocese of Hartford Handbook of Policies and Procedures for Catholic Schools*, the school's Parent-Student Handbook, and the school employee handbook.

A copy of the current Parent-Student Handbook must be on file in the Office of Catholic Schools.

Schools with athletic programs shall have an athletics handbook that is in conformity with the Archdiocesan Athletics Guidelines for Parish Schools or designated league.

3.117 OUTSIDE EMPLOYMENT

POLICY

Approved: September 1, 2009

Revised: May 17, 2010

Employees should not have outside employment that could be considered immoral, a conflict of interest, contrary to the Church's teachings, or that interferes with providing their best performance.

3.118 ATTENDANCE AND PUNCTUALITY

POLICY

Approved: September 1, 2009

Absenteeism and tardiness adversely affect the efficiency and effectiveness of the school's operation. Therefore, excessive absence or tardiness may result in disciplinary action up to and including termination.

PROCEDURE

Approved: September 1, 2009

Employees should personally report absence from work, or significant late arrival to work, to the administrator prior to the beginning of the workday or within 30 minutes of their scheduled start time. Notice must be given as to the reason for an absence or tardiness.

There are occasions when an employee must be absent from work due to illness, injury or other uncontrollable situations. In those cases, the employee should notify his/her supervisor as soon as possible.

3.119 INCLEMENT WEATHER

POLICY

Approved: September 1, 2009

Schools shall follow the decisions of their local public schools regarding school cancellation, delay, or early dismissal because of weather conditions. If the Principal/Chief Administrator deems it necessary to act outside of the local public schools' decision regarding cancellation, delay, or early dismissal, he/she may do so accordingly and with cause. Following such a decision, the Superintendent or the Assistant Superintendent must be informed.

It shall be the responsibility of the Principal/Chief Administrator to ensure that any instructional time lost due to school cancellation is made up.

PROCEDURE

Approved: September 1, 2009

The Principal/Chief Administrator shall determine whether the school's office shall remain open and/or set the hours of operation if there is a school cancellation, delay, or early dismissal because of weather conditions.

The school administration shall set up procedures for notifying employees on the opening or closing of the school's office due to inclement weather.

If the school's office is open and an employee does not report to work due to adverse weather conditions, the employee may be paid for his/her scheduled hours for the day by utilizing either vacation or personal time, or the employee may choose to go unpaid for the day.

Employees who are not going to report to work, or who shall be late to work due to a weather-related issue, must call the administrator of the school.

3.120

EMPLOYMENT-RELATED ACCOMMODATIONS

POLICY

Approved: September 1, 2009

Each administrator shall take appropriate steps to safeguard the school and its resources.

PROCEDURE

Approved: September 1, 2009

Each school shall have the following:

- secure area, locked closet, locked file cabinets, or locker in which employees may safely store personal possessions;
- current instructional materials and supplies;
- a conveniently located work area containing adequate equipment and supplies;
 - an appropriately furnished room that shall be reserved for the exclusive use of the personnel;
- a desk, chair, and storage place for class work and students' files;
- well-lighted and clean restrooms separate from students' facilities;
- safe and healthful conditions under which to carry out professional duties in school buildings and parking lots, and on exterior school premises;
- adequate parking facilities for teachers; and
- a smoke-free environment.

3.121

DETERMINATION OF AND PROCEDURE FOR STAFF REDUCTION

POLICY

Approved: September 1, 2009

Each school shall determine its staffing needs for the coming school year in the spring of the current school year and by May 1, if possible. This shall not preclude subsequent reductions in staff if circumstances warrant.

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010

In the event of a reduction in teaching staff in a parish elementary/middle school, the following factors shall be used in determining which staff must be terminated in a staff reduction: academic qualifications, degree status, seniority, overall job performance, and the best interests of the school.

In the event of a reduction in staff in an Archdiocesan high school that results in the elimination of a lay teacher's position, the following procedure shall apply: (1) tenured teachers shall prevail over non-tenured teachers within the school, all other factors except salary being equal, and (2) within the category of tenured teachers, all factors shall be considered.

If a teacher is released in good standing from a school due to a reduction in force, the Office of Catholic Schools shall facilitate the application of said teacher to other Archdiocesan parish schools that may have openings which the teacher is qualified to fill, and shall urge the other schools to give such teacher serious consideration for any opening.

3.122

RESIGNATION

POLICY

Approved: September 1, 2009

Employees who are not under a ministry agreement may terminate their employment for any reason at any time. Employees under a ministry agreement are expected to abide by the terms of the agreement.

PROCEDURE

Approved: September 1, 2009

All employees are asked, as a courtesy, to write a letter of resignation, giving the reason for leaving, and providing two weeks' notice. The notice is requested so that the Principal/Chief Administrator can maintain a continuity of services, and begin to search for a replacement. Unless released from duty by the school, employees are expected to fulfill their job responsibilities during the two-week notice period.

The school may determine that it is not appropriate, or in the best interests of the school, for the employee to continue working during the two-week notice period. In such a situation, the school shall notify the employee that his/her services are no longer needed, but he/she shall still be paid for the two-week period, or any remaining portion of that two-week period.

When an employee is considering terminating his/her employment, it is helpful to both the employee and the appropriate administrator to discuss the reason. This discussion is helpful to the supervisor in that the information provided would help to make the supervisor aware of issues and concerns about the position, which he/she may not have been aware of. It may also bring forth issues that can be corrected and, with open and honest communication, those issues may be resolved.

Accrued Time

A terminating employee who gives timely notice of his/her resignation shall receive all of his/her accrued vacation and personal time in the pay period following the date of resignation. Failure to give appropriate notice of resignation or the absence of other mutually agreed-upon arrangements shall result in forfeiture of earned and unused vacation and personal time.

Final Pay

An employee who resigns shall receive his/her final paycheck in the next pay cycle following the last day worked. If the employee is on a direct-deposit basis, the pay shall be deposited into his/her bank account and the pay stub/deposit notice shall be mailed to the employee's home.

Termination Status

If an employee of the school resigns without following the termination process of working notice and following through on mutually agreed-upon arrangements, a memorandum shall be placed in the employee's personnel file stating that the employee did not leave in good standing, and as a result, the employee shall not be eligible for rehire in another Catholic school.

3.123

TERMINATION

POLICY

Approved: September 1, 2009

Unless modified by agreement, employment is “at-will” and may be terminated, at any time, for any reason, by the Pastor, Chief Administrator, or the Superintendent.

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010

Terminations Due to Position Elimination or School Closing

If an employee’s position is eliminated, the employee may apply for an open position within the Archdiocese if the employee meets the qualifications for that position.

In addition, the non-instructional employee shall receive payment for all accrued personal and vacation time; however, no payment shall be made for any accrued and unused sick time.

Health and dental insurance coverage shall end on the last day of the month in which the employee’s position was eliminated.

Terminations for Cause

If an employee is terminated for cause (disciplinary, etc.), the employee shall not be eligible to receive any payment of his/her accrued vacation time. No payment shall be made for any accrued and unused sick or personal time.

Health and dental insurance coverage shall end on the last day of the month in which the employee was terminated.

3.200 EMPLOYMENT

**3.201 APPROVAL BY OFFICE OF CATHOLIC SCHOOLS OF
TEACHER CANDIDATES**

POLICY

Approved: September 1, 2009

Revised; May 17, 2010

Each full or part-time teacher must have a complete application filed with the Office of Catholic Schools and must be interviewed and approved by the Office of Catholic Schools before the local school may offer a ministry agreement for employment.

PROCEDURE

Approved: September 1, 2009

Schools shall use the approved application for employment by the Office of Catholic Schools.

Each teacher candidate must have a complete file before being approved by the Office of Catholic Schools. The interview process through the Office of Catholic Schools only serves to help determine the candidate's general suitability for teaching in a Catholic school and does not replace the interview process at the local school level.

The Office of Catholic Schools shall include a letter of approval in the applicant's file. A copy of that letter shall be included in the application packet that is forwarded to the individual school.

Each successful applicant must pass a criminal background check.

3.202

RELIGIOUS QUALIFICATIONS OF TEACHERS

POLICY

Approved: September 1, 2009

Revised: May 19, 2011

All teachers except high school teachers of religion and campus ministers (reference Policy 3.205), shall have or shall obtain a certificate of completion in a faith formation program or its equivalent as determined and approved by the Office of Catholic Schools, within five years of commencement of employment. Individuals who do not complete the program within the time allotted may be terminated.

PROCEDURE

Approved: September 1, 2009

Revised: May 19, 2011

Preference in hiring shall be given to practicing Catholics who have knowledge of and commitment to living the Catholic faith.

Consideration for employment requires the prior written recommendation of the candidate's Pastor.

Non-Catholic candidates shall likewise submit a letter of recommendation from their Pastor or faith community leader.

Non-Catholic candidates may only be considered for employment when a qualified Catholic is not available. However, non-Catholics may not teach religion in a Catholic school at any time.

When teachers find that they may be unable to complete their adult faith formation certificate within the specified amount of time, they shall make a written request for an extension for completion of the program that includes the reason for needing the extension. Such a request must have the written support of the Principal/Chief Administrator. The Superintendent, at his discretion, may grant such an extension for good cause, and shall provide the teacher with a written response.

3.203

PROFESSIONAL REQUIREMENTS OF TEACHERS

POLICY

Approved: September 1, 2009

Revised: May 17, 2010

All candidates for teaching positions, religious and lay, shall have at minimum, a bachelor's degree from a regionally accredited institution, with a concentration of study in the area for which they are being hired.

Unless there is a shortage of qualified candidates, after June 1, 2010, new hires for academic classroom teaching positions shall have a valid state teacher's certification.

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010

Candidates shall be carefully prepared so that both in secular and religious knowledge they are equipped with suitable qualifications and pedagogical skills. Candidates shall provide proof of such preparation as part of the application process.

Teachers of Religion, are exempt from state certification, and will be required to meet the requirements as stated in policy 3.205.

Part-time teachers who teach "specials" (art, music, physical education) may be exempt from the requirement.

All non-certified teachers hired before June 1, 2010 are exempt from certification requirement. This includes those teachers who transfer from one school to another, provided that there is no interruption in their service.

Teachers who have lost positions because of school closure or staff reduction are exempt.

The Superintendent can waive the requirement if, in his or her determination, there is a shortage of qualified and certified candidates.

3.204

SPECIALIZED INSTRUCTOR

POLICY

Approved: September 1, 2009

Under exceptional circumstances, in parish schools, if a candidate for hire does not possess a degree or one cannot be secured, a non-degreed teacher may be employed as a specialized instructor for specific subject areas.

Candidates must first be screened by the Office of Catholic Schools and receive a written endorsement for hire under the specialized instructor status by the Superintendent.

Ordinarily, such specialized instructors shall be part-time employees. Full-time employees must be working on a degree program at a regionally accredited college or university.

PROCEDURE

Approved: September 1, 2009

Parish schools may hire specialized instructors for the following areas: English as a Second Language (ESL), fine arts, world languages, and physical education.

An educational plan with a specific time line for a full-time specialized instructor shall be developed by the Principal and the instructor and shall be approved by the Superintendent.

3.205

HIGH SCHOOL TEACHERS OF RELIGION AND CAMPUS MINISTERS

POLICY

Approved: September 1, 2009

Revised: May 19, 2011

Teachers of religion or high school campus ministers must be practicing Roman Catholics and in good standing with their parish community.

High school teachers of religion must have a minimum of a bachelor's degree in religious studies, theology, or its equivalent from a regionally accredited Catholic college or university.

PROCEDURE

Approved: September 1, 2009

In lieu of a certificate to teach religion, a parish school teacher may be approved if he/she has an academic minor in religious studies, theology, or its equivalent from a regionally accredited Catholic college or university.

3.206

EMPLOYMENT INTERVIEWS

POLICY

Approved: September 1, 2009

All applicants for employment, for any position, must be properly interviewed at all appropriate levels before any hire is permitted.

PROCEDURE

Approved: September 1, 2009

The interviewing administrator shall provide a written job description and discuss with the applicant the role of the position, including responsibilities and duties.

Any offer of employment is contingent upon the truthfulness and accuracy of information provided by the candidate on the application and/or in the interview process.

3.207

EMPLOYEE VERIFICATION

POLICY

Approved: September 1, 2009

The Administrator shall conduct inquiries into the candidate's personal and professional references.

PROCEDURE

Approved: September 1, 2009

Contact shall be made with previous employers, especially Chief Administrators or Principals under whom the candidate has formerly served. Documentation of the reference check shall be made, including, but not limited to, the time, date, person providing the reference, and relevant comments.

No administrator shall request personal and/or evaluative information about a candidate unless that candidate has provided written authorization to the individual seeking such information.

An offer of employment may be revoked if any falsification or omission of material facts is discovered. Furthermore, if such falsification or omission is discovered after a candidate has been hired, he/she may be subject to immediate termination.

3.208

HIRING OF SCHOOL EMPLOYEES

POLICY

Approved: September 1, 2009

In parish schools, the Pastor, upon the recommendation of the Principal, approves and hires the employees.

In Archdiocesan high schools, the Chief Administrator, in consultation with the Principal, hires the employees.

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010

Once an employee has been hired, the Principal or Chief Administrator shall provide written notification to the Office of Catholic Schools on the Notification to Office of Catholic Schools: Personnel Hired form.

Non-instructional employees shall receive an employment letter developed and approved by the Office of Catholic Schools.

Employees shall receive and sign their job description.

Instructional staff shall receive a ministry agreement developed and approved by the Office of Catholic Schools.

3.209 BUSINESS MANAGERS, BOOKKEEPERS, ADVANCEMENT STAFF

POLICY

Approved: September 1, 2009

In the Archdiocesan high schools, candidates for the positions of business manager, bookkeeper, and advancement staff must be interviewed and approved by the Office of Catholic Schools prior to hiring.

PROCEDURE

Approved: September 1, 2009

The interview process through the Office of Catholic Schools only serves to help determine the candidate's general suitability for the position, and does not replace the interview process at the high school level.

The Chief Administrator shall assign the candidate's responsibilities.

Parish schools are encouraged to consult with the Office of Catholic Schools' Directors of School Advancement or School Finances prior to hiring candidates for advancement, for development, or as business managers and bookkeepers. Candidates for these positions shall complete the appropriate application packet provided by the Office of Catholic Schools.

3.210

LAY MINISTRY AGREEMENT

POLICY

Approved: September 1, 2009

Revised: May 17, 2010

Full or part-time teachers and parish principals shall enter into an annual written ministry agreement with the school, using the form provided by the Office of Catholic Schools.

Teachers and parish principals are expected to fulfill their ministry agreements.

A teacher or parish principal who fails to fulfill the requirements /obligations of a ministry agreement ordinarily would be precluded from referral for employment in other schools in the Archdiocese.

Ministry agreements are issued only to teachers and parish principals.

PROCEDURE

Approved: September 1, 2009

Revised; May 17, 2010

Parish Schools

A ministry agreement must be issued to each lay teacher.

Ministry agreements are made for one year.

The school shall ordinarily notify the teacher of a ministry agreement renewal or non-renewal no later than May 1 of the year preceding the next agreement. A teacher who has been offered renewal shall inform the Principal of the intent to renew no later than May 15, or 14 calendar days after the offer, whichever is later. Failure of the teacher to inform the Principal in writing by this day shall result in a retraction of the agreement offer. Any adjustment on this procedure shall be the result of a collaborative decision between the Principal and the teacher.

Ministry agreements are to be signed by the teacher, Pastor, and Principal at the elementary school level, and by the teacher and Chief Administrator at the high school level.

All teachers receive their assignments from the Chief Administrators/Principals.

Ordinarily, where reduction in force is necessary, and the Chief Administrator/Principal knows that a teacher shall not be offered a ministry agreement, that teacher should be notified before May 1.

3.211

CRIMINAL BACKGROUND CHECK

POLICY

Approved: September 1, 2009

Revised: May 17, 2010

Criminal background checks are required of all personnel in schools of the Archdiocese of Hartford.

All volunteer personnel in Catholic schools shall submit to a criminal background check through a background investigation agency contracted by the Archdiocese of Hartford. Initial and/or continued service is contingent upon successful completion of the criminal background check.

PROCEDURE

Approved: September 1, 2009

The Office of Catholic Schools shall annually provide school administrators with instruction on all requirements for criminal background checks.

At the initiation of service, a duly authorized agent must fingerprint the employee. The employee shall submit to a personal background check (federal and state).

All schools are to send completed information and fingerprint cards to the Office of Catholic Schools within 30 days of the individual's employment.

The school pays all fees for criminal background checks.

Continued service is contingent upon the successful completion of the background check. The finding of a conviction record shall not automatically eliminate an individual from consideration for employment. All relevant circumstances, such as how long ago the conviction occurred and the crime involved, shall be considered in relation to specific job responsibilities and requirements.

3.212

ADULT SAFE ENVIRONMENT TRAINING

POLICY

Approved: September 1, 2009

All new personnel, both employees and volunteers, shall attend the adult education program mandated by the Archdiocese of Hartford for “Safe Environments” within six months of the commencement of their service.

All personnel shall remain current on any continuing education bulletins by the Archdiocese for adult safe environments.

3.213

HIRING ORDAINED PERSONS

POLICY

Approved: September 1, 2009

Any priest or properly credentialed deacon hired in a Catholic school must have written approval by the Archbishop.

Clergy who have not been incardinated into the Archdiocese of Hartford, including members of religious congregations and priests or deacons ordained for (arch)dioceses other than Hartford, must receive written approval for appointment and be given ministerial faculties from the Archbishop in addition to making application for open positions within the Catholic schools of the Archdiocese of Hartford.

Any laicized person must have written approval by the Archbishop before being hired by a Catholic school.

PROCEDURE

Approved: September 1, 2009

The Archbishop shall make appointment for priests to serve in the schools.

Deacons shall make application for open positions through the Office of Catholic Schools.

Upon receipt of a completed file from non-incardinated clergy, the Superintendent shall consult with the Archbishop of Hartford regarding the application. The Archbishop shall give final approval.

The request for hiring a laicized person must be made in writing and be presented to the Superintendent who shall then review the request for approval with the Archbishop.

3.214 TRANSFER OF TEACHERS

POLICY

Approved: September 1, 2009

No teacher is eligible for hire if he/she is currently under a ministry agreement.

PROCEDURE

Approved: September 1, 2009

Unless it is for a promotional position, administrators are expected to respect the rights and ministry agreements of other schools when considering hiring an individual who is currently employed by another school.

As a matter of professional courtesy, an employee should notify the appropriate administrator of his/her intent to apply for a transfer, and an administrator who is interested a transferring teacher shall consult with the teacher's current administration.

3.215

EMPLOYMENT OF RELATIVES

POLICY

Approved: September 1, 2009

Generally, immediate family members shall be prohibited from working in a supervisor/subordinate relationship, and under certain circumstances, may be prohibited from working as coworkers in the same school.

PROCEDURE

Approved: September 1, 2009

Immediate family members shall be defined as children, parents, siblings, a spouse, in-laws, grandparents, and individuals residing in the same household, whether related or not, other than members of religious congregations.

3.216

RE-EMPLOYMENT

POLICY

Approved: September 1, 2009

Revised: May 17, 2010

Former employees who left the network of Catholic schools in good standing may be re-employed in a Catholic school. (Good standing relates to employees who have voluntarily resigned or who have been laid off due to an elimination of position or closing of a school, and have not been terminated for cause, or who have not violated a ministry agreement by accepting another position.)

PROCEDURE

Approved: September 1, 2009

Revised; May 17, 2010

Former employees who wish to be re-employed must reactivate their files at the Office of Catholic Schools before they can be considered for any openings. Former employees who did not leave in good standing will not be placed on the approved list.

Former employees who left employment as a result of retirement should check with the Chancery of the Archdiocese to determine the impact of re-employment on their existing retirement benefits.

3.217 SUBSTITUTE TEACHERS

POLICY

Approved: September 1, 2009

Revised: May 19, 2011

School administrators are responsible for acquiring substitute teachers in the absence of a regularly employed teacher.

Substitute teachers must follow the Archdiocesan policies of criminal background checks and attend an Archdiocesan sponsored safe environment education program.

A long-term substitute of 30 or more days must follow the application and interview requirements of the Office of Catholic Schools.

3.218

TUTORING

POLICY

Approved: September 1, 2009

Teachers are not permitted to tutor their own pupils in any subject for profit. Class time may not be used for any private lessons or practices.

3.219

EXPOSURE TO BLOODBORNE PATHOGENS

POLICY

Approved: September 1, 2009

The Principal/Chief Administrator shall ensure annually that all employees are trained to take all necessary actions to protect from infectious disease, and in particular, H.I.V., and Hepatitis B Virus, life threatening bloodborne pathogens.

PROCEDURE

Approved: September 1, 2009

The Office of Catholic Schools shall provide the necessary information regarding training and vaccinations each school year.

3.300 RECORDS

3.301 PERSONNEL RECORDS

POLICY

Approved: September 1, 2009

The Principal/Chief Administrator is responsible for maintaining a personnel file for each employee of the school.

The Pastor and the Office of Catholic Schools are responsible for maintaining a personnel file for the parish school Principal.

The Superintendent is responsible for maintaining a personnel file for the Archdiocesan high school President/Principal.

PROCEDURE

Approved: September 1, 2009

Personnel records shall be kept on site in a secured area of the school. School personnel files shall be protected from theft or fire in a locked fireproof cabinet. Personnel records should not be accessible by any unauthorized persons.

The employee personnel files shall be kept confidential and current.

Personnel records shall contain the following:

1. Letter of approval from Office of Catholic Schools (where appropriate)
2. Office of Catholic Schools' application
3. Resume
4. Employment verifications
5. Verification of academic credentials (where appropriate)
6. Faith formation/catechist certification
7. Teaching certificate (where applicable)
8. Job description
9. Official transcripts (where appropriate)
10. Ministry agreement, current and past (where appropriate)
11. Employment letter (where appropriate)
12. Letter(s) of commendation
13. Attendance record
14. State and federal W-4 forms
15. Emergency contact information
16. Cafeteria Plan Election Form (where appropriate)
17. Performance appraisals
18. Changes in compensation

19. Disciplinary memoranda
20. Letters of reprimand
21. Notice of changes of name, address, etc.
22. Documentation of continuing education and development
23. Documentation of use of professional growth allowance
24. Letter of resignation
25. Notification of termination
26. Exit interview
27. Documentation/correspondence which affects an individual's employment
28. Sign off form for Code of Ministerial Behavior

Every employee shall have the right to inspect his/her personnel file. The inspection should take place within a reasonable time after the request, and during regular school hours. If an employee disagrees with any information contained in the personnel file, he/she can request that it be removed. If the administrator does not agree with the request, the employee may submit a written statement explaining his/her position, and such statement shall become part of the employee's regular personnel file.

The information in the file may be furnished to third parties only with the written permission of the employee.

The Superintendent or his/her designee may have access to the employees' personnel records.

3.302

EXECUTION AND RETENTION OF I-9 FORM

POLICY

Approved: September 1, 2009

Upon hiring an employee, each school shall ensure that the I-9 (Employment Eligibility Verification Form) is properly executed and filed.

PROCEDURE

Approved: September 1, 2009

Form I- 9 must be completed for each newly hired employee no later than the first day of the commencement of the employment relationship.

The employee shall complete the appropriate sections. The school shall review the document provided and sign the form.

The school shall attach a photocopy of the original documents submitted as evidence of work eligibility.

The school shall retain a binder with the I-9 forms of the each employee for ready presentation, should an agent from immigration and customs enforcement require or demand such documents.

Failure to comply can result in employer sanctions, including civil fines and/or criminal penalties.

3.303

POSITION DESCRIPTIONS

POLICY

Approved: September 1, 2009

Each position within the school must have a position description, which is a concise outline of the qualifications, duties and responsibilities of each position.

PROCEDURE

Approved: September 1, 2009

Revised; May 17, 2010

The position description indicates to whom the employee shall be accountable and the expectations of the position, including duties and responsibilities, as well as the employment classification for the position; i.e., full-time or part-time, exempt or non-exempt. The position description also serves as a frame of reference for future performance appraisals.

The essential functions of the position, as well as the physical and environmental requirements of the position, are an important part of the position description and shall be clearly outlined.

The position description, together with an evaluation of education and professional experience, is a factor in determining a just compensation for the employee.

Included in the position description shall be a statement of how the position's overall responsibility fits into the structure and mission of the school.

The administrator shall review the position description with the employee as part of the regular performance appraisal process.

The position description shall classify whether the employee is exempt of non-exempt.

A signed copy of the position description shall be placed in the employee's personnel file.

3.400 PROFESSIONAL GROWTH AND DEVELOPMENT

3.401 ORIENTATION OF EMPLOYEES

POLICY

Approved: September 1, 2009

All newly employed teachers, religious and lay, shall be required to participate in an orientation program sponsored by the Office of Catholic Schools.

All new employees shall be oriented at the local school as to their benefits, duties, and responsibilities, as well as to the policies and procedures pertaining to the position and to the Archdiocese.

PROCEDURE

Approved: September 1, 2009

Every employee must be educated in the procedures that should be followed in case of a medical emergency, power outage, fire, natural disaster, hostage situation, and/or armed intrusion. Employees should be aware of evacuation routes, emergency exits, and the school crisis plan.

3.402

PROFESSIONAL DEVELOPMENT REQUIREMENTS

POLICY

Approved: September 1, 2009

All employees shall be required to participate in professional development opportunities, as sponsored by the Office of Catholic Schools and/or planned by the local school.

Archdiocesan high school teachers are required to obtain a master's degree or 30 credits beyond the baccalaureate degree in their own discipline or in the area of concentration approved by the Chief Administrator in advance, in writing, within seven years from the time of hire.

PROCEDURE

Approved: September 1, 2009

Teachers are expected to grow professionally over the entire period of their service.

Advancement on the salary scale shall require evidence that a teacher has grown professionally. In measuring professional growth, the following factors shall be given primary consideration:

- Faith formation courses;
- Academic courses;
- Retreats;
- Professional research, study or travel promoting professional growth;
- Attendance at professional meetings, including those sponsored by the Office of Catholic Schools;
- Active participation in professional organizations;
- Active participation in professional learning communities.

Evidence of professional growth shall be incorporated into the teacher's annual performance appraisal.

3.500 COMPENSATION AND RELATED ISSUES

3.501 WORK SCHEDULES AND TIMESHEETS

POLICY

Approved: September 1, 2009

Revised: May 17, 2010

Non-exempt (hourly) employees shall complete and sign their own timesheets (in ink) in an honest and accurate manner on a daily basis.

All employees are required to complete a time-off sheet when they are requesting time off, prior to taking any time off.

PROCEDURE

Approved: September 1, 2009

Timesheets must be signed by the employee and the Principal/Chief Administrator prior to submission to the payroll processor.

The administrator must maintain a copy of all timesheets. The Principal/Chief Administrator, not the employee, must deliver the time sheet to the payroll processor.

In order to ensure a smooth workflow, employees should always submit their requests for time off as far in advance as possible to the appropriate administrator.

EMPLOYEE COMPENSATION

POLICY

Approved: September 1, 2009

Archdiocesan clergy and consecrated religious shall receive the compensation determined by the Archdiocese.

Lay administrators and teachers shall be compensated according to the recommended salary schedule published by the Office of Catholic Schools or, for Archdiocesan high schools, according to the current negotiated salary scales.

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010

In parish schools, the Pastor is ultimately responsible for the payment of wages and benefits.

In Archdiocesan high schools, the Chief Administrator is ultimately responsible for wages and benefits.

All salaries shall be drawn from the school's operating fund no later than the last working day of each month or the period in which the payment is due. Schools may opt to employ a payroll service and may pay by check or by direct deposit, with the funds coming from the school's operating fund.

For non-exempt employees, each pay shall be calculated based on hours worked and hourly rate of pay.

Current pay shall report the employee's accrued personal days, vacation leave, and sick leave, if applicable.

Pastors/Chief Administrators shall ensure that all legal and financial requirements related to employee compensation are observed.

3.503

WORKERS' COMPENSATION

POLICY

Approved: September 1, 2009

Schools must comply with all rules and regulations in regard to workers' compensation.

PROCEDURE

Approved: September 1, 2009

Revised: May 19, 2011

The employee must report all work-related illnesses and injuries to his/her administrator and the workers' compensation administrator as soon as possible.

If an illness or injury is determined to be job-related, compensation and benefits shall be paid from the workers' compensation policy, and not from the employee's health insurance plan.

All expenses for medical treatment resulting from a work-related illness or injury must be submitted to the workers' compensation administrator.

3.504

COMPENSATORY TIME

POLICY

Approved: September 1, 2009

Compensatory time off (referred to as comp time) may be granted to exempt employees at the discretion of the Principal/Chief Administrator only in unusual/extraordinary cases.

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010

Exempt employees who are granted compensatory time are encouraged to take that time off within 30 business days from the date the compensatory time was earned. Any compensatory time not taken within the thirty-day time frame shall be forfeited.

3.505

OVERTIME FOR NON-EXEMPT EMPLOYEES

POLICY

Approved: September 1, 2009

All hours worked by a non-exempt employee, in excess of the regular part-time or full-time schedule but less than 40 hours in a calendar week, shall be compensated at straight time wages.

All hours worked in excess of 40 hours per week will be compensated at time and one half.

Holiday, vacation, sick, and personal time off are not considered hours actually worked, and those hours would not apply to the overtime calculation.

PROCEDURE

Approved: September 1, 2009

The Principal/Chief Administrator must approve in advance all hours to be worked in excess of the regular full-time schedule in a calendar week.

3.506

VACATION

POLICY

Approved: September 1, 2009

The school shall provide paid vacation for 12-month, full-time, and benefit-eligible, part-time employees, based on years of service as of the beginning of the calendar year, in accordance with the following schedule:

Non-Exempt Personnel

- Less than one year of service: one day per full month of service to a maximum of 10 days beginning with the first of the month following the employee's date of hire.
- At least one year but less than five years: two weeks of vacation
- At least five years but less than 15 years: three weeks of vacation
- And 15 or more years: four weeks of vacation

Exempt Personnel

- Less than one year of service: one and one half days per full month of service to a maximum of 15 days, beginning with the first of the month following the employee's date of hire.
- At least one year but less than five years: three weeks of vacation
- And five or more years: four weeks of vacation

Instructional Staff (Full and Part-Time Teacher)

Instructional staff, since they work a specified number of days based on the ministry agreement or negotiated contract, are not entitled to vacation apart from normally scheduled school vacations.

Principal/Chief Administrators (and other administrators)

Principal/Chief Administrators are entitled to five weeks of vacation plus the legal holidays which are observed by the school. Vacation days need not be taken consecutively, but must not be taken when school is in session.

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010

Days taken during Christmas, winter, and spring breaks when the school office is otherwise open are to be charged against vacation time for those employees eligible for vacation.

3.506

VACATION (CON'T)

Any employee who is scheduled to work at least 25 hours per week but less than 35 hours per week shall earn vacation on a pro-rata basis, based on the number of hours that the employee is scheduled to work, compared to a 35-hour work week.

Years of service to qualify for increased amounts of vacation shall not be prorated. Employees scheduled to work less than 25 hours are not entitled to paid vacation, although they shall be given a reasonable amount of time off without pay for a vacation.

All vacation schedules must be approved in advance by the Principal/Chief Administrator and shall be arranged so that the vacation does not interfere with the normal school schedule.

The Principal/Chief Administrator shall try his/her utmost to grant the vacation time requested by the employee, but reserve the right to deny a vacation request based on the need for smooth operation of the school.

Employees desiring vacation time should request their time off as far in advance of the vacation as possible.

Employees may take their vacation time in advance of earning it. However, at the end of the calendar or fiscal year, the time taken off should equal the vacation accrual earned for that year.

It is expected that all vacation time shall be taken during the calendar/fiscal year in which it is earned. With sufficient reason, an employee may carry over a maximum of one week (five days) of vacation time into the next calendar/fiscal year.

Catholic Educators Conference or Archdiocesan Teacher Professional Development Days are not school holidays; however, ancillary staff may negotiate vacation and/or personal time on such days.

Payment shall not be made for unused vacation or in lieu of vacation at the end of the calendar or fiscal year.

An employee who terminates in good standing shall receive payment for any accrued but unused vacation time on record.

The Principal in parish schools shall provide the Pastor with his/her vacation schedule.

The Chief Administrator in the Archdiocesan high schools shall provide the Superintendent with his/her vacation schedule each year.

Accrued vacation leave shall be noted on the employee's pay stub.

3.507**PERSONAL TIME FOR NON-INSTRUCTIONAL EMPLOYEES***POLICY**Approved: September 1, 2009**Revised: May 17, 2010*

The school shall provide all full-time, non-instructional employees with the equivalent of three days of personal time each year.

*PROCEDURE**Approved: September 1, 2009**Revised; May 17, 2010*

Personal days may be used for any reason, but the days off are subject to prior approval by the Principal/Chief Administrator.

Payment shall not be paid for unused personal time or in lieu of personal time at the end of a calendar year.

Personal time is accrued each pay period.

Unused personal time shall be forfeited at the end of the fiscal year.

Personal days shall not be taken during the first and last week of the school year or prior to or immediately after a holiday.

An employee who terminates in good standing shall receive payment for any accrued personal time on record.

3.508

SICK TIME FOR NON-INSTRUCTIONAL EMPLOYEES

POLICY

Approved: September 1, 2009

The school shall provide all full-time non-instructional employees 12 paid sick days per calendar year. Employees shall accrue one sick day for each month of service.

Sick days shall only be used for the illness of the employee or an immediate family member who requires the care of the employee. Immediate family member is defined as a spouse, son or daughter, parent, dependent living in the same household, or another member of a religious congregation residing in the same household.

PROCEDURE

Approved: September 1, 2009

For employees hired during a calendar year, the employee shall earn one sick day for each of the full months he/she works in the balance of that calendar year.

Non-exempt (hourly) employees may use their sick days in hourly increments.

Exempt employees may not be charged for absences less than a whole day, except as provided by the Family Medical Leave Act.

Employees may not use sick days as vacation days or personal days.

Employees using five or more consecutive sick days, whether paid or unpaid, may be required to provide a fitness-for-duty release from their physician if their absence is due to their own personal illness.

Non-instructional employees may accumulate their unused accrued sick time from year to year, up to a maximum of 90 days.

Unused sick days shall not be compensable at the end of the calendar or fiscal year or upon termination.

3.509

HOLIDAYS

POLICY

Approved: September 1, 2009

The school shall provide paid holidays each calendar year. (Instructional personnel receive time off, but do not receive holiday pay.) For the convenience of all, holidays shall be designated and the Superintendent shall notify the Principal/Chief Administrator prior to the beginning of each calendar year.

PROCEDURE

Approved: September 1, 2009

Benefit-eligible, part-time employees shall be compensated in accordance with the employee's regular work schedule for the day in which the holiday occurs. Part-time employees shall not receive holiday pay unless they were scheduled to work on the day that has been designated as a holiday.

Eligible employees who are required to work on a paid holiday shall be given an alternate day off with pay within the week that the designated holiday occurs. Employees who work on a designated holiday, and who are unable to schedule a day off within the week in which the holiday occurs, shall receive their holiday pay as well as time and one-half for the hours that are worked on a designated holiday.

3.510

BEREAVEMENT

POLICY

Approved: September 1, 2009

The school shall grant all full and part-time employees up to three days off, with pay, in the event of the death of an immediate family member. Immediate family is defined as an employee's spouse, mother, father, son, daughter, brother, sister, mother-in-law, father-in-law, or appointed legal guardian.

Full and part-time employees shall receive one day off with pay for the death of an employee's grandparent or grandchild.

PROCEDURE

Approved: September 1, 2009

According to family need, employees may use up to 10 days of accrued sick days (if available) in addition to the bereavement days.

3.511

JURY DUTY

POLICY

Approved: September 1, 2009

Eligible employees shall be paid full wages for the first five days of jury duty, as required by the Connecticut General Statutes.

If the jury duty goes beyond the five days, an employee shall be reimbursed for the difference between his/her regular rate of pay and jury duty pay. It is expected that the employee shall submit jury duty attendance sheets to the appropriate school administrator.

PROCEDURE

Approved: September 1, 2009

An employee who receives a summons for jury duty or a subpoena shall notify the Principal/Chief Administrator so that necessary arrangements for school coverage can be arranged.

An employee shall remain on jury duty as long as the court determines it is necessary.

While serving on jury or witness duty, employees shall report to work any time they are released by the court early enough to do so and also on days that court is not in session.

3.512

MILITARY DUTY

POLICY

Approved: September 1, 2009

The Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Code of Federal Regulations (CFR), Part 1002 of Chapter 11 of Title 20, have established rights for employees who serve or have served in the uniformed services of the United States.

As soon as an employee receives active duty orders, the employee shall notify the Principal/Chief Administrator so that arrangements may be made to maintain appropriate coverage.

Payment of wages shall cease while the employee is on active military duty.

PROCEDURE

Approved: September 1, 2009

During a military leave of less than 31 days, an employee is entitled to continue group health plan coverage under the same conditions as if the employee had continued to work.

Once an employee is placed on military leave without pay (active duty), the employee may elect to continue his/her medical coverage for a period of six months.

The limit on the cumulative time for a person to be away from work for military service and still be able to retain the USERRA rights is five years. The military leave of absence covers the dates that the employee is actively performing service. The five-year limit may also extend to a later date when the employee is able to obtain a release from active duty. Time between completing the uniformed service and reporting back to work or requesting to return does not count against the five-year limit. The law does provide for a period of re-acclimation.

An employee who completes uniformed service and requests, either orally or in writing, to return to work is to be returned to his/her same position within two weeks of the request as long as the employee meets the following criteria:

- The employee was discharged from military service under honorable conditions, and
- The employee requests to return to work within the time limits specified.

The employee meeting the above criteria shall be returned to the status that he/she would have enjoyed with reasonable certainty if the military absence had not occurred. This includes the completion of any evaluation period that would have expired during this time.

An employee who has returned to work may not be terminated except for cause for 180 days after his/her date of return if the most recent period of uniformed service was less than 181 days. Or, if the most recent period of uniformed service was more than 180 days, the employee may not be terminated except for cause for one year after the date of the return.

3.513

VOTING TIME

POLICY

Approved: September 1, 2009

If the employee's hours of work are such that the employee is unable to vote during the time that the polls are open, then the employee may be allowed two hours of time off.

The school shall comply with all applicable voting laws.

PROCEDURE

Approved: September 1, 2009

The school shall provide for up to two hours off without pay to vote, if requested by the employee.

Employees may utilize their personal and/or vacation time or go unpaid for the amount of time that they are away from work to vote.

3.514 SCHOOL MEETINGS

POLICY

Approved: September 1, 2009

The school shall allow employees time off for parent-teacher conferences.

PROCEDURE

Approved: September 1, 2009

From time to time throughout the school year, parents may be asked to consult with their children's teachers. The school shall allow its employees time off for these parent-teacher conferences.

Time off shall be provided without pay for non-exempt employees, and these employees may use vacation or personal time as compensation for attending a parent-teacher conference.

If the employees do not wish to utilize their vacation and/or personal time and with the permission of the appropriate administrator, work schedules may be adjusted during the same work week so that non-exempt employees may make up lost time and wages.

HEALTH AND WELFARE PLANS BENEFIT ELIGIBILITY

POLICY

Approved: September 1, 2009

Each active full-time employee regularly scheduled to work 35 hours or more per week is provided a variety of health- and employee-related benefits.

The health and employee-related benefits set forth in the subsequent sections are subject to change at any time, and their inclusion in this handbook does not guaranty that those programs shall always be offered, or offered in their current form.

Those employees who are classified as regular, weekly, part-time employees working less than 35 hours per week shall not be eligible to participate in employee benefit programs.

PROCEDURE

Approved: September 1, 2009

Employee benefits shall not be offered or withheld on a selective basis to full-time employees. Employees must contribute toward the cost of their medical and/or dental insurance.

Eligibility and accrual of employee benefits shall continue for employees who transfer from one school to another school in the Archdiocese of Hartford.

HEALTH INSURANCE*POLICY**Approved: September 1, 2009*

Medical insurance is provided by the Archdiocese and is available to full-time employees (35 or more hours per week).

*PROCEDURE**Approved: September 1, 2009**Revised: May 19, 2011*

Employees who have met the eligibility requirements shall become eligible to participate on the first of the month following date of hire or date of becoming an eligible employee and shall continue until the employee voluntarily terminates coverage, terminates employment, ceases to be a full-time employee, or retires.

Employees adding a dependent or changing to family coverage through the health plan at any time other than when first eligible, or during the annual open enrollment period, or as the result of a life status change (i.e., marriage, divorce, death, birth of a child, or adoption, loss of spousal coverage), shall be subject to providing evidence of insurability by producing proof of change.

The local corporation and the employee shall contribute to the benefit program according to the schedule published by the Archdiocesan Benefits Coordinator and the Archdiocesan Director of Human Resources.

When a husband and a wife both work for an entity covered by the Archdiocesan health insurance plan, and both are eligible for benefits, each may choose single coverage, or one may choose single-plus-one-dependent coverage, and the spouse may voluntarily waive his/her single employee coverage.

The Archdiocesan health plan is considered a “church plan.” Accordingly, the so-called COBRA provisions, which apply to private sector employers, do not apply to churches and their health plans. Therefore, the health insurance plan is not an ERISA plan and COBRA does not apply.

The health insurance plan does allow for a continuation of coverage at the employee’s expense for up to six months following termination of health insurance benefits.

HEALTH/DENTAL INSURANCE DEDUCTIONS*POLICY*

Approved: September 1, 2009

Lay employees who select benefit options requiring payroll deductions for health or dental premiums shall have those deductions on a pre-tax basis, to the extent permitted by law, unless the employee elects in writing to have the deductions on an after-tax basis.

PROCEDURE

Approved: September 1, 2009

An employee who has pre-tax deductions shall have his/her gross pay reduced by the amount of eligible premiums before state, federal, and FICA taxes are calculated. The result shall be a greater amount of net pay each payday. However, this may reduce the amount of future social security benefits that are based on W-2 earnings.

An employee who chooses post-tax deductions shall have his/her net pay reduced by the amount of eligible premiums after state, federal and FICA taxes are calculated.

Benefit-eligible lay employees who choose post-tax deductions are required to complete a cafeteria plan waiver form each year and submit that form to their employee benefits plan administrator.

DENTAL INSURANCE*POLICY**Approved: September 1, 2009*

Dental insurance is provided by the Archdiocese and is available to full-time employees (35 or more hours per week).

*PROCEDURE**Approved: September 1, 2009**Revised: May 19, 2011*

Employees who have met the eligibility requirements shall become eligible to participate on the first of the month following date of hire or date of becoming an eligible employee and shall continue until the employee voluntarily terminates coverage, terminates employment, ceases to be a full-time employee, or retires.

Employees adding a dependent or changing to family coverage through the dental plan at any time other than when first eligible, or during the annual open enrollment period, or as the result of a life status change (i.e., marriage, divorce, death, birth of a child, or adoption, loss of spousal coverage), shall be subject to evidence of insurability by producing evidence of the change.

The local corporation and the employee shall contribute to the benefit program according to the schedule published by the Archdiocesan Benefits Coordinator and the Archdiocesan Director of Human Resources.

When a husband and a wife both work for an entity covered by Archdiocesan dental insurance, and both are eligible for benefits, each may choose single coverage, or one may choose single plus one dependent coverage and the spouse may voluntarily waive his/her single employee coverage.

For men and women religious, who are covered through their religious congregation, the congregation shall be reimbursed up to the amount normally paid for individual coverage through the Archdiocese's dental insurance plans.

The Archdiocesan health plan is considered a "church plan." Accordingly, the so-called COBRA provisions, which apply to private sector employers, do not apply to churches and their health plans. Therefore, the dental insurance plan is not an ERISA plan and COBRA does not apply.

The dental insurance plan does allow for a continuation of coverage at the employee's expense for up to six months following termination of dental insurance benefits.

3.519**LIFE INSURANCE***POLICY*

Approved: September 1, 2009

Revised: May 19, 2011

Each active full time employee of the Archdiocese of Hartford, regularly scheduled to work 35 hours or more per week, is provided life insurance coverage at no cost to the employee, in an amount equal to \$50,000, subject to plan limitations outlined in the plan booklet.

At age 65 the death benefit under the life insurance program is reduced.

PROCEDURE

Approved: September 1, 2009

Employees who have met the eligibility requirements shall become eligible to participate on the first of the month following date of hire or date of becoming an eligible employee and coverage shall continue until the employee ceases to be a full-time employee, voluntarily terminates coverage, terminates employment, or retires.

Terminating or retiring employees have the option of converting their life insurance coverage to an individual policy. Premiums for converted life insurance shall be billed by the insurance carrier and must be paid by the insured.

3.520

LONG-TERM DISABILITY INSURANCE

POLICY

Approved: September 1, 2009

Each active full-time employee of the Archdiocese of Hartford, regularly scheduled to work 35 hours or more per week, is provided long-term disability insurance coverage at no cost to the employee.

PROCEDURE

Approved: September 1, 2009

An employee who has met the eligibility requirements shall become eligible to participate on the first of the month following date of hire or date of becoming an eligible employee, and coverage shall continue until the employee ceases to be a full-time employee, voluntarily terminates coverage, terminates employment, retires, or is able to return to work.

An employee who becomes disabled must fulfill a 90-calendar day waiting period before benefits are payable. If the employee has accumulated sick leave payments or other accrued time, long-term disability payments shall not begin until such payments end.

Employees who become disabled as a result of an illness, accident or injury, may be entitled to collect 60% of their monthly earnings to a maximum benefit of \$3,000 per month.

Long-term disability insurance payments may be reduced by deductible sources of income, such as retirement or social security. Some disabilities may not be covered or may have limited coverage under this plan.

3.521**PENSION PLAN***POLICY*

Approved: September 1, 2009

Eligible employees, 25 years of age or older, in Catholic schools may qualify for and be admitted into the Archdiocese of Hartford pension plan.

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010

In addition to participating in the Social Security System, the Archdiocese of Hartford provides the Lay Employees Retirement Plan.

Under the terms of the Lay Employees Retirement Plan, the normal retirement age is age 65. Early retirement is available beginning at age 55 upon meeting the vesting requirements, and disability retirement is available at any age.

The Lay Employee Retirement Plan is described in detail in the Retirement Plan Booklet. It is important that all employees read the Retirement Plan Booklet in detail and ask any questions concerning the retirement plan. The Employee Benefits Administrator of the Archdiocese can answer all questions.

FAMILY AND MEDICAL LEAVE ACT*POLICY*

Approved: September 1, 2009

Where applicable, the school shall comply with Federal Family and Medical Leave Act. The school shall grant eligible employees time off for family and/or medical reasons consistent with applicable state and federal laws.

PROCEDURE

Approved: September 1, 2009

In order to be eligible to request a leave of absence, the employee must have been employed by the school for 12 months and have worked 1,250 hours in the 12-month period preceding the request.

A family medical leave of absence may be paid, unpaid, or a combination of the two. It is the policy of the Archdiocese to ask employees to use any applicable accrued time available to them prior to going on an unpaid leave.

Types of Leave

An eligible employee may request a leave for the following reasons:

- For the birth and care of a child or the placement of a child for adoption or foster care
- For the serious health condition of the employee, which makes the employee unable to perform the essential functions of his/her job. Included in this are work related injuries and illnesses.
- To care for the employee's spouse, child or parent who has a serious health condition
- To care for a parent-in-law with a serious health condition

Length of Leave

Under state law, an employee may request up to 16 weeks in any 24-month period.

To determine eligibility, the year shall be measured back from the date of the requested leave, to determine whether or not the employee is entitled to the requested time off.

Continuation of Benefits

In accordance with the Federal law, eligible employees on a family or medical leave shall have their health insurance benefits continued for them during the 12-week period.

Employees who were contributing toward the cost of insurance prior to the start of the leave shall be required to continue those contributions during the leave. If the employee is receiving a paycheck, the insurance deductions shall continue to be taken out. If the employee is not receiving a paycheck, the employee should make payment arrangements with the Employee Benefits Administrator of the Archdiocese.

Upon expiration of the 12 weeks, health insurance coverage ceases and the employee is responsible for the full premium payment if he/she wishes to continue insurance coverage. The Employee Benefits Administrator shall notify the employee of continuation coverage options.

Job Reinstatement

Under State law, an employee returning from a 16-week leave of absence is entitled to reinstatement to the same or equivalent position with comparable pay, benefits, and other employment terms.

If an employee is returning from a medical leave of absence, the employee must present a return-to-work certification from the treating physician.

3.523

PREGNANCY LEAVE OF ABSENCE

POLICY

Approved: September 1, 2009

Disability due to pregnancy is treated the same way as any other disability. An employee who becomes disabled due to pregnancy shall be granted a reasonable leave of absence during such period of actual disability.

PROCEDURE

Approved: September 1, 2009

Upon learning of pregnancy, an employee shall notify the Principal/Chief Administrator, in writing, reasonably in advance of the anticipated date of delivery.

Pregnancy leave shall be granted only for the period of time that the employee is unable to work because of the pregnancy or childbirth.

Any accumulated sick leave may be taken during the period of such disability. If the employee has no accumulated sick leave, or has used her accumulated sick leave, this leave shall be without pay.

The continuation of employee benefits and the payment of sick leave shall be applied to disability due to pregnancy on the same terms and conditions as they are applied to other temporary disabilities.

At the expiration of such disability leave of absence, the employee shall be entitled to return to her former position, or to an equivalent position with equivalent pay, and with the accumulated service or experience credits which she had accrued at the commencement of such disability leave, unless circumstances have so changed as to make it impossible or unreasonable to reinstate her.

If the employee fails to return upon the expiration of her disability leave, she shall be deemed to have resigned and shall have no further right of reinstatement unless she has requested additional non-disability maternity leave, in which event the provisions of the following section shall apply.

Upon return to work, the employee must present a return-to-work certification from her treating physician.

An employee may be eligible for additional leave pursuant to the Federal Family and Medical Leave Act.

PERSONAL LEAVE OF ABSENCE*POLICY**Approved: September 1, 2009*

The school may allow a personal leave of absence of up to 90 calendar days, subject to prior approval by the Pastor in a parish school and the Superintendent in Archdiocesan high schools, for all full-time and part-time employees who have at least one full year of service and who are requesting time off for other than family and/or medical reasons.

*PROCEDURE**Approved: September 1, 2009**Revised: May 17, 2010*

An employee in a parish school requesting a personal leave of absence must put the request in writing to his/her Pastor and Principal as far in advance as possible.

A leave of absence, termed a sabbatical, may be granted by the Superintendent in an Archdiocesan high school in accordance with the terms of the current negotiated Lay Ministry Agreement.

Continuation of Benefits

Employees who were contributing toward the cost of their insurance prior to the start of the leave shall be required to pay 100% of the cost of the insurance during the leave. The employee should make payment arrangements with the Employee Benefits Administrator of the Archdiocese.

Job Reinstatement

An employee returning from a personal leave of absence within the 90-day period is entitled to reinstatement to the same or equivalent position with comparable pay, benefits, and other employment terms.

3.600 TECHNOLOGY

3.601 USE AND MISUSE OF COMMUNICATION TOOLS

(Communication tools include, but are not limited to, e-mail, the Internet, computers, flash drives, and voicemail.)

POLICY

Approved: September 1, 2009

Communication tools purchased or provided by the school for use in the performance of its mission are school property and subject to reasonable inspection. All information created in the course of a school day and/or produced or carried on school communication tools is likewise school property and subject to reasonable inspection.

Each user accessing these tools must have a unique user ID assigned by the systems administrator. Under no circumstance shall it be permissible to allow another person to use another's ID or password.

As with the telephone, there may be occasion to use these communication tools for personal purposes. Personal use is permitted so long as it does not interfere with job performance, consume significant resources, give rise to more than nominal additional cost, or interfere with the activities of the other staff members or school-related activities.

Under no circumstances shall such communication tools be used for personal gain, or to solicit for activities unrelated to the school's operation, or in connection with political campaigns or lobbying.

Employees may not use any communication tool to:

- Carry defamatory, discriminatory, or obscene material;
- Infringe upon another person's intellectual property rights;
- Violate the terms of any applicable telecommunication license or any law governing trans-border data flow; or
- Attempt to penetrate computers or networks of any company or other system, or to gain unauthorized access or attempted access to any other person's computer, e-mail, or voicemail accounts or equipment, or in connection with the violation or attempted violation of any law.

PROCEDURE

Approved: September 1, 2009

The Pastor, Principal, or Chief Administrator of the school shall contact the Superintendent if an employee has been suspected of or found to be misusing the communication tools.

The Pastor, Principal, or Chief Administrator of the school may place the employee on administrative leave while an investigation is being conducted only after consultation with the Superintendent.

An employee may be terminated if evidence leads to proof of the misuse of communication tools.

3.602

INTERNET USE

POLICY

Approved: September 1, 2009

Access to the Internet shall be reserved for educational topics that are included in the instruction of the students or for professional development.

3.603

CELL PHONES

POLICY

Approved: September 1, 2009

Revised: May 17, 2010

Ordinarily, employees are not to use cell phones or instant messaging devices while supervising students.

PROCEDURE

Approved: September 1, 2009

During classroom instruction, supervision of students, professional meetings and gatherings, cell phones should be placed on silent mode.