

§200 SCHOOL PERSONNEL

§201 RELIGIOUS STANDARDS

201.1. Policy All school personnel shall teach and act in accordance with Catholic doctrine and moral teachings.

201.2. Policy All school personnel shall teach and act in accordance with the philosophy and policies of the school and of the Archdiocese of Chicago.

201.3. Policy All school personnel shall cooperate in forming a Catholic educational community.

§210 PROFESSIONAL REQUIREMENTS OF TEACHERS

210.1. Policy All teachers newly employed by a school, full-time and/or part-time, are to be state certified as a teacher.

Procedure

- a) A written notification from the Office of Catholic Schools shall verify the credentials of the teacher applicant.
- b) Requests for exceptions to this policy must be made in a letter from the Principal to the Superintendent.

§211 CENTRAL OFFICE PERSONNEL FILES

211.1. Policy Each full or part-time Administrator/teacher must have a complete personnel file in the Archdiocesan Office of Catholic Schools before signing a contract for employment.

Procedures

- a. The Administrator/teacher must have a letter from the Archdiocesan Office of Catholic Schools indicating that this file has been completed. No contract shall be valid or binding until this letter has been received by the employer. This letter and other required documentation shall be included in the Administrator/teacher file at the local level.

Teacher file at Office of Catholic Schools

- b. Teacher Personnel Service of the Office of Catholic Schools shall maintain a complete professional file for each teacher. The file shall contain:
 - ✓ Data Base Form

- ✓ Transcripts
 - ✓ College Placement File
 - ✓ References
 - ✓ Resumé
 - ✓ Copy of standard state certification

 - ✓ If teacher terminates employment:
 - ◆ Termination of Employment Form
 - ◆ Annual formal written evaluations

 - ✓ If teacher transfers to another Archdiocesan school:
 - ◆ Data Base Form
- c. The teacher may review this file at any time. This review would exclude those items to which the teacher may have waived rights by written agreement, i.e., college placement file, references from previous teaching experience, etc. To arrange for this review, a written request should be sent to Teacher Personnel Service.
- d. This file is to be used only by persons involved in the Archdiocesan placement process. Unless required by a subpoena this file will not be released to a third party without prior written consent of the teacher.

§220 THEOLOGY / RELIGIOUS EDUCATION BACKGROUND

220.1. Policy The Administrator/teacher is expected to have or to be working to complete courses in Catholic theology/religious education as determined by the Office of Catholic Schools.

§221 CONTINUING RELIGIOUS FORMATION / DEVELOPMENT

221.1. Policy The Administrator/teacher is required to participate in days of Catholic religious education formation on an annual basis.

§230 SALARIES AND BENEFITS

230.1. Policy Salaries and benefits are determined annually by the Archdiocese.

Procedures

Salaries and benefits for administrators and teachers are announced early in the calendar year so they can be incorporated into the school budget for the following fiscal year.

230.2. Policy Paid vacation for school teachers/school support staff shall be given for full-time and benefits eligible part-time school employees.

Procedures

- a. Full-time and part-time benefits eligible teachers and school personnel are entitled to a paid vacation taken during the school year at Christmas and Spring breaks.
- b. Holidays indicated on a school calendar are paid days for benefits eligible personnel.
- c. Paid vacation and school holidays are a benefit beginning with the first year of service.
- d. School secretaries and maintenance personnel who work a daily schedule of 7 hours for 12 months follow §405 of the Archdiocesan General Personnel Policies regarding paid vacation. School Christmas and Spring breaks may be taken as part of the paid earned vacation or the person may work the holiday break and take vacation in the summer. Vacation time must be approved by the principal/pastor/supervisor. Paid holidays are those indicated on the local school calendar.
- e. School principals are twelve month employees and follow §405 of the Archdiocesan General Personnel Policies regarding vacation. The paid school breaks and holidays are a means of compensating the principal for overtime during the school year.
- f. Teacher Institute Days are not school holidays; however, support staff may negotiate vacation and/or personal time on such days.

§240 RECRUITMENT AND SELECTION OF TEACHERS

240.1. Policy The Principal is responsible for the screening, selection, and hiring of qualified teachers.

Procedures

- a. The Archdiocesan Teacher Personnel Service screens and verifies the professional background of prospective teachers. A written notification is sent to a candidate when the file is complete.
- b. Lists of eligible teachers available for full-time, part-time and substitute positions are sent to all schools on a regular basis.
- c. The selection of teachers remains the responsibility of the Principal.

240.2. Policy Preference in hiring shall be given to teachers who are Catholic and who evidence an understanding of the Catholic faith and a commitment to living that faith.

§241 BACKGROUND SCREENING

241.1. Policy Confirmation of employment and/or volunteer service agreement shall be contingent upon completion of positive background screening.

Procedures

- a. All persons employed by the Archdiocesan schools or who do volunteer work and have regular contact with children must complete Archdiocesan Application Form 7703 (Application for Employment or Volunteer Service). References must be checked, dated, and signed by the Principal or the person who has verified them. Form 7703 is part of each person's local personnel file.
- b. As required by federal law, new employees shall verify citizenship and eligibility for employment by completing and signing the I-9 Employment Eligibility Verification form of U.S. Department of Justice Immigration and Naturalization Service which then becomes part of the local personnel file.
- c. No employment contract or commitment shall be valid and binding until such screening has been completed.

§242 CONTRACTS

242.1. Policy All full and part-time teachers shall enter into an annual written contract with the school using the form provided by the Archdiocesan Office of Catholic Schools.

242.2. Policy Contracted teachers are expected to fulfill their contracts.

242.3. Policy A teacher who fails to complete a contract ordinarily shall be precluded from referral for employment in other Archdiocesan schools.

242.4. Policy The term of all teacher contracts shall be one year.

Procedures

- a. The school shall ordinarily notify the teacher of contract renewal or non-renewal no later than April 15 of the year preceding the next contract year. A teacher who has been offered renewal shall inform the Principal of the intent to renew no later than May 1 or fourteen (14) calendar days after the offer, whichever is later. Failure of the teacher to inform the Principal in writing by this date shall constitute a rejection of the contract offer. Any adjustment in this standard shall be the result of a collaborative decision of the Principal with the teacher. This agreement shall be in writing and signed by both parties.
- b. The Principal shall ensure that teachers fully understand the implications of the policy and that they are informed of their responsibilities in the contract process.
- c. All teachers receive their assignments from the Principal.
- d. Teacher responsibilities are outlined in the Archdiocesan contract.
- e. When the staff is being reduced as a result of enrollment decline,
 - a. reorganization within the school, reduction in the number of positions, curriculum changes, or for other reasons, Archdiocesan procedures shall be followed.
- f. Employed school personnel may not apply for summer unemployment compensation.

§243 LOCAL SCHOOL PERSONNEL FILE

243.1. Policy The Principal is responsible for maintaining a personnel file for each professional educator in the school.

Procedures

- a. Each local school file shall contain:
- ✓ Form I-9 - Employment Eligibility Verification Form
 - ✓ Form 7703 - Archdiocesan Application for Employment or Volunteer Service
 - ✓ Office of Catholic Schools completed credential file notification
 - ✓ Data Base Form
 - ✓ Copy of standard state certification
 - ✓ Copy of transcripts
 - ✓ Record of theology/religious education requirement
 - ✓ Contracts/Job Description
 - ✓ Formal evaluations
 - ✓ Professional growth record
 - ✓ Freedom from communicable disease report
 - ✓ Absence record
 - ✓ Annual Goals / Objectives
- b. When a teacher terminates or transfers to another Archdiocesan school, the Principal, upon receiving the signed Release of Records form from the teacher, releases the file to the new school.

243.2. Policy The Principal is responsible for maintaining a personnel file for the support staff in the school.

Procedures

- a. Each local school file shall contain:
- ✓ Form I-9 - Employment Eligibility Verification Form
 - ✓ Form 7703 - Archdiocesan Application for Employment or Volunteer Service
 - ✓ Job Description
 - ✓ Evaluation reports (when applicable)
 - ✓ Absence record (when applicable)
 - ✓ Freedom from communicable disease report
- b. Regular volunteers must also complete Form 7703, which will then be kept on file at the school.

§244 PROFESSIONAL GROWTH

244.1. Policy The school budget for professional growth shall include monies for individual professional growth and additional funds to cover faculty professional growth.

244.2. Policy The Administrator/teacher shall engage in programs of professional growth as a condition of employment.

Procedures

Progress in professional growth shall be reviewed during the annual evaluation process.

244.3. Policy The Principal/teacher is eligible for a designated amount of money to be used for professional growth.

Procedures

- a. The specific amount of money is determined annually by the Archdiocese.
- b. Reimbursement requires prior approval of the employer.
- c. Use of professional growth funds will reflect identified needs of the school.
- d. Unused monies are not transferable from one fiscal year to another nor from one educator to another.
- e. The cost of substitute teachers may not be subtracted from this benefit.
- f. The cost of group professional development may not be taken from the amount allocated to each professional educator.

244.4. Policy Documentation for the professional growth of the Administrator/teacher shall be current and remain in the local personnel file. This shall include theology/religious education inservice and all other professional growth.

Procedures

Professional growth entries shall include courses, workshops, seminars, institutes, conventions, and local staff development.

§245 PERSONNEL EVALUATION

245.1. Policy All school personnel shall be evaluated annually by the appropriate administrator.

Procedures

- a. Evaluation shall be based on a program of supervision which includes consultation, observation and documentation in accordance with the Archdiocesan Office of Catholic Schools process for evaluating school personnel.
- b. The appropriate administrator shall conduct an evaluation of non-teaching school personnel on an annual basis.

§250 SICK DAYS

250.1. Policy A full-time or benefits-eligible part-time employee is entitled to paid sick days each year for personal illness or incapacity not covered by Worker's Compensation or for any illness or incapacity of a member of the employee's immediate family.

Procedures

- a. A teacher is entitled to ten paid sick days each year. A Principal is entitled to twelve paid sick days each year.
- b. Sick days may be accumulated up to a maximum of 120 days.
- c. Accumulated sick days are not lost when an employee transfers from one school to another, provided there is no interruption of service.
- d. Sick days shall be granted to the employee as of the opening day of school each year. If hired after opening day, the employee shall be granted as many paid sick days as there are full months remaining in the school year.
- e. Sick days are not to be used as vacation days.
- f. Unused sick days shall not be compensated.
- g. Sick days shall be recorded on the Attendance Record Form provided by the Office of Catholic Schools.
- h. For absences other than those covered by policy, deductions shall be made from the employee's salary at a per diem rate.
- i. "Immediate family" is ordinarily defined as employee's children, parents, siblings, spouse, in-laws, grandparents, and individuals residing in the same household, whether related or not.

§251 PERSONAL DAYS

251.1. Policy A full-time or benefits-eligible part-time employee is entitled to paid personal days each year.

Procedures

- a. An employee is entitled to two paid personal days each year. These two days are part of the ten or twelve sick days.
- b. Unused personal days accumulate as unused sick days.
- c. The employee is not obliged to divulge the purpose of the personal day(s) as a condition for taking such days.
- d. Reasonable notice shall be given to the employer prior to the personal day(s).
- e. Personal days shall not be taken during the first or last week of the school year or prior to or immediately after a holiday.

§260 CORPORAL PUNISHMENT

260.1. Policy Corporal punishment of students is not permitted.

§261 DISCIPLINE/DISMISSAL OF SCHOOL EMPLOYEE

261.1. Policy A school employee who violates Archdiocesan policy, the contract, or performs unsatisfactorily, is subject to discipline and/or dismissal.

Procedures

- a. Ordinarily, the employee shall be given a written warning that performance must improve within a reasonable length of time.
- b. The employee is subject to disciplinary suspension, with or without pay, if the employee has failed to improve after adequate warning.
- c. For a serious reason, a principal may impose a suspension or dismissal without prior warning.
- d. Disciplinary situations and unsatisfactory performance of duties shall be documented on an ongoing basis.
- e. Any employee who uses corporal punishment shall be subject to disciplinary action.

261.2. Policy The possession and/or sale of an illegal substance either inside or outside the school may result in immediate suspension and possible dismissal.

Procedures

- a. When there has been an accusation or there is otherwise cause to believe that a school employee is engaged in the sale or possession of an illegal substance, the employer shall attempt to verify the facts.
- b. If there is reasonable suspicion of sale or possession, the employer shall:
 - ✓ consult with the Office of Catholic Schools;
 - ✓ continue careful documentation of the situation;
 - ✓ suspend the employee;
 - ✓ notify the police.

261.3. Policy 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 possible dismissal. When an individual's job performance is negatively affected as a result of suspected substance abuse, the administration is responsible for intervention.

Procedure

- a. The Archdiocese recognizes that alcohol and/or drug dependency is an illness requiring appropriate intervention and treatment. Employees with such dependency are, therefore, encouraged to seek treatment before a problem interferes with the performance of their job.
- b. When a school employee comes forward or is suspected of this type of dependency, a pastoral approach ordinarily shall be used, i.e., conferences and treatment shall have priority consistent with the needs of the school.
- c. A pastoral approach to alcohol and/or other drug dependency includes, but is not limited to:
 - ✓ Upon request of the Administration, an evaluation shall be conducted by substance abuse professionals.
 - ✓ Proper application of Sick Leave Policy shall be determined.
 - ✓ Employment status shall be determined at the local level. Suspension of the employee may occur pending the outcomes of evaluation and treatment.
 - ✓ After reasonable pastoral and other measures have been taken without rehabilitation and the good of the school is in jeopardy, disciplinary/dismissal procedures may be initiated.

261.4. Policy A professional educator who has been dismissed during the term of the contract may request the conflict management process.

Cf. Policy / Procedure 115.1

§262 ALLEGATION/SUSPICION OF CHILD ABUSE/NEGLECT BY SCHOOL PERSONNEL

262.1. Policy The employer shall follow the Illinois Abused and Neglected Child Reporting Act and Archdiocesan procedures when an allegation and / or suspicion of child abuse is made against a school employee.

Procedure

- a. When an allegation/suspicion of child abuse/neglect is made against a school employee and reported by school personnel, the school shall:
 - ✓ call Illinois Department of Children and Family Services;
 - ✓ suspend the school employee, pending the outcome of the investigation;
 - ✓ notify Gallagher Bassett;
 - ✓ notify the School Consultant of the Office of Catholic Schools.

- b. When an allegation of child abuse/neglect is made against a school employee and reported by someone other than school personnel, the school shall:
 - ✓ cooperate with the investigation;
 - ✓ suspend the school employee, pending the outcome of the investigation;
 - ✓ notify Gallagher Bassett;
 - ✓ notify the School Consultant of the Office of Catholic Schools.

§263 SEXUAL HARASSMENT

263.1. Policy Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, termination, or expulsion.

Procedures

- a. Any person who feels that he or she has been a victim of sexual harassment shall bring the problem to the immediate attention of the principal.

- b. The principal shall answer questions about this policy, engage in fact finding to determine the details regarding the complaints of sexual harassment, and take appropriate corrective action.
 - ✓ finding to determine the details regarding the complaints of sexual harassment, and take appropriate corrective action.

- c. If the complainant is uncomfortable for any reason with discussing such matters with the principal, or if the complainant is not satisfied after bringing the matter to the attention of this individual, the complainant shall report the matter promptly to the pastor or the school consultant at the Office of Catholic Schools.
 - ✓ attention of this individual, the complainant shall report the matter promptly to the pastor or the school consultant at the Office of Catholic Schools.

- d. The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

263.2. Policy Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

Procedures

Reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

263.3. Policy Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

§270 TERMINATION OF EMPLOYMENT

270.1. Policy The Office of Catholic Schools procedures shall be followed when an employee terminates at a local school.

Procedures

- a. Termination is defined as cessation of the employment relationship by either party for any reason.
- b. Termination materials are provided by the Office of Catholic Schools.

§271 CONFLICT MANAGEMENT

271.1. Policy A professional educator who has been dismissed during the term of the contract may request the conflict management process.

cf. Policy/Procedure 115.1 Conflict Management

§280 TRANSFER OF PERSONNEL

280.1. Policy The Principal shall inform teachers of the transfer process of the Office of Catholic Schools and shall allow a reasonable period of time for employees to consider possible positions in other Archdiocesan schools.

§290 PART-TIME SCHOOL PERSONNEL

290.1. Policy Part-time school personnel employed on an annual basis for 26 or more hours per week shall be considered benefits-eligible part-time employees.

Procedure

- a. Part-time employees shall be paid a pro-rated amount of the regular salary based on their preparation and experience.
- b. The employee who performs part-time duties at more than one school for a total of 26 or more hours per week shall be considered a full-time employee for the purpose of salary and benefits. In such cases, the schools shall coordinate payment of these benefits.
- c. When a part-time teacher assumes a full-time teaching schedule, salary is determined by the Office of Catholic Schools.
- d. School personnel employed on an annual basis for 25 or less hours per week shall be considered part-time employees and not eligible for employee benefits.

§291 SUBSTITUTE TEACHERS

291.1. Policy When the regular teacher is absent, the Principal shall take whatever steps are necessary to assure the continuity of the instructional program.

Procedures

- a. Substitute teachers shall be compensated in the amount determined at the local level.
- b. A long-term substitute teacher (more than one month in the same classroom) shall be compensated according to the Archdiocesan Salary Schedule.

§292 CONTRACTED SERVICES PERSONNEL

292.1. Policy Contracts with any service agency shall be on file in the local school. Agency requirements as well as qualifications and information on each person working in the school shall be in the local school file. The Principal shall follow regular local school screening procedures for each agency employee.