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Personnel Policy 4060

Principal/School Administrator

Diocesan Policy

The Childcare-PreK-12 principal is the administrator of the school and has the primary responsibility of providing instructional leadership while ensuring that the school is a Catholic ministry.

The principal is responsible for fulfilling the duties defined in their job description, for compliance with all applicable federal, state, and local statutes, and for implementing the policies which have been recommended by the parish/local board of education and enacted by the pastor and is equally responsible for the faith development of students, faculty, staff and shall include parents in the educational process.

Personnel Policy 4064

Qualifications for a Principal

Diocesan Policy

The principal must meet the qualifications as defined by an appropriate accrediting agency (NCA/MNSAA) and the qualifications defined by the diocesan Office of Catholic Schools.

Diocesan qualifications for a principal include:

1. A Master's Degree
2. The principal will have a minimum of 20 semester hours of graduate work in professional education, with a major concentration in administration, curriculum development, supervision, educational philosophy, and child development.
3. The candidate must have a Life, Permanent or Continuing Teaching Certificate from the State of Michigan at the level of administration for which the candidate is applying
4. A practicing Roman Catholic
5. Final approval of the candidate by the Superintendent
6. Qualifications for certification and degree work may be temporarily waived by the superintendent under certain circumstances (candidate may be given a period of time, up to three years to meet all of the qualifications).

Personnel Policy 4110

Recruitment, Selection, Assignment and Release of Teachers

Diocesan Policy

The recruitment, selection, assignment and release of teachers are the responsibility of the principal with the approval of the pastor.

Teachers shall be selected on the basis of their qualifications and certification in accordance with Federal and State law, Michigan licensing standards and the regulations of the Diocese of Grand Rapids for the assignment involved. All Catholic Schools in the Diocese of Grand Rapids will follow appropriate state and federal regulation in regard to hiring.

Applicants for school employment who receive an offer of employment will be subject to a criminal history records check as described in Public Act 68 (1993) and those employed after 1996 will also be subject to an FBI check, including fingerprinting.

Personnel Policy 4130

Religious Standard in Employment

Diocesan Policy

Teachers and principals hired to serve in our Catholic schools are expected to be Catholics in good standing and endowed with a Catholic philosophy.

The distinctive and unique purpose of the Catholic schools is to create a Christian educational community that is enlivened by a shared faith among administrator(s), students and parents. The teachers and principals employed in the schools of the Diocese must have knowledge of and a respect for the Catholic faith and a commitment to Christian living. Further, all teachers and principals are expected to spread the Catholic faith and supervise/participate in religious ritual and worship in propagation of that faith, including the observance and conduct of liturgy. As such, teachers and principals employed occupy a position and share duties of religious significance that is connected and important to the Diocesan doctrinal mission.

This hiring procedure is consistent with applicable law as applied to Roman Catholic educational institutions

Personnel Policy 4131

Teachers of Religion

Diocesan Policy

All teachers of religion in the schools of the diocese, including those involved in sacramental preparation, must be Catholic and are considered ministerial employees whose duties and responsibilities have religious significance as described in Policy 4130.

Personnel Policy 4132

Professional Growth and Development – Faculty/Staff

Diocesan Policy

Continuing professional development is essential for all members of a school staff.

Teachers must keep abreast of current pedagogical techniques and educational research through reading and continuing education opportunities such as seminars, conferences, and workshops. The school principal should build into the school budget monies to help pay for professional growth opportunities. The principal will inform employees of workshops and seminars that are available, and what financial assistance can be provided.

Personnel Policy 4133

Faith Development Program for Staff

Diocesan Policy

All teachers must participate in Faith Formation Teacher Development programs offered by the Diocese of Grand Rapids.

9/26/2008

Personnel Policy 4134

Continuing Education, Principals

Diocesan Policy

In order to maintain and improve their professional and administrative abilities, administrators will participate in appropriate professional development activities for the execution of their duties.

Each school will allow the principal to participate in Diocesan required professional meetings, workshops, and other in-service training which are appropriate to the position held.

It is recommended that principals be provided additional opportunities for professional growth and development, and that monies be provided in the budget for such.

Personnel Policy 4140

Certification – Secondary and Elementary

Diocesan Policy

All teachers in Catholic schools of the Diocese of Grand Rapids are required to comply with the Teacher Certification code of the State of Michigan.

All teachers are required to provide proof of Michigan Certification prior to being offered employment, or documentation that Michigan certification will be forthcoming. Teachers are required to maintain their state teaching certification.

Personnel Policy 4150

Reduction of Teaching Staff

Diocesan Policy

All teachers are employed on an at-will basis, meaning either the teacher or the school are free to terminate the relationship at any time, with or without cause . Teacher staffing needs are determined in the sole discretion of the principal and pastor.

When the school needs to reduce the number of teachers, the principal should use these guidelines to make this decision (the following is not a priority listing):

1. Subject/grade level taught
2. Number of years a teacher has been employed at the school
3. Academic qualifications/certifications
4. Degree of compliance with school policies
5. Contribution to the development of the faith community
6. Involvement in school extra curricular activities
7. Degree of teaching competency and commitment

Personnel Policy 4200

Annual Memorandum of Understanding

Diocesan Policy

All lay principals and teachers shall sign the form of annual Memorandum of Understanding provided by the Diocesan Office of Catholic Schools. In special cases, if antecedent approval in writing from the Diocesan Superintendent has been received, alternate forms of agreement may be used. The principal or teacher serves at the discretion of the school in an at-will capacity.

Religious are to use the “Agreement Form” provided by their respective communities.

Personnel Policy 4210

The Signing of Teacher/Principal Memorandum of Understanding

Diocesan Policy

1. Ordinarily, the school principal and pastor sign teacher Memorandum of Understanding.
2. In the event that the principal is unable to sign Memorandum of Understanding, the pastor may assign an interim principal for that purpose.

Personnel Policy 4220

Salary – Instructional/Support

Diocesan Policy

The Diocesan Board of Catholic Education and the Office of Catholic Schools recommend the establishment of salary schedules that strive to create a salary base that is 85% of the local public school systems for both instructional and support staff.

Personnel Policy 4230

Salary for Lay Principals

Diocesan Policy

In determining the salary for principals/administrators the following should be considered:

1. Education
2. Years of Experience
3. Continuing professional development
4. Administrative responsibility
5. Extra-time
6. Student enrollment

Personnel Policy 4240

Compensation for Members of Religious Communities

Diocesan Policy

In Michigan, compensation is ordinarily determined by the Religious Institute, Congregation or Order. The Religious Community sends its financial information directly to the parish/institution. Financial arrangements are handled with the Principal or Pastor.

Personnel Policy 4270

Benefits Available through Michigan Catholic Conference

Diocesan Policy

Health-Medical Insurance

The following constitutes a summary of health-medical insurance benefits available through the Michigan Catholic Conference. The actual terms of the benefit, contained in the plan documents, are available for review and shall govern in the event of any discrepancy between this summary and the plan documents.

1. All full-time employees are eligible to participate in the Michigan Catholic Conference Health/Medical Insurance Program. Eligible employees are active full-time employees working at least 20 hour a week.
2. The employing parish, school, or institution pays at least the employee's portion (single coverage) of the cost of the coverage.
3. Employers may not admit into the parish, school, or institution health-medical insurance policy any person(s) not legitimately entitled to qualify by reasons of employment, hours of work, etc.
4. At the discretion of the employing parish, employees may waive participation in the Michigan Catholic Conference Health/Medical Insurance Program.

Personnel Policy 4280

Retirement Compensation

Diocesan Policy

The following constitutes a summary of retirement benefits available through the Michigan Catholic Conference. The actual terms of the benefit, contained in the plan documents, are available for review and shall govern in the event of any discrepancy between this summary and the plan documents.

Membership in the Michigan Catholic Conference Retirement Plan is mandatory for all full-time lay employees, (working 20 hours or more), of the seven dioceses of Michigan, employed in parishes, schools or other diocesan institutions under the direct jurisdiction of the Bishop.

Lay employee participation in the Retirement Plan is paid for by the employer.

Personnel Policy 4290

Unemployment, Social Security, Worker's Compensation

Diocesan Policy

The school shall maintain Unemployment Insurance and worker's compensation insurance coverages in accordance with state and federal statutes.

Personnel Policy 4300

Personnel Records

Diocesan Policy

The principal shall keep accurate, complete and updated personnel records on file in his/her office. An employee's medical records or information shall be maintained separately from his/her personnel records. An employee's personnel and medical information shall be confidential and subject to disclosure only as provided by Michigan law.

9/26/2008

Personnel Policy 4320

Personnel Policy Manual

Diocesan Policy

Each school shall provide employees with a School Personnel Policy Handbook containing policies and procedures consistent with these Personnel Policies. To the extent that any provision of a School Personnel Policy Handbook is inconsistent with these Personnel Policies, these Personnel Policies shall prevail. Nothing contained within the School Personnel Policy Handbook shall create any employment relationship other than an at-will relationship.

Personnel Policy 4330

Health Infectious Diseases

Diocesan Policy

The principal is to notify the Office of Catholic Schools immediately in the event any employee or student is identified as having a serious communicable or infectious disease.

The principal will work with the Office of Catholic Schools, the pastor, family, and physicians in developing an appropriate course of action.

Reports, records, data and information regarding a serious communicable or infectious disease is, in most instances, confidential and subject to limited disclosure.

Personnel Policy 4340

Jury Duty

Diocesan Policy

Employees called to serve on juries shall suffer no loss of regular income or other benefits. Such employees will receive regular pay reduced by the amount of the per diem allowance received from the court.

Since jury duty does not normally necessitate full-time absence from work, the employee is expected to fill his/her school position's requirements to the greatest extent possible.

Personnel Policy 4350

Absences/Sick Leave

Diocesan Policy

Every teacher shall be entitled to sick leave benefits (continuation of salary for absence due to illness), in accordance with his/her Memorandum of Understanding and School Personnel Policy Handbook.

Personnel Policy 4360

Bereavement

Diocesan Policy

Paid Bereavement leave shall be granted in accordance with the local Personnel Policy Handbook.

9/26/2008

Personnel Policy 4370

Personal/Business Days

Diocesan Policy

Employees should have the right to personal/business days each year to conduct business which cannot be performed other than during regular hours, subject to limits and rules in the local Personnel Policy Handbook.

Personal days for other reasons are granted at the discretion of the principal and in accordance with the local Personnel Policy Handbook.

Personnel Policy 4380

Short Term Leave of Absence

Diocesan Policy

Schools shall make available to their employees a short-term leave of absence for specific purposes, such as illness, pregnancy, military service, or education, subject to limits and rules in the local School Personnel Policy Manual.

An employee on a valid leave of absence is not eligible for unemployment benefits.

If applicable, schools of the Diocese will comply with the provisions of the Family and Medical Leave Act of 1993, as amended.

Personnel Policy 4390

Evaluation of Teaching Personnel

Diocesan Policy

A formal evaluation of the performance of each teacher shall be conducted annually by the principal or assistant principal; with a written report given to the employee and placed in the employee's personnel file.

If a school has a teaching staff of over twenty, formal evaluations may be done on a cyclical basis.

Personnel Policy 4395

Principal Evaluation

Diocesan Policy

Each principal shall be formally evaluated annually, under the direction of the Pastor. The Diocesan Office of Catholic Schools Principal Evaluation Forms and process will be used.

Personnel Policy 4420

Substitute Teachers

Diocesan Policy

The principal of the school shall engage a qualified, state approved substitute teacher in the absence of the regular classroom teacher. Substitute teachers are subject to the same certification requirements, background checks and FBI fingerprinting as regular classroom teachers.

Personnel Policy 4430

Student Teachers (Directed Teaching Experience)

Diocesan Policy

Student teachers must be enrolled in a state approved college or university directed teaching program.

Personnel Policy 4440

Paraprofessionals

Diocesan Policy

Persons employed in a non-instructional capacity need not be certified as teachers. Any personnel used in an instructional capacity must hold an appropriate teaching certificate issued by the State Department of Education.

Teacher aides and other paraprofessionals are subject to criminal background checks and FBI fingerprinting as required by Michigan law.

Personnel Policy 4450

School Bus Drivers

Diocesan Policy

All school bus drivers are to be properly licensed and meet all state requirements. All school bus drivers are subject to criminal history records check, FBI fingerprinting and a motor vehicle records check. Consistent with the at-will nature of the employment relationship, the principal and pastor have the discretion to reject any bus driver candidate for any lawful reason, including reasons based on consideration of his/her motor vehicle record and/or insurance risk.

Personnel Policy 4460

Secretarial/Clerical Staff

Diocesan Policy

Provision should be made for secretarial or clerical assistance for the administrator in all schools of the diocese.

9/26/2008

Personnel Policy 4470

Custodial and Maintenance Staff

Diocesan Policy

It shall be the responsibility of the pastor and/or the principal to engage a qualified custodial staff for the school and provide a detailed position description. Each school shall have a qualified custodial staff sufficient to maintain the school plant in a safe, clean and attractive condition.

Individuals who are also responsible for boiler operation shall be properly trained and certified according to local or state requirements.

The custodian(s) are supervised by the principal and/or pastor for any school-related work they perform.

Custodians and maintenance staff are subject to criminal history records background checks and FBI fingerprinting as required by Michigan law.

Personnel Policy 4211

Termination of Employment

Diocesan Policy

All school principals, teachers, and staff serve at the discretion of the school. The relationship is at-will, with either party being free to terminate the relationship at any time, for any reason. It is the responsibility of the pastor or principal, to consult with the Office of Catholic Schools before the termination of a school employee.

Personnel Policy 4212

Exit Protocol/Interview

Diocesan Policy

An exit interview is recommended for all voluntary employment separations. If a staff member voluntarily terminates employment, a letter of resignation signed by the terminating employee should be requested and placed in his/her personnel file.

Personnel Policy 4500

Criminal Background Check

Diocesan Policy

All school employees are required to have a criminal history record check conducted by the Michigan State Police and the Federal Bureau of Investigation pursuant to Michigan law.

Personnel Policy 4120

Non-Discrimination Non-Harassment

Diocesan Policy

The Diocese of Grand Rapids expects all employees to conduct themselves with dignity and respect for fellow employees, students and others. It is Diocesan Policy to treat all persons, including employees and applicants for employment according to their individual merit. Diocesan Policy prohibits any form of harassment, joking remarks or other abusive conduct directed at an employee because of his/her sex, race, color, national origin, disability, religion, veteran status, height, weight, marital status or other protected characteristic. Therefore, a school will not condone, nor will it tolerate, harassment, discrimination, intimidation, or harassment of any employee based on any of the foregoing. This policy applies to all employment practices, including recruiting, hiring, pay, placement, promotion, termination and all other terms and conditions of employment.

Sexual harassment specifically, may take many forms, including but not limited to the following:

1. Conduct that has the purpose or effect of unreasonably or substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
2. Employment decisions that are based on submission to or rejection of sexual advances or conduct.
3. Submission to a sexual advance or conduct that is either an explicit or implicit term or condition of employment.

An employee who believes he or she has been a subject of discrimination or harassment must immediately report it to the principal or to the pastor if the employee can not go to the principal. An investigation of all complaints will be undertaken as soon as possible and to the extent possible consistent with thorough investigation, will be conducted in confidence. All personnel are expected to cooperate fully with any investigation. An employee found to violate this policy will be subject to disciplinary action up to and including immediate termination, depending on the circumstances.

Retaliation against an employee who reports discrimination or harassment, or who participates in an investigation of discrimination or harassment, will not be tolerated and will subject the offending employee to disciplinary action, up to and including immediate termination. An employee who believes he or she has been the subject of retaliation should immediately report it to the principal.

Personnel Policy 4141

Shared Time Program Teachers

Diocesan Policy

It is expected that a shared time candidate will be qualified by training and experience for the position under consideration, and will exhibit the character and values consistent with the mission of the diocesan schools. In addition, it is expected that shared time faculty be held to the same performance standards as other faculty employed by diocesan schools.

Personnel Policy 4315

Electronic Systems

Diocesan Policy

All information created, stored, transmitted, received or contained in parish, school, or Diocesan electronic systems is subject to review by authorized managers without notice, at any time. These systems include telephone, voice mail, e-mail, computer, facsimile and copy machines and internet access systems. There should be no expectation of personal privacy when using these systems. Each employee using these electronic systems consents to review of all contents of the systems by authorized parish, school, or Diocese officials. Electronic systems are to be used for school business.

1. All information is subject to inspection without notice.
2. Systems may not be used in any way that violates harassment or discrimination policies, and may not be used to access, create, or store any information that is obscene or offensive.
3. Non-public information about school operations, personnel, and students must be kept secure and is not to be disclosed, copied, transmitted, or taken outside the school without written management authorization.
4. Accessing any system or portion of a system without authorization, or using another person's password or other access codes is prohibited. An Employee's family members or friends shall not be permitted access to electronic systems, except telephone.
5. Misrepresenting one's identity or sending information anonymously using the systems is prohibited.
6. Creating or allowing any outside access to these systems through modems or otherwise is prohibited unless authorized in writing. No employee may use pass codes, access files or retrieve any stored communications to which they do not have prior written clearance.
7. No software may be placed on any system except as expressly authorized by the school.

Employees who violate this policy are subject to discipline, up to and including termination of employment.

Personnel Policy 4310

Social Security Number Privacy

Diocesan Policy

It is our policy to protect the confidentiality and privacy of Social Security numbers as required by the Michigan Social Security Privacy Act (the "Act"). This Policy prohibits obtaining, storing, using, displaying, transmitting or disclosing Social Security numbers in violation of the Act. Violation of the Policy will result in discipline up to and including discharge. The school will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of individuals who obtain, use, or disclose Social Security numbers for unlawful reasons. As used in this Policy, the term "Social Security numbers" means more than four digits of an individual's federal Social Security number. This Policies applies only to activities and records covered by the Act.

Use of Social Security Numbers

Documents or other records containing Social Security numbers are to be requested, obtained, accessed or created only by persons who have a valid, demonstrable need for such information, and who are authorized by the school to obtain or access such information for legitimate business reasons and in compliance with the Act. Such reasons include, but are not limited to:

1. Copies of Social Security cards may be obtained for purposes of verifying employee eligibility for employment in accordance with the Immigrations Reform and Control Act.
2. Social Security numbers may be requested from employees for tax reporting purposes (e.g., IRS Form W-4), for new hire reporting, or for purposes of enrollment in employee benefit plans.
3. Social Security numbers may be requested for purposes of investigating an applicant's or employee's credit, criminal, or driving record.
4. Social Security numbers may be used to administer health insurance plans, retirement programs, or stock ownership plans.
5. Social Security numbers may be obtained from contractors or vendors for tax reporting purposes (e.g., IRS Form 1099).
6. Individuals may be asked to provide Social Security numbers for tax reporting purposes or for purposes of establishing a customer specific account or other record.

All paper-based documents containing social security numbers must be kept in secure, locked files and all computer-based records containing social security numbers must be password protected. Documents and other records containing Social Security numbers shall be disposed of when no longer needed by shredding, electronically deleting, or otherwise rending such information permanently inaccessible

Personnel Policy 4510

Waiver for Continued Employment

Diocesan Policy

Employees who have been convicted of a non-listed felony offense may be granted a waiver for employment. The waiver may only be granted by the pastor, must be signed and placed in the employee's personnel file.