

§1000 HIRING, PERFORMANCE REVIEW AND TERMINATION OF A DRE

"Pastors or parish boards which hire directors or coordinators must formulate clear and specific agreements with them concerning their duties, in line with diocesan policies." (NCD, #214)

§1001 HIRING

1001.1. Policy The pastor hiring a DRE shall follow the procedural steps outlined by the Office for Catechesis for hiring a Director of Religious Education.

Procedures

- a) The procedural steps are found in *A Handbook for Hiring a Parish Director of Religious Education*, available from the Office for Catechesis.

- b) Screening. The pastor is responsible to conduct adequate screening before hiring a Director of Religious Education. He should involve others in the parish in the screening process. Such screening should ordinarily include, but is not limited to, the following:
 - 1) establishment of a screening committee to assist in the process;
 - 2) confirmation that the applicant has been approved by the Office for Catechesis;
 - 3) a check of the personal and professional references of the applicant;
 - 4) verification of the candidate's eligibility for employment as required by federal law (INS Form I-9);
 - 5) a copy of the Plan for Professional Development for a catechetical leader who has Provisional Approval from the Office for Catechesis.

§1002 APPOINTMENT OF THE DRE.

1002.1. Policy After considering the recommendations of the screening committee, the pastor shall make the final decision to hire the candidate for the position of Director of Religious Education.

Procedures

- a) The pastor and DRE formalize the decision by finalizing the role description.
- b) The pastor follows the *Compensation Guidelines for Lay Employees, Men and Women Religious and Diocesan Priests Working in Parishes* in determining the compensation and benefits of the parish Director of Religious Education.
- c) Accumulated sick days and vacation time are transferable within Archdiocesan parishes, agencies and institutions. It is the responsibility of the DRE to inform the hiring parish or agency of the number of accrued sick days and vacation time for which she/he is eligible.
- d) The pastor or his delegate forwards to the Office for Catechesis:
 - 1) a copy of the DRE's role description.
 - 2) a copy of the completed DRE job analysis worksheet from the *Compensation Guidelines for Lay Employees, Men and Women Religious and Diocesan Priests Working in Parishes*.

§1003 PERSONNEL FILE

1003.1. Policy The Pastor shall be responsible to maintain a personnel file for the Director of Religious Education. (See Title I, §708.1 Contents)

Procedures

- a) The personnel file contains:
 - 1) a copy of the Archdiocesan application form, or personnel file form,
 - 2) verification of approval by the Archdiocesan Office for Catechesis or verification of Provisional Approval and a copy of the Plan for Professional Development,
 - 3) transcripts of credits,
 - 4) letters of reference;

- 5) a copy of INS Form I-9
 - 6) a copy of the current job analysis worksheet;
 - 7) a copy of the annual performance review instrument;
 - 8) a copy of any memo or other document which pertains to the individual and which may be used in making decisions regarding salary, promotions or the continued employment of the DRE;
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- 9) a record of sick days; personal days, vacation days and retreat days taken by the DRE, as well as a record of sick days which have been accumulated;
 - 10) emergency information; and
 - 11) records of professional growth.
- b)** The personnel file of the DRE is retained in the parish for six years after his/her termination. After six years following the date of termination, the parish keeps only a record of:
- 1) the starting and ending dates of employment;
 - 2) the job title(s) of the employee during the time of employment;
 - 3) the annual salary or hourly pay at the time of termination.
- c)** The personnel file is to be destroyed only after consultation with the Archdiocese of Chicago Archives and Records Center. (Title I, §708.3 Retention)

<p>1003.2. Policy A DRE may review his/her personnel file with reasonable notice, subject to the following procedures. (See Title I, §708.2 Employee's Right of Review).</p>

Procedures

- a)** A personnel file review excludes:
- 1) letters of reference;
 - 2) test documents (other than the score itself);
 - 3) any records alleging criminal activity;
 - 4) information of a personal nature about a person other than the DRE if it would invade that person's privacy; and
 - 5) records involving the DRE subject to judicial proceeding.

- b) In a review, the DRE may read, copy or supplement the file. He/she may not remove anything from the file.
- c) Notation of all reviews and disclosures of file information should be noted in the file.

§1004 PERFORMANCE REVIEW

<p>1004.1. Policy The DRE and Pastor shall engage in a formal performance review process annually. (See Title I, §701.1 Performance Review)</p>
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Procedures

- a) In conducting the annual DRE performance review, the Pastor and DRE use the *Performance Review Instrument for Directors of Religious Education* or one of the general performance review instruments provided by the Department of Personnel Services. Ordinarily they use the following process:
 - 1) The Pastor and DRE schedule an appointment for the annual performance review.
 - 2) Using the selected performance review instrument as a guide, the pastor and DRE prepare for the Performance Review meeting by assessing the accomplishment of the goals established for the review period and the responsibilities outlined in the DRE role description.
 - 3) The DRE and Pastor use the DRE Performance Review or one of the general performance review instruments as the basis of the performance review.
 - 4) The DRE Role Description and Job Analysis Worksheet are reviewed and updated.
 - 5) The Pastor completes the selected Performance Review instrument. The DRE adds his/her comments. The Pastor and DRE sign the performance review instrument. (For salary increase or adjustment see Title I, §300.)

- 6) The signed performance review form is placed in the DRE's parish personnel file. The DRE receives a copy of the form for his/her own records.
- b) The annual performance review process should ordinarily be completed by a date as is mutually agreed upon by the DRE and the Pastor but no later than April 15th.
- c) Throughout the year, the DRE and Pastor engage in ongoing dialogue and informal performance review regarding the DRE's performance.
- d) A copy of each of the following is sent to the Archdiocesan Office for Catechesis:
 - ✓ the updated job analysis worksheet,
 - ✓ the DRE role description.
 - ✓ a copy of the performance review form

§1005 TERMINATION

When a decision is made not to continue employment, the DRE is said to be terminating employment at the parish. Termination is the general term used to indicate cessation of an employment relationship by either party for any reason.

1005.1. Policy Regardless of who initiates the termination, the following procedures shall be followed when a DRE terminates employment a parish.
(See §1100 Discipline or Dismissal of a DRE and Title I, §704 of the General Personnel Policies.)

Procedures

- a) The pastor conducts an exit interview with the DRE. Whenever possible, a third person is present for the exit interview. This interview includes:
 - 1) an explanation of the benefits available to the terminating DRE;
 - 2) completion of Archdiocesan DRE termination form (This form includes the reason for the termination. It is signed by both the pastor and DRE. The form is available from the Archdiocesan Office for Catechesis);

- 3) a discussion of procedures necessary to insure a smooth transition.
- b)** The DRE completes his/her responsibilities in such a way as to make possible a smooth transition.
- c)** When the DRE is a lay person or religious, the pastor completes a Separation Report for Unemployment Compensation.