

Employee Policy Manual



*Congregation of St. George Roman Catholic Church, Baton
Rouge, Louisiana (DBA St. George School)
July 1, 2021*

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The Nature and Significance of this Employee Policy Manual

THIS EMPLOYEE POLICY MANUAL IS NOT A CONTRACT OR A GUARANTEE OF CONTINUED EMPLOYMENT BETWEEN CONGREGATION OF ST. GEORGE ROMAN CATHOLIC CHURCH, BATON ROUGE, LOUISIANA (DBA ST. GEORGE SCHOOL) AND ANY OF ITS EMPLOYEES. NEITHER THIS MANUAL NOR ANY OTHER SCHOOL DOCUMENT CONFERS ANY CONTRACTUAL RIGHT, EITHER EXPRESSED OR IMPLIED, TO REMAIN IN THE SCHOOL'S EMPLOY. THE ONLY EMPLOYEES WHO ARE NOT "AT WILL" ARE TEACHERS AND CERTAIN OTHER SCHOOL EMPLOYEES WHO HAVE EMPLOYMENT CONTRACTS. FOR THESE EMPLOYEES ONLY, TERMINATION OF EMPLOYMENT IS SUBJECT TO THE TERMS OF THEIR CONTRACTS. ALL OTHER POLICIES IN THIS MANUAL THAT ARE NOT SUPERCEDED BY THEIR CONTRACT APPLY TO THEM AS WELL.

This Employee Policy Manual (hereinafter sometimes referred to as the "Manual") has been prepared in order to provide the employees of Congregation of St. George Roman Catholic Church, Baton Rouge, Louisiana (DBA St. George School) (hereinafter sometimes referred to as the "School") with a general description of some of the employee policies of the School. The employee policies contained in this Manual supersede all previous practices, representations, memoranda or other descriptions in regard to such policies. This Manual applies to all personnel who work in the School.

Since our organization is constantly changing, the School expressly reserves the right to change any of our policies, including those set forth in this Manual, at any time. We will notify you of changes or additions to the policies set forth in this Manual. Changes will be effective on dates determined by the School, and you may not rely on policies that have been superseded. Only the Pastor has any authority to alter the foregoing. In this Manual the position of "Pastor" refers to the duly appointed legal authority of the parish as appointed by the Diocesan Bishop as either Pastor or Priest Administrator.

You will be given a copy of this Manual and will be required to execute an "Acknowledgment and Receipt of Employee Policy Manual" document upon your receipt of this Manual. You may request a copy of this Manual at any time by contacting the Principal.

It is your responsibility to familiarize yourself with the information in this Manual and seek verification or clarification of its policies where necessary. The Pastor appoints the Principal as administrator of the School. If you have any questions concerning this Manual or any of the policies set forth in this Manual, please contact the Principal.

Sincerely,



Mrs. Angele Fontenot

Principal of St. George School

6-4-21

Date

INTRODUCTORY STATEMENTS

MISSION, SPIRITUALITY AND COMMUNITY

The School participates in the life and mission of the universal Catholic Church. The School provides services to enable this local Church to live ecclesial life and fulfill the Church's mission more effectively and fruitfully. The Catholic schools of the Diocese work collaboratively in the ministry of Catholic education with a vision of *Evangelizing Hearts, Educating Minds, Encouraging Talent and Embracing the Future*.

Mission Statement

St. George Catholic School is a Christ-centered, family-oriented community, with a history and tradition of excellence. Gospel values are integrated with academics within a progressive curriculum, promoting faith development through liturgy, prayer, and service.

The School expects its personnel to be people of prayer, share a common mission, and come together periodically to clarify and embrace our mission more fully. This is best accomplished by days of reflection, prayer opportunities, Masses and other faith sharing opportunities, all of which nourish us and deepen a sense of being a community. School personnel are expected to be active participants in these in accordance with their faith and ability.

Well-designed employee policies aid the School's basic mission. This Manual was prepared with the goal of helping to achieve that end, to facilitate satisfying working conditions and to inspire collaborative relationships.

CATHOLIC EMPLOYER EXPECTATIONS

It is the policy of the School to maintain a working environment that is professional, demonstrates our Catholic identity and fosters mutual respect for all employees, those we serve and visitors.

All employees, regardless of their ministry or role, represent our School and the Catholic Church. It is important for employees to understand the behavior expected as an employee of a religious employer. This Manual identifies the rules and respective responsibilities of the School and its employees regarding conduct and the working environment. Cooperation with these rules and responsibilities is expected and required for all School employees. Failure to follow established rules and responsibilities results in the potential for scandal and embarrassment to the School, the Diocese and the Catholic Church.

Although it is impossible to define every responsibility or expected standard of conduct, the following will assist in understanding the behavior expected of an employee of the School. Employees are expected to:

- Conduct themselves in a moral and ethical manner consistent with Catholic principles.
- Exhibit the highest ethical standards and personal integrity in all School matters.
- Treat co-workers, supervisor, students, volunteers and others with dignity and mutual respect.
- Exercise just treatment of employees, students and volunteers and insure that administrative and personnel decisions meet legal obligations and reflect Catholic social teachings.
- Fully support and meet all requirements of the Diocesan Office of Child and Youth Protection Policy and Procedure Manual and Code of Ethics and Behavior for Adults who Minister with Minors and Vulnerable Adults in the Diocese of Baton Rouge (the "Code of Ethics and Behavior").
- Exercise responsible stewardship of all School resources, including efficient and productive use of work time.

Without sacrificing in any way the community atmosphere of friendliness, caring, and warmth, employees must always strive to maintain professional standards. Employees are expected to cooperate in consistently enforcing all School rules and assuming responsibility for good order and discipline.

MANAGEMENT’S RIGHTS AND RESPONSIBILITIES

The School recognizes and accepts the responsibility to provide the necessary personnel and facilities to ensure quality service. To fulfill that responsibility, the School retains the right to determine both the extent and the type of work to be performed, to establish policies and to establish and maintain the most efficient procedures, standards and methods necessary to achieve the work.

The School recognizes and accepts responsibility for providing a qualified staff. To fulfill that responsibility, the School retains the right to recruit, select, and hire employees and to determine the necessary qualifications for employment. To ensure effective employee performance, the School also retains the right to promote, classify and discipline; to determine the size and composition of the work force; to assign and allocate work; to transfer employees from job to job; to determine work schedules; to affect layoffs; and to make all other management decisions.

The School recognizes that it, with its employees, needs to create and maintain a work environment, which is mutually supportive and conducive to professional growth. To fulfill that responsibility, the School provides opportunities for employee performance evaluations with occasions for discussion, mutual goal setting, professional and skills development.

GENERAL WORKPLACE POLICIES

NATURE OF EMPLOYMENT RELATIONSHIP

Except as noted below, the School employs all employees on an at-will basis. Employees enter employment voluntarily and are free to resign at any time, for any reason, with or without notice. Similarly, the School is free to conclude the employment relationship of any employee at any time, for any reason not prohibited by applicable law, with or without notice.

The only employees who are not “at will” are teachers and certain other School employees who have employment contracts. For these employees only, termination of employment is subject to the terms of their contracts. All other policies in this Manual that are not superseded by their contract apply to them as well.

EQUAL EMPLOYMENT OPPORTUNITY

In fidelity to its mission, the School strives for justice in employment practices and promotes equal employment opportunity for all persons in recruitment, hiring, training, transfer, promotion and separation from employment. Employment decisions are made based on qualifications that meet the needs of the School, and not on the basis of race, color, religion*, sex, national origin, age, disability, veteran status, genetic information or any other basis prohibited by applicable law. All employees share in the responsibility to foster work environments where all persons are treated with fairness, dignity and respect.

Employees and applicants must contact the Principal to report any violation of this policy or any applicable law relating to discrimination prohibition. Complaints are promptly investigated. The School will not retaliate against any employee who reports alleged violations of this policy or who cooperates with any investigation.

If, after reporting the matter to the Principal, an employee or applicant feels his/her complaint has not been properly addressed, he/she may contact the Diocesan Human Resources Office. If the complaint involves the Principal, the employee or applicant may contact the Diocesan Human Resources Office without having to first contact the Principal.

*The School, in its sole discretion, reserves the right to require “practicing Catholic” to be a qualification for a position. The School reserves the right to give preference in hiring to Catholics.

OPEN DOOR POLICY

In an effort to resolve work-related issues and foster an open line of communication, this Open Door Policy allows an employee the opportunity to address and resolve work-related problems, concerns or complaints in a timely and fair manner, such as: suggestions, observations, feedback, support, explanation of procedures, confusion, being treated unfairly in assignment of workload, performance evaluations and/or disciplinary action. In accordance with this policy, employees are encouraged to first discuss the work-related issue with their supervisor. If the employee is not satisfied with the results or uncomfortable discussing the issue with his/her supervisor, the employee should take the discussion to the Principal.

Below are the recommended steps to follow for an employee to address a work-related concern:

- The employee should first speak with his/her supervisor to discuss his/her questions, problems, concerns, or complaints. Most issues can be resolved at this level of discussion.
- If the results are not satisfactory (or the employee is uncomfortable discussing the issue with his/her supervisor), the employee should then speak with the Principal. This should be done within one week.
- If the results are not still not satisfactory (or the employee is uncomfortable discussing the issue with the Principal), the employee should then speak with the Pastor. This should be done within one week.
- If still unresolved, the issue should be brought to the attention of the Diocesan Superintendent of Schools. The Diocesan Superintendent of Schools will provide assistance, support, guidance and advice.

When an employee is unsure about how to handle an issue or is concerned about personal safety, it is his/her responsibility to report these concerns in accordance with appropriate School policies and procedures. **If the issue involves discrimination or harassment, the employee must follow the specific reporting procedures contained in those policies** (Equal Employment Opportunity Policy, Sexual Harassment Policy and Other Harassment Policy) of this Manual.

Retaliation or adverse action taken against an employee for using or participating in this Open Door Policy is strictly prohibited. Any employee who thinks he/she has been retaliated against should report this immediately to the Principal.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act is a federal law that prohibits employers from discriminating in all areas of employment against qualified individuals with disabilities. It requires that employers make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability, unless to do so would impose an "undue hardship."

It is the policy of the School to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission. Furthermore, the School does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The School will do its best to reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless the accommodation creates an undue hardship to the School; or doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation. Accommodation requests must be handled by the Principal.

If, after speaking with the Principal, an employee feels his/her accommodation request has not been addressed he/she may contact the Diocesan Human Resources Office.

If an employee has a serious health condition and is not able to maintain normal standards of job performance, normal procedures for medical leave will apply.

SEXUAL HARASSMENT

Sexual harassment is a violation of the law and against the policy of the School. It will not be tolerated.

The School makes every effort to ensure that its workplace remains free from sexual harassment. All employees, including department heads, managers and supervisors, are prohibited from sexually harassing other employees. The School will not tolerate sexual harassment of its employees by vendors, visitors, students, volunteers, or other non-staff.

Recognizing Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

Some examples of conduct that may, alone or in cumulative effect, be sexual harassment include:

Verbal (spoken)

sexual innuendos
suggestive comments
insults
humor and jokes about sex
threats or sexual demands

Non-Verbal (unspoken)

leering
whistling
obscene gestures

Physical

touching
pinching
brushing the body
coerced sexual activities
assault

Management Responsibility

Sexual harassment undermines employee morale, interferes with productivity and causes hostility between employees. The School strongly disapproves of sexual harassment and will take appropriate action to end sexual harassment and to prevent a recurrence of any such misconduct. Given the nature of this type of discrimination, the School recognizes that false accusations of sexual harassment can have serious effects on innocent individuals. The School trusts that all employees will act responsibly in reporting harassment.

Procedure for Making a Complaint

An employee who believes he/she has been the subject of sexual harassment should report the alleged act immediately, or as soon as possible, to any of the following: (a) Principal; (b) Pastor; or (c) Diocesan Director of Human Resources. It is not necessary for an employee to complain first to the offending person in order to report sexual harassment. If an employee believes that he/she has witnessed sexual harassment of another employee, even if he/she is not the victim of the alleged harassment, the employee should report the alleged conduct immediately, or as soon as possible, to any of the following: (a) Principal; (b) Pastor; or (c). Diocesan Director of Human Resources.

A confidential investigation will be initiated and conducted promptly by the Principal. If the report involves the Principal, the report should be communicated to the Pastor and he/she will promptly initiate and conduct a confidential investigation. If the report involves the Pastor or other clergy member, the report should be communicated to the Diocesan Vicar General and he will promptly initiate and conduct a confidential investigation.

Investigation

The School will investigate each charge of sexual harassment by gathering information in as confidential a manner as possible from all concerned. Cooperation is expected with investigations. Information obtained during investigations is confidential and only disclosed to those who have a need for the information. The School will not retaliate against any employee who reports alleged sexual harassment or who cooperates with any investigation. If sexual harassment is found

to have occurred, the School will take prompt remedial action to end the harassment. In addition, the School may make subsequent inquiries, from time to time, to ensure that any such harassment has not resumed and that the subject of any such harassment has not suffered any retaliation.

Discipline

Any employee found by the School to have sexually harassed another employee will be subject to appropriate discipline, up to and including termination.

OTHER HARASSMENT

Harassment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, genetic information or any other prohibited basis is a violation of the law and against the policy of the School. It will not be tolerated.

The School makes every effort to ensure that its workplace remains free from prohibited harassment. All employees, including department heads, managers and supervisors, are prohibited from harassing other employees. The School will not tolerate prohibited harassment of its employees by vendors, visitors, students, volunteers, or other non-staff.

Recognizing Prohibited Harassment

Prohibited harassment may be defined as conduct that denigrates or shows hostility or aversion toward an employee because of his/her race, color, religion, sex, national origin, age, disability, veteran status, genetic information or other protected characteristic or that of his/her relatives, friends or associates.

Some examples of conduct that may, alone or in cumulative effect, be prohibited harassment include:

Verbal (spoken)

epithets
slurs
unwelcome jokes

Non-Verbal (unspoken)

negative stereotyping
distributing, circulating
or posting written or
graphic material

Physical

threats
intimidation
hostile acts

Management Responsibility

Prohibited harassment undermines employee morale, interferes with productivity and causes hostility between employees. The School strongly disapproves of prohibited harassment and will take appropriate action to end prohibited harassment and to prevent a recurrence of any such misconduct. Given the nature of this type of discrimination, the School recognizes that false accusations of prohibited harassment can have serious effects on innocent individuals. The School trusts that all employees will act responsibly in reporting prohibited harassment.

Procedure for Making a Complaint

An employee who believes he/she has been the subject of prohibited harassment should report the alleged act immediately, or as soon as possible, to any of the following: (a) Principal; (b) Pastor; or (c) Diocesan Director of Human Resources.. It is not necessary for an employee to complain first to the offending person in order to report prohibited harassment. If an employee believes that he/she has witnessed prohibited harassment of another employee, even if he/she is not the victim of the alleged harassment, the employee should report the alleged conduct immediately, or as soon as possible, to any of the following: (a) Principal; (b) Pastor; or (c) Diocesan Director of Human Resources..

A confidential investigation will be initiated and conducted promptly by the Principal. If the report involves the Principal, the report should be communicated to the Pastor and he/she will promptly initiate and conduct a confidential investigation. If the report involves the Pastor or other clergy member, the report should be communicated to the Diocesan Vicar General and he will promptly initiate and conduct a confidential investigation.

Investigation

The School will investigate each charge of prohibited harassment by gathering information in as confidential a manner as possible from all concerned. Cooperation is expected with investigations. Information obtained during investigations is confidential and only disclosed to those who have a need for the information. The School will not retaliate against any employee who reports alleged prohibited harassment or who cooperates with any investigation. If prohibited harassment is found to have occurred, the School will take prompt remedial action to end the harassment. In addition, the School may make subsequent inquiries, from time to time, to ensure that any such harassment has not resumed and that the subject of any such harassment has not suffered any retaliation.

Discipline

Any employee found by the School to have harassed another employee will be subject to appropriate discipline, up to and including termination.

DRUG FREE WORKPLACE

To help ensure a safe, healthy, and productive work environment for all employees and others, to protect School property, and to ensure efficient operations, the School has adopted a policy of maintaining a facility free of alcohol, illegal drugs or non-prescribed controlled substances.

Employees under the influence of alcohol, illegal drugs or non-prescribed controlled substances on the job pose serious safety and health risks not only to themselves, but also to those who surround or come in contact with the user. Therefore, possession, using, consuming, purchasing, distributing, manufacturing, dispensing or selling of alcohol, illegal drugs or non-prescribed controlled substances, or having alcohol, illegal drugs or non-prescribed controlled substances in their system without medical authorization on School premises is prohibited and will result in disciplinary action up to and including immediate termination. The only exception to this policy pertains to alcohol at official School-sponsored social or business functions at which alcoholic beverages are served. Although the School permits the use of alcoholic beverages at such events, moderation and good judgment is expected. Also, unopened alcohol given as a gift is allowed but must be removed from the School premises the same day.

The School may test employees for the purpose of detecting alcohol, illegal drugs or non-prescribed controlled substances thereof in their systems by using urine, blood, breath or other tests. These tests may be used in any of the following circumstances:

Post-accident – following a workplace accident or potential accident that occurs during the course and scope of employment where the School has reason to believe that employee drug use is likely to have contributed to the accident or potential accident.

Reasonable suspicion – when a supervisor or other appropriate School personnel suspects that an employee is under the influence of, is in the possession of, is using or has used alcohol, illegal drugs or non-prescribed controlled substances. If the School has reason to believe or has a reasonable suspicion that an employee is impaired or is abusing legal or illegal substances, these findings and observations will be documented and reviewed by the Principal before the employee is tested.

Regulated – when required or permitted by any federal, state or local law, rule or regulation.

All testing will be performed by properly certified laboratories.

An employee will be considered to be under the influence of alcohol if his/her blood alcohol concentration is .02% or more. An employee will be considered to be under the influence of drugs with any detectable amount of any illegal drug or non-prescribed controlled substance thereof in his/her system.

Compliance with this policy is a condition of continued employment for all School employees. Employees will be subject to disciplinary action up to and including termination from employment for the following:

Possessing, using, concealing, transporting, promoting, purchasing or selling any prohibited item or substance on School premises;

Working, reporting for work or being on School premises while under the influence of alcohol;

Working, reporting for work or being on School premises with any detectable amount of an illegal drug or non-prescribed controlled substance thereof in his/her system;

Refusing to submit to an alcohol and/or drug screen as requested under this policy, including failure or refusal to complete all applicable forms required for testing.

The proper law enforcement authorities may be notified in appropriate cases.

WEAPONS/WORKPLACE VIOLENCE

The School is committed to protecting the safety and welfare of employees, students, volunteers and visitors in the workplace and does not tolerate acts of workplace violence committed by or against employees, students, volunteers or visitors. As part of that commitment, the School believes that deadly weapons or destructive devices have no place in workplaces and establishes a weapons-free environment for its campus and all its workplaces. The School complies with all federal and state laws and regulations regarding workplace and school violence and use of weapons on the campus, including any allowances for storing firearms in locked private vehicles in parking lots.

Employees and applicants are strictly prohibited from making threats and engaging in any violent acts on School premises. Examples of prohibited conduct include but are not limited to the following:

- Injuring or threatening injury to another person physically.
- Aggressive or hostile behavior that creates a reasonable fear of injury or emotional distress.
- Possessing, brandishing or using a weapon while on School premises or engaged in School business.
- Intentionally damaging employer property or property of another employee.
- Committing acts motivated by, or related to, sexual harassment, prohibited harassment or domestic violence.

Prohibited weapons include but are not limited to: firearms, illegal knives and knives with a blade longer than 5 inches, explosives or objects which can be used as weapons and are not necessary equipment assigned for use in one's job. If the School reasonably believes that employees, students, volunteers or visitors possess any prohibited weapons or devices, the appropriate law enforcement authorities will be immediately contacted and consulted with. Exemptions to this policy are granted to federal, state and local law enforcement authorities as authorized by federal, state and local laws and regulations.

Employees, students, volunteers and visitors who feel imminently threatened by any violent act or who observe any possible act of workplace violence should immediately report this to the Principal or his/her delegate who will immediately respond to any observed or reported incidents of workplace violence or threats of workplace violence. Federal, state and local law enforcement authorities can be contacted in response to any such incidents and as required by federal, state and local laws and regulations. The School treats all such information reported as confidential and only releases such information: to appropriate federal, state or local law enforcement authorities as necessary to protect workplace safety; as required by federal and state law and regulations; or in response to court orders.

Anyone violating this policy will be removed from School premises as quickly and safely as possible and shall remain off School premises pending the outcome of an investigation. Violations of this policy will lead to corrective action up to, and including, termination of employment and/or referral to appropriate law enforcement agencies for arrest and prosecution.

SOLICITATION AND DISTRIBUTION

School bulletin boards are maintained to communicate School related information to employees and to post notices required by law. Employees are required to obtain approval from the Principal to post information on the bulletin boards.

The School prohibits unauthorized solicitation and distribution of literature/materials on the grounds of the School. The Principal is responsible for administering this policy and enforcing its provisions.

Persons not employed by the School are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, or engaging in any other solicitation, distribution or similar activity on School premises. Employees should not encourage any type of solicitation or distribution and should never accept any type of literature/materials or promise the distribution of literature/materials.

In order to avoid work interruptions and to protect employees from any unnecessary distractions, solicitation/distribution of or by employees is prohibited in work areas during work time. Work time does not include lunch or approved break periods. Distribution of literature to or by employees is prohibited in work areas at all times. Written solicitations or the distribution of literature/materials for charities or fundraisers of any type must be pre-approved by the Principal.

Department-specific bulletin boards are to display department-related materials only. Employees are required to obtain approval from the Principal to post information on these bulletin boards.

OFFICIAL SCHOOL COMMUNICATIONS AND SCHOOL BRANDING

When representing the School, employees should use professionalism and etiquette in all communications. Employees should take care to be sure that any communications (including social media posts) do not reflect negatively on the School or any of its employees.

Employees should address each other by their formal title (ex: Mrs. Smith or Coach Jones) when within hearing distance of students and visitors. Employees should require all students to address adults with the proper title. Employees should refrain from making demeaning comments about students, employees or other stakeholders as a matter of professional ethics.

All communication intended for publication written by School employees acting in their professional capacity must be approved by the Principal in advance of publication. Any official business must be sent from the employee's School email account. At no time should an employee use his or her personal email account to communicate with students or to conduct School business. Employees assume personal liability for any ramifications that are the result of a communication on a personal email account. The School's risk management insurance company will not cover the communication of an employee who chooses to use a personal email account.

School's name and branding, such as, but not limited to: logo(s), slogan(s), letterhead, the School's colors or mascot may not be used for any promotional purpose that could be associated with the School, other than official business and must be approved by the Principal. This includes anything created for teams, clubs, associations and other School-related groups.

EMPLOYMENT

CHILD AND YOUTH PROTECTION

The School fully supports and follows *The Charter for the Protection of Children and Young People*, adopted by the United States Conference of Catholic Bishops. Employees working in child and youth-serving programs of the School shall complete the child protection requirements of the Diocese which are listed in the Diocesan Office of Child and Youth Protection Policy and Procedure Manual. Further information can be obtained by contacting the Diocesan Office of Child and Youth Protection or through the Diocesan or School websites.

MINIMUM AGE

Federal and state laws prohibit the hiring of under-aged minors and prohibits employers from asking an employment applicant to disclose his/her age or date of birth. As a normal practice, the School does not engage in hiring under the age of 18.

Federal and state laws mandate specific requirements based on age for hiring minors under the age of 18. The Principal or his/her delegate should be contacted if a minor under the age of 18 is being considered for employment.

Upon hiring an applicant under the age of 18, proof of age (birth certificate or other document certifying birth date) must be furnished along with a work permit from the employee's school or school board if graduated, signed by the school or school board's issuing officer. The permit must be returned to the issuing officer within three (3) days of the employee's termination. Copies of the permit must be retained in the employee's personnel file.

EMPLOYMENT STATUS

The purpose of this policy is to set forth guidelines that consistently govern the determination of employment status for salary and benefit administration and to comply with employment and tax laws.

Definitions

Full-time Employee - Employees who are hired to work 30 hours per week or more.

Part-time Employee – Employees who are hired to work between 0 and 29 hours per week. Part-time employees receive all legally-mandated benefits (such as workers' compensation insurance and Social Security), however, they are ineligible for all of the School's other benefit programs.

Temporary Employee – Employees who are hired to work on a specific project or assignment which has an anticipated length of six months or less. Temporary employees receive all legally-mandated benefits (such as workers' compensation insurance and Social Security), however, they are ineligible for all of the School's other benefit programs. Note: The term "anticipated" does not imply any expectation of employment for any specified period of time.

Exempt Employee – Employees who are exempt from the overtime pay requirements of the Fair Labor Standards Act. Employees who would otherwise be exempt employees on account of their job duties, but who do not earn enough to meet the Fair Labor Standards Act's salary level test will be treated as non-exempt employees.

Non-Exempt Employee – Employees who are not exempt from the overtime pay requirements of the Fair Labor Standards Act.

Non-Contractual Employee – Employees who do not have an employment contract.

Contractual Employee – Teachers and certain other school employees who have an employment contract.

Salary Basis

In accordance with the Fair Labor Standards Act regulations, exempt employees who are required to be paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed. Employees who feel their pay has been improperly reduced should report this immediately following the procedures specified below.

Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform no work at all for the School.

Deductions from pay cannot be made as a result of absences due to the circumstances listed below. Such improper pay deductions are therefore specifically prohibited by the School, regardless of the circumstances. Supervisors violating this

policy will be subject to investigation of their pay practices and appropriate corrective action in accordance with normal procedures.

- Jury duty.
- Attendance as a witness.
- Temporary military leave.
- Absences caused by the School.
- Absences caused by the operating requirements of the business.
- Partial day amounts other than those specifically discussed below.

The few exceptions to the requirement to pay exempt employees on a salary basis are listed below. In these cases deductions may be permissible as long as they are consistent with other School policies and practices.

- Absences of one or more full days for personal reasons other than sickness or disability when paid Vacation Leave has been exhausted.
- Absences of one or more full days due to sickness or disability when paid Medical Leave is not available or other forms of paid time off have been exhausted.
- Fees received by the employee for jury or witness duty or military leave may be applied to off-set the pay otherwise due to the employee for the week. No deductions can be made for failure to work for these reasons, however.
- Penalties imposed by infractions of safety rules of major significance.
- Unpaid disciplinary suspensions of one or more full days in accordance with the School's disciplinary policies.
- Deductions for the first and last week of employment, when only part of the week is worked by the employee, as long as this practice is consistently applied to all exempt employees in the same circumstances.
- Deductions for unpaid leave taken in accordance with a legitimate absence under the Family and Medical Leave Act.

Employees who feel their pay has been improperly reduced should report this to the Principal immediately to request an investigation. If the deduction was in fact improper, the School will reimburse the employee as promptly as possible and establish a practice to ensure no further issues arise.

HIRING

Hiring of personnel requires an approved job description. Detailed information regarding job descriptions can be found in the Job Description Policy of this Manual. Job descriptions are developed for each position at the School and are maintained as a tool for recruitment of new employees, communication of job expectations to employees, assessment of employee job performance, and review of positions for proper classification.

Recruitment includes the screening and interviewing of qualified candidates considered for the position, to be carried out by the Principal or his/her delegate. A minimum of two references is required prior to an offer of employment being extended and all offers of employment are conditioned on receipt of a criminal background report that is acceptable to the School and in compliance with the Child and Youth Protection Policy of this Manual. The job classification and starting salary for each new hire will be determined by the Principal, and the candidate will be notified indicating the starting salary and starting date.

Each employee is required to complete new hire paperwork. This process must be completed prior to starting employment.

The addition of a new position, whether part-time or full-time, requires approval of the Principal. A permanent increase in working hours also requires approval of the Principal.

BACKGROUND AND REFERENCE CHECKS

To ensure that individuals who join our organization are well qualified and to ensure that the School maintains a safe and productive work environment, it is policy to conduct pre-employment reference and background checks during the hiring process.

Reference checks include prior employment history, personal references and educational background as well as other relevant information that is reasonably available to the School. A minimum of two employment references is required prior to an offer of employment being extended.

A criminal background check is to be conducted in conjunction with all offers of employment, contingent on acceptable results, and must be received prior to commencement of employment. Additional checks, such as a driving record or credit report, may be made on applicants and employees for particular job categories if appropriate and job-related.

All offers of employment are conditioned on receipt of a criminal background check report that is acceptable to the School and in compliance with the Child and Youth Protection Policy of this Manual although a criminal conviction does not automatically bar an applicant from employment.

All background checks are conducted in conformity with the federal Fair Credit Reporting Act and applicable state law. Information generated in connection with the background check process shall be maintained in a confidential manner and shall only be disclosed in accordance with applicable state and federal law.

The School also reserves the right to conduct a background check for current employees.

Job applicants and employees will be required to sign authorization and release forms consistent with legal requirements. The School reserves the right to require job applicants and employees to sign the forms as requested as a condition of employment or continued employment.

PHYSICAL EXAMINATION

Pre-employment physical examinations are required of employees that work in maintenance and custodial positions. The examination is administered by a School-approved physician or medical facility and 100% paid for by the School. The examination is scheduled by the School subsequent to an offer of employment. Employment is contingent upon the applicant taking and passing the examination.

ORIENTATION OF NEW EMPLOYEES

All new employees are oriented as to their duties and responsibilities, policies and procedures pertaining to their position as well as the policies and procedures of their department/office. During the orientation, supervisors are to review and discuss with the employee the processes of payroll, timekeeping, his/her job description and this Manual, all of which the Principal or his/her delegate distributes to the new employee during the onboarding process.

Orientation should also include introducing the new employee to the culture and mission of the School, a brief introduction of other School departments, and an introduction to other School employees.

All contractual employees are also required to attend the Diocesan Catholic Schools Office orientation session on Mission and Ministry.

INTRODUCTORY PERIOD

The first three months of employment are considered an introductory period to determine if the association is mutually beneficial for the employee and the School. Reasonable efforts are made during the introductory period to help the employee become acclimated to his/her job.

At the end of the three-month introductory period, the supervisor will conduct an employee performance evaluation. The evaluation provides an opportunity for the employee and supervisor to assess performance in the position and determine whether continued employment is appropriate. The introductory period may be extended at the supervisor's discretion in consultation with the Principal.

This policy does not alter the "at-will" status of employment established in the Nature of Employment Relationship Policy of this Manual. During the introductory period, the School may bypass the disciplinary process in the Disciplinary Process Policy of this Manual. The School reserves the right to make this determination.

PERSONNEL RECORDS

The School maintains confidential records of employment that are compliant with state and federal laws. A personnel file contains the employment application, job description, performance evaluations, hiring information and other pertinent employment data. Job-related education, certification, or other training accomplishments achieved may also be included in personnel files.

Separate files are maintained for payroll, citizenship and work authorization, beneficiary designation forms, medical information, and any other documentation which may disclose personal and confidential information protected under federal or state employment laws. Such information cannot be used as a basis for any activities in the employment process, including but not limited to hiring or placement, transfer or promotion, demotion, discipline or termination, training or development, and compensation and benefits.

An employee may review his/her personnel file by submitting a written request to the Principal or his/her delegate. The Principal or his/her delegate will schedule a time to review the employee's file with the employee during office hours. However, items contained in the file may not be removed or copied from the file. Personnel files are the property of the School. Employees separating from employment with the School will not be permitted access to the files nor provided copies of documents within the files.

Each employee is responsible for informing the Principal or his/her delegate of any changes to personal status that may affect emergency contact information, payroll and/or benefits.

RE-EMPLOYMENT

Former employees may be considered for rehire provided the record of employment indicates good performance, behavior and attendance during prior employment and if their termination occurred under favorable circumstances. Previous employment with entities affiliated with the Diocese must be contacted to obtain an employment reference and rehire status prior to consideration.

Employment applications received from former employees will be processed according to the same procedures and given the same consideration as afforded all other applicants for positions. Under no circumstances will the normal hiring procedures be eliminated or circumvented in the re-employment of a former employee. A new background check will be conducted on all rehires.

No individual will be rehired without prior consultation with the previous Diocese-affiliated employer.

JOB PERFORMANCE & WORK EXPECTATIONS

TIMEKEEPING

Federal and state laws require the employer to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

The School uses a timeclock. Each non-exempt employee is required to accurately record using the timeclock all regular and overtime hours worked each workweek, and {paid vacation leave, paid medical leave and other time taken}. All time in which employees work must be recorded and compensated. Working “off the clock” is not permitted. Non-productive paid time (*i.e.*, paid holidays, paid vacation leave, paid medical leave, etc.) is not counted as actual work time for the purposes of overtime pay.

Each exempt employee is responsible for accurately recording using the timeclock work time, paid vacation leave, paid medical leave and other time taken.

All exempt and non-exempt employees must record their time using the timeclock, and supervisors must approve time according to the schedule set by the School. No employee shall be allowed to record work time for any other employee.

STANDARDS OF CONDUCT

In addition to the policies explained elsewhere in this Manual, the following performance deficiencies and inappropriate conduct are unacceptable and will result in disciplinary action, up to and including termination of employment:

- Conduct contrary to or detrimental to the religious or professional character of the School and its policies or which could cause scandal for the Catholic Church.
- Conduct inconsistent with the faith, morals and laws of the Catholic Church.
- Acts of unjust discrimination based on race, color, religion, sex, national origin, age, disability, veteran status, genetic information or any other prohibited basis and all forms of prohibited harassment.
- Breach of professional ethics, dishonesty, or failing or refusing to participate in and give factual testimony in work-related investigations.
- Failure to follow policies included in this Manual, any other School handbooks or manuals, the *Pagella*, the Administrative Manual of the Diocesan Catholic Schools Office, and the Code of Ethics and Behavior for Adults who Minister with Minors and Vulnerable Adults in the Diocese of Baton Rouge (the “Code of Ethics and Behavior”).
- Acts of workplace bullying defined as repeated, unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), which are intended to intimidate, degrade, humiliate, or undermine; or which create a risk to the health or safety of the employee(s).
- Theft or misappropriation of property or funds belonging to the School, employees or students.
- Falsification of records, reports, documents, and time and/or payroll records.
- Unauthorized disclosure of confidential information.
- Misconduct on the job, and disruptive or non-cooperative conduct.
- Insubordination or intimidation.
- Unsatisfactory work performance.
- Excessive absenteeism or tardiness.
- Excessive non-productive use of work time, such as personal calls, emails, Internet usage, texting, visiting, etc.
- Use of social media, game playing and online shopping for personal reasons during work time.
- Interfering with, obstructing or otherwise hindering the production or work performance of another employee.
- Conflicts of interest, such as selling products or services to the School or conducting personal business using School equipment or on School time without expressed authorization.
- Unauthorized possession, distribution, or use of alcohol or any illegal drug or narcotic, reporting to work or working under the influence of alcohol, unauthorized prescription drugs, or any illegal drug or narcotic.

- Violation of safety rules.
- Bringing, possessing or using weapons on School premises.

This list is not meant to be exhaustive. It is not possible to list all forms of behavior that are unacceptable in the workplace and the level of discipline needed will vary, depending upon factors such as the seriousness of the events, the number of previous occurrences, etc. In some situations, immediate termination may be appropriate. The School reserves the right to determine these situations. The above standards do not in any way restrict the right the School may otherwise have to terminate employment.

DISCIPLINARY PROCESS

The disciplinary process is designed to facilitate discussion and handling of concerns that may arise during the course of employment, such as performance deficiencies, inappropriate behavior, violation of work policies and rules, serious misconduct, and other issues. Desired outcomes of the process are to identify improvements needed, to provide a well-documented record which will support any necessary future action, and to establish fair and timely treatment for dealing with problems.

The School has established this process in an attempt to provide employees with notice of deficiencies and an opportunity to improve. However, this policy does not alter the “at-will” status of employment established in the Nature of Employment Relationship Policy of this Manual or in any way restrict the School’s right to bypass the disciplinary process. During the introductory period, the School may also bypass the disciplinary process. In some situations, immediate termination may be appropriate. The School reserves the right to determine these situations.

It is the direct responsibility of the supervisor to monitor employee performance and workplace behavior and to provide feedback to employees to correct deficiencies and/or other issues. If after providing feedback an employee is not meeting standards of behavior or performance, the employee’s supervisor should take the following action:

- **First Written Warning:** Meet with the employee to discuss the matter. Inform the employee of the nature of the problem and needed corrective action. Issue a First Written Warning to the employee that includes the date, deficient performance or behavior discussed, corrective action requested, the time frame given for correction of the problem and notice that failure to correct the deficiency will result in more severe disciplinary action, with both the supervisor and employee signing the form. Give a copy to the employee; and place the original in the employee’s personnel file.
- **Second Written Warning:** If the First Written Warning is not effective, the employee will be given a Second Written Warning by the supervisor which will include the date, deficient performance or behavior discussed, corrective action requested, the time frame given for correction of the problem, and notice that failure to correct the deficiency will result in more severe disciplinary action, with both the supervisor and employee signing the form. Give a copy to the employee; and place the original in the employee’s personnel file.
- **Final Warning:** If improvement as prescribed in the Written Warnings does not occur within the noted time frame or if work performance or behavior problems that are of a serious nature occur, disciplinary action in the form of a Final Warning will be taken. The Principal will prepare a written report describing the occurrence and recommended action in consultation with the Diocesan Director of Human Resources. The Final Warning will be issued to the employee by the Principal with an appropriate witness present. Documentation will include the date, deficient performance/behavior discussed, corrective action requested, and notice that failure to correct the deficiency will result in termination of employment, with all parties signing the form. Give a copy to the employee, and place the original in the employee’s personnel file.
- **Termination:** If lack of sufficient improvement continues, termination shall be recommended by the Principal in consultation with the Diocesan Director of Human Resources. The termination policy will be followed for approval and subsequent termination of the employee.

The disciplinary process may also be applied to an employee who exhibits a series of unrelated job performance or behavior problems.

All disciplinary action is required to be prompt, factual, well documented, investigated thoroughly and the employee given the opportunity to respond. Depending on the nature of the violation, management may determine that placing an employee on administrative leave, pending investigation, is in the best interests of the School and/or employee. An employee placed on administrative leave will be informed of the reason for the leave and pay status during the leave, and will receive instructions regarding being available during leave for communications with management.

Performance deficiencies and inappropriate conduct which can give rise to all levels of disciplinary action are listed in the Standards of Conduct Policy of this Manual. The list is not exhaustive.

The Principal, in consultation with the Diocesan Director of Human Resources and the supervisor, may determine that certain serious performance deficiencies, workplace behavior problems, major breaches of policy, violations of the law, etc. require immediate disciplinary action including immediate termination.

This policy does not alter the “at-will” status of employment established in the Nature of Employment Relationship Policy of this Manual or in any way restrict the School’s right to bypass the disciplinary process. During the introductory period, the School may also bypass the disciplinary process. In some situations, immediate termination may be appropriate. The School reserves the right to determine these situations.

*See Appendix A for Employee Written Warning Notice Form (*for contractual employee*)

*See Appendix B for Employee Written Warning Notice Form (*for non-contractual employee*)

WORK SCHEDULES

The regular work schedule for full-time employees is 40 hours per week, Monday through Friday. Office hours are 7:20 a.m. until 3:30 p.m.. Part-time employees and temporary employees will receive their work schedules directly from their supervisor. The School neither expects nor typically requires employees to work past the regular work schedule. Work outside of the regular work schedule that is for a specific School function and which is accomplished at times other than normal office hours or is required due to an emergency must be preapproved by the supervisor.

Maintenance personnel will work the hours assigned by the supervisor.

The workweek begins on Saturday at 12:00 a.m. and ends on the following Friday at 11:59 p.m.

DUTY

Duty will be assigned to teachers and other employees by the Principal. Duty personnel are to be at their assigned area on time for supervision of students. Tardiness to a duty station is considered a serious infraction and will be addressed by the supervisor. Duty personnel must give their undivided attention to the students they are supervising and remain until duty is completed. Grading papers, using technology, cell phone usage, or other activities that take attention away from the students is not allowed.

MANDATORY ATTENDANCE AT SCHOOL RELATED EVENTS

Employees may be required to attend School related events and assemblies throughout the academic year. Events and assemblies deemed mandatory by the Principal can be found in the Faculty Manual.

ATTENDANCE AND NOTIFICATION OF ABSENCE

It is the policy of the School to require good attendance habits on the part of all employees. It is expected that all employees will report for work on time, as scheduled.

The School recognizes that circumstances beyond an employee's control may sometimes cause the employee to be late or absent from work. An employee who, for any reason, will be delayed in reporting for work or who will be absent is required

to notify the Administrator prior to his/her scheduled arrival time for each day of the lateness or absence. Notice must be given as to the reason for the lateness or absence. For non-contractual employees, the notice must be given at least one hour prior to the scheduled arrival time. For contractual employees, the notice must be given at least 24-hours prior to the scheduled arrival time (if possible), but no later than one hour prior to the scheduled arrival time. Failure to notify the Administrator of any unanticipated absence or delay in reporting for work may be grounds for disciplinary action, up to and including the termination of employment.

When the lateness or absence is anticipated, the Administrator must be notified a minimum of 24-hours in advance. Inexcusable or excessive lateness or absenteeism is cause for disciplinary action, up to and including termination of employment. A pattern of lateness or absences which adversely affects the employee's performance and/or the effectiveness of the School may be considered "excessive", even if the employee has not exhausted unused paid leave.

All absences must be charged either to paid medical leave, jury duty leave, bereavement leave, paid vacation leave (if applicable) or unpaid leave, whichever is appropriate. It is only after appropriate paid leave has been exhausted that unpaid leave may be granted. Unpaid leave is subject to approval according to the Unpaid Leave Policy of this Manual. Please refer to the Employment Status Policy of this Manual for restrictions on unpaid leave for exempt employees.

Any employee who is absent from work for three (3) consecutive workdays without giving proper notice to the Administrator may be subject to termination of employment.

WORK BREAKS AND LUNCH BREAKS

The School schedules work breaks and lunch breaks in consultation with the Administrator to ensure adequate coverage on the job. Assigned breaks are based on individual schedules.

Work Breaks

Paid work breaks are assigned by position and must be taken on School premises. These work breaks are waived if not taken; waiving a work break does not shorten the workday, make-up for lateness or absence or result in additional compensation.

Lunch Breaks

All employees are entitled to a 30-minute lunch break each workday, beginning at the time they leave their workstation until the time they return. Employees leaving School premises during lunch breaks must notify the Administrator and sign in/out. The lunch break for non-exempt employees is unpaid; therefore, the employee must be relieved of all duties.

CONFIDENTIALITY

During the course of employment with the School, employees may have access to certain confidential and proprietary information. Employees shall not disclose any confidential and proprietary information of the School to any person, firm, corporation, association, or other entity other than in the course of performing their authorized duties, without prior authorization. If employees have questions about the confidentiality of any information, they should ask the Principal. Disclosure to anyone of such information without proper authorization, or outside the authorized duties of one's job, may be cause for disciplinary action up to and including termination.

Confidential information may include, but is not limited to, student records and communications, business records and communications, financial information and statements, donation and benefactor records and contributions, identity of departmental clients, child protection matters, employment records and medical records.

Any and all data, documents, files, equipment, or other items relating to the business of the School, including students' information, whether prepared by the employee or coming into his/her possession, shall remain the property of the School.

JOB DESCRIPTION

Job descriptions are developed for each position in the School and are maintained as a tool for recruitment of new employees, communication of job expectations to employees, assessment of employee job performance, and review of positions for proper classification.

Job descriptions are developed by the Principal and include the following information:

Job Title, Pay Classification, Exempt/Non-Exempt Status, General Summary of Job, Minimum Qualifications, Physical Requirements, Essential Job Duties, Performance Standards, Approvals, and Employee Acknowledgement.

The Principal determines what duties are assigned each specific position and has final approval of the job description. Employees receive a copy of their job description after signing the acknowledgement section and a copy is placed in the personnel file.

Job descriptions are reviewed for accuracy whenever significant changes in job duties occur and when employee performance evaluations are conducted. Employees are encouraged to review and suggest changes to their job descriptions.

It is impossible for job descriptions to cover every task or responsibility assigned, and hence they do not limit the Principal's right to assign additional duties as needed.

The School reserves the right to transfer duties from one position to another, and the right to transfer employees to other positions to preserve the effectiveness of the organization.

*See Appendix E for Employee Job Description Template.

EMPLOYEE PERFORMANCE EVALUATION

The School believes in both the accountability and the affirmation that occurs in the context of performance review. The School will conduct a written performance evaluation at least once a year to promote and align the employee's work with the mission and goals of the School. The process allows the School to evaluate its mission and effectiveness and aids in the development of the employee's contribution. The performance evaluation is an assessment of competence, accomplishments, affirmations, recommendations, new job requirements and action plans and goals.

A written performance evaluation of each employee shall be done by the Principal during the period of March through June. The evaluation is based on the job description using the Teacher Annual Summative Review Form or Employee Performance Evaluation Form. Each employee's active participation in the process of evaluation is critical to the success and purpose of the evaluation.

The performance evaluation will be discussed with the employee and become part of the personnel file. The employee should sign the evaluation and receive a copy. This signature verifies receipt and review and does not necessarily imply agreement. Each employee has an opportunity to respond in writing to his/ her evaluation, and this response will become part of the evaluation and the personnel file. The original, executed evaluation is placed in the personnel file.

Should any differences regarding the review not be resolved between the Principal and employee, request for review may be made to Pastor.

*See Appendix F for Teacher Annual Summative Review Form

*See Appendix G for Employee Performance Evaluation Form

PERFORMANCE IMPROVEMENT PLAN

The Performance Improvement Plan (PIP) is required to be completed by the Principal when an employee receives a score of “2-Needs Improvement” or “1-Unsatisfactory” on one or more of the Essential Job Duties/Performance Standards of an Employee Performance Evaluation Form.

The PIP may also be used separate from the annual evaluation process as an immediate measure to address a gap in skill or where job performance does not meet the expected level of competency or for behavioral issues. The PIP may be used as a method to improve performance or behavior alone or in conjunction with the disciplinary process.

The procedure for implementing a PIP is as follows:

- The Principal should conduct a comprehensive review of the job responsibilities and performance standards, noting the tasks, deficiencies and expected improvement to be achieved.
- The employee should be advised of his/her current level of performance and the improvement needed to bring him/her up to the standard. The Principal should be specific, providing the employee with a specific target measurement and a target date.
- The Principal will establish with the employee follow-up meetings to review progress in achieving the performance improvement expectations outlined.
- A final date by which all expected performance improvements are to be achieved must also be noted.
- The employee should be informed of the specific action that will occur if performance improvement has not been achieved by the agreed upon date.
- For significant performance deficiencies, corrective action may be implemented in addition to a PIP and may involve the disciplinary process.
- Continued failure to achieve the expected performance improvement may result in termination.
- The employee should be asked to sign and date the PIP and/or the Written Warning and should be given a copy of the form(s).

*See Appendix H for Employee Performance Improvement Plan Form

ELECTRONIC RESOURCES

The School provides electronic resources to its employees. The purpose of these resources is to support the mission and ministry of the School and the Catholic Church. Employees are to understand that these resources are the property of the School and are to be utilized for the sole purpose of facilitating the business of the School and enhancing productivity. When using these electronic resources, employees should not have any expectation of privacy. These resources are subject to access and review by authorized representatives of the School. Employee use of School electronic resources constitutes acceptance of these policies.

All computers, electronic communications systems and business equipment, and all communications and information transmitted by, received from, or stored in these systems, are the property of the School and as such are to be used for job-related purposes. The property of the School includes, but is not limited to, all software and business equipment, websites, social media accounts, networks, computers, email, telephones, voice mail, facsimiles, and copy machines. Minimal personal use of computers, email, telephones, voice mail, facsimiles, and copy machines is allowed but is subject to this and all School policies.

Employees may not use any School electronic resource in the following manner:

- To violate any School policies.
- To distribute or access obscene, threatening, or offensive material or information.
- To distribute or access any material which constitutes discrimination, harassment, defamation, or invasion of privacy.

- To infringe upon the intellectual property rights of others (e.g., copyright).
- In connection with any attempt to penetrate computer or network security of any School or other system, or to attempt or gain unauthorized access to any other person's computer, email or voicemail accounts or equipment.
- In connection with the violation or attempted violation of any federal or state regulation or law.
- For personal gain, or to solicit others for activities unrelated to the School's business, or in connection with political campaigns.
- To harm, hurt or diminish the reputation of the School or Catholic Church.

Improper use, as described above, will not be tolerated and is subject to immediate termination.

Privacy

Employees have no expectation of privacy in connection with the use of these computers, electronic communications systems and business equipment or with the transmission, receipt or storage of information in them. To ensure that the use of computers, electronic communications systems and business equipment is consistent with the School's legitimate business interests, authorized representatives of the School may access, review and/or monitor the use of such equipment at any time at its discretion.

Access

Employees are held responsible for all activity connected with user accounts, and the corresponding access codes and passwords issued to them and should expressly safeguard each as such. Employees are not permitted to access a user account, use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized School representative. All user accounts including access codes and passwords are the property of the School. No employee may use an access code or password that has not been issued to that employee; sharing an access code or password with another employee is strictly prohibited. These restrictions and prohibitions apply to access codes and passwords that employees are allowed to independently create for School user accounts. The ability to access information resources does not imply authorization to do so.

Hardware/Software

The School acquires, develops and maintains computer systems, networks and voice mail systems. Approvals are required to install computer software onto School hardware and for the purchase/disposal of all electronic devices (computer, printer and/or other components. Approvals are obtained through consultation with the employee's supervisor. The School reserves the right to delete unauthorized programs from its hardware, regardless of consequence (*i.e.*, deletion of unauthorized software causes damage or deletion of files created with unauthorized software). All hardware, including storage and network communication equipment, and software provided for an employee's use remains the property of the School.

Email

Email access is provided to employees based on the requirements of the position and solely for job-related purposes. Access must be requested by the supervisor and approved and granted through the Principal. Access to the email system is provided for communication about work-related activities to supervisors, other employees and departments, and, if required, the general public and business associates. Employees should use the School's email system to create, send, receive, and store all work-related emails. Employees should consult their supervisors and the Principal for restrictions regarding sending blanket email messages, sensitive data requiring encryption and excessively large files. Employees may use the School's email accounts for minimal personal use. Employees should not expect any privacy when using the email system.

Prior to leaving the employment of the School, an employee must turn in all School electronic equipment that was issued to him/her, including user accounts and access codes to all electronic equipment and electronic services that are the property of the School.

Violations of this policy will subject an employee to denied access of resources and will result in disciplinary action, up to and including termination of employment.

ACCEPTABLE USE OF THE INTERNET

Educational programs governed by the Diocesan Catholic Schools Office require ethical use of the Internet and related technologies by all employees, volunteers and students, as set forth in this policy for the use of the Internet and related technologies. Access privileges may be revoked, School disciplinary action and/or appropriate legal action may be taken for any violation that is unethical, and/or may constitute a criminal offense. The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of the School.

Disciplinary action can be taken as a result of any information or photographs in any format related to the School or any employee or student on any website, chat room, email or other messaging system that is deemed threatening, harassing, or spreading false, defamatory or morally inappropriate material. Situations in which laws may have been violated, civil authorities may be notified.

Access to the Internet through the School's network is a privilege and carries responsibilities reflecting responsible and ethical use. Employees are expected to abide by the School's standards of conduct and policies at all times when accessing the Internet through the School's network. Care must be taken by all employees to ensure that accessing the Internet does not jeopardize the School's interests. Internet usage through the School's network is subject to access and review by authorized representatives of the School. Use of the Internet through the School's network constitutes the individual's acceptance of this policy.

Access

Employees are assigned a School network username and password by Technology Coordinator. The username and password is the responsibility of the individual to whom it is assigned. Any authorized use of the username and password by other individuals to gain access to the School network and Internet makes that employee-user responsible for any and all actions of those individuals. Violations of this policy and any other policy through the authorized use of the username and password subjects the individual to whom it is assigned to disciplinary action, up to and including termination. Employees should not expect that transmissions made through the School network are confidential. Although employees are given a username and password, this does not insulate transmissions from employer review for business purposes.

Personal Use

Limited personal use of the Internet is allowed by the School. However, employees are reminded that use of any and all School property is primarily for the purpose of School business. Any personal use of the Internet is expected to be on the user's own time and is not to interfere with the employee's job responsibilities.

Ethical Use of Internet

At any time and without prior notice, School management reserves the right to examine email, personal file directories, and other information stored on School computers. This examination helps to ensure compliance with internal policies, supports the performance of internal investigations, and assists the management of information systems. As such the School may monitor access and usage of the Internet. Use of the Internet constitutes acceptance of such monitoring.

This policy should be read and interpreted in conjunction with all other School policies including but not limited to policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Employees are prohibited from accessing the Internet for any unethical purposes, including pornography, violence, gambling, racism, harassment, or any illegal activity. Employees are forbidden from using profanity or vulgarity when sending electronic mail via the Internet or posting to public forums (e.g., message boards, newsgroups). Any electronic mail sent through School systems or postings to public forums from School systems must fall within these ethical standards.

Employees must abide by all federal and state laws with regard to information sent through the Internet. The School strictly prohibits unauthorized release or disclosure of confidential information through the Internet or through any other means.

Employees are also prohibited from using Internet access through School systems for any other business or profit-making activities.

In general, employees should exercise the same restraint and caution in drafting and transmitting messages over the Internet as they would when writing a letter or memorandum and should assume that their message will be saved and reviewed by someone other than the intended recipients.

Downloading Software

Employees are prohibited from downloading software from the Internet without prior written approval of the Principal. Downloading of games from the Internet is prohibited. Downloading of any executable files or programs, which change the configuration of your system by anyone other than the Principal is prohibited. Employees should take extreme caution when downloading software or files from the Internet. All files or software should be passed through virus protection programs prior to use. Failure to detect viruses could result in corruption or damage to files and/or unauthorized entry into the School's network. It is mandatory that you comply with copyright and trademark laws when downloading material from the Internet.

If the employee finds that any damage occurred as a result of downloading software or files, the incident should be reported immediately to the Principal.

Violations of this policy will subject an employee to denied access of the Internet and may result in further disciplinary action, up to and including termination.

TELEPHONE AND MAIL USE

Telephone

School telephones are to be used for business purposes of the School and those we serve and in the course of normal School operations. All employees should answer all calls promptly and courteously. Where applicable, employees are expected to set their voicemail box with a standard greeting and, when unavailable for an extended amount of time, an unavailable greeting and regularly clear messages from the voicemail system.

Personal cell phones may be used in the classroom during planning periods; otherwise the use of cell phones for personal reasons, to include texting, is prohibited in the classroom, while on duty and anytime in front of students.

Mail

Employees should not receive personal mail at the School or send their personal mail through the School mail system.

School stationery or postage should not be used for personal correspondence.

WORKING ATTIRE

Employees are expected to dress professionally and appropriately for the school day as well as for required school events that occur in the evening or on the weekend. Employees are expected to wear their school ID badge at all times.

The dress code for all employees should impart a professional image in a way that reflects their respect for all who may encounter them. Each teacher is to dress in a professional manner consistent with each teaching assignment. Ladies are expected to dress in a modest and professional fashion. Styles that are casual or fad-driven are not considered professional. Clothing must be modest and of appropriate fit and length. Skirts and dresses should be at or below the knee. Upscale material crop pants with length at the ankle or right above the ankle are appropriate. Professional dress does not include jeans or denim clothing, leggings, casual pants, faded or wrinkled clothing, skorts, shorts, T-shirts, tank tops, or

warm-ups. Appropriate shoes must be worn with professional attire. Tennis shoes, casual sandals, or crocs may not be worn. No faculty or staff member may have a visible tattoo.

Male faculty and staff: Male faculty members should be clean shaven with neatly trimmed beards. Acceptable dress includes collared shirt or dress shirt tucked in, slacks, socks, and dress shoes.

P.E. Teachers: All P.E. teachers may wear tennis shoes and shorts.

Out-Of-Uniform Days (no pink slip or days specified by administration): Jeans may be worn. Plastic and or beach flip flops may not be worn. Tops of your class color must be worn. T-shirts of any type may not be worn.

Faculty Meeting Attire: Team shirts may be worn. Jeans may be worn. Beach flip flops are not acceptable. Professional dress must be worn if team shirts are not worn.

In situations where the appropriateness of an employee's appearance or attire is in question, the Principal will intervene.

PERSONAL EFFECTS AND APPEARANCE OF WORK AREA

Personal Effects

Employees are cautioned not to leave personal effects (purses, keys, jewelry, etc.) on top of desks, furniture, etc. Personal belongings should be locked securely when employees are away from their work area. The employee is responsible for the loss of his/her personal property.

Appearance of Work Area

In an effort to maintain a proper appearance of the School, desktops and floors should be left in an orderly fashion at the end of the day. This allows for the proper cleaning of the School. Desks and files should be locked to protect confidential and valuable materials. Employees who lock any desk, filing cabinet or container or other area under their control must also provide the Principal with a key.

RIGHT TO INSPECT

To protect the property and safety of our employees, students, volunteers and visitors, and to prevent the use and/or possession of illegal drugs, alcohol and other prohibited items in the workplace, the School reserves the right to conduct a search of any employee's work area and equipment. All employees are subject to this policy.

It is important for employees to understand that all classrooms, offices, desks, computers, lockers, files, etc. are the property of the School and are issued to employees for business use and for the duration of employment only. The School reserves the right, with or without prior notice, to inspect and search the contents of any classroom, office, desk, computer, filing cabinet or other School property in the presence or absence of the employee. The School may also require employees while on the job or on School premises to agree to reasonable inspection of their personal property. Inspections may be done at any time at the discretion of the School unless otherwise prohibited or restricted by any local, state or federal law, ordinance or regulation.

Refusal to submit to a search can lead to disciplinary action, including if warranted, termination of employment. Employees who are found in possession of stolen property or other contraband will be subject to appropriate disciplinary action, including, if warranted, criminal prosecution.

In addition, in order to ensure the safety and security of employees, students, volunteers and visitors, the School reserves the right to question employees or other individuals entering onto or leaving School premises, and to search any containers or items that they may be carrying.

CONFLICTS OF INTEREST

Employees are expected to devote their best efforts to the interests of the School and the conduct of its affairs. Employees are to refrain from any private business or other activity that would place them in a position of conflict between the employee's private interests and the interests of the School, the Diocese or the Catholic Church.

Examples of matters and relationships that could create a conflict of interest or a potential conflict, include, but are not limited to, when an employee or a member of the employee's immediate family:

- Accepts or solicits a gift, favor, or service from an individual, business, or other party involved, or potentially involved, in a contract or transaction with the School.
- Accepts, agrees to accept, or solicits money or other tangible or intangible benefit in exchange for the exercise of official powers or the performance of official responsibilities.
- Accepts employment or compensation or engages in any business or professional activity that might require disclosure of School confidential information.
- Accepts other employment or compensation that could reasonably be expected to impair the individual's independence of judgment in the performance of official duties.

Full disclosure must be followed to assess and prevent potential conflicts of interest from arising. As a condition of employment, employees have a continuing requirement to make prompt disclosure to the Principal of any fact or circumstance that may involve a conflict of interest. However, a policy of full disclosure must be followed to assess and prevent potential conflicts of interest from arising. Contact the Principal if you have questions regarding a possible conflict of interest or outside work.

Failure to fully disclose conflicts of interest can result in disciplinary action up to and including termination of employment.

OUTSIDE EMPLOYMENT

School employees may have other employment outside the School only to the extent that such outside employment does not create a conflict of interest or interfere with, in any way, their ability to perform their job for the School.

- Outside employment includes work for another employer, another Diocesan location, consulting work and other self-employment situations.
- A conflict of interest occurs when additional employment unduly influences decisions made as an employee or conflicts with performance of job duties.

Outside employment is not an excuse for poor job performance, tardiness, absenteeism, or refusal to work overtime. If outside employment leads to these problems, employees may be disciplined up to and including termination. If an employee's supervisor determines that the outside employment interferes with the employee's performance or creates an actual or apparent conflict of interest, the employee can be asked to terminate the outside employment.

Anyone involved in private enterprise must use their own facilities including stationery, postage, office equipment, telephone, computer, email, etc. separate and apart from the School.

The School reserves the right to determine when an employee's outside work or activities represent a conflict with School interests and to take whatever action is necessary to resolve the situation.

PAY

PAYROLL

Pay is provided on a bimonthly basis. If a payday falls on a holiday, it will be moved up one business day. The School requires direct deposit for all employee paychecks. Employees may obtain assistance for changes in withholding, address, etc. from the School Accountant.

Mandatory Deductions

The following mandatory payroll deductions will be taken from each employee's paycheck:

- Federal Withholding - required federal withholding for each employee based upon the employee's gross earnings and deductions as specified on the Form W-4 filed with the School Accountant (Note that the IRS requires the School to report to them any requests for no withholding or withholding based upon excessive deductions).
- State Withholding - required state withholding for each employee based on the employee's gross earnings and deductions as specified on the Form L-4 filed with the School Accountant.
- Social Security - by federal law the School is required to pay the current rate of FICA taxes for each employee. It is also required to deduct from the gross payroll of each employee the current rate of Social Security and Medicare taxes.

Voluntary Deductions

Where eligible, employees may elect, in writing, voluntary paycheck deductions including:

- Health insurance premiums.
- Dental insurance premiums.
- Vision insurance premiums.
- Optional life insurance premiums.
- Short term disability insurance premiums.
- Health Savings Account.

Automatic Deductions

Where eligible, the following automatic deduction will be taken, unless the employee opts out in writing:

- 401(k) Plan contributions.

Please see the Benefits section of this Manual for eligibility and other detailed information on the above referenced benefit plans. In case of any discrepancy or error, the actual benefit plan documents will prevail.

Administrative Pay Corrections

The School takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of his/her Principal so that corrections can be made as quickly as possible. Once underpayments are identified, they usually will be corrected in the next regular paycheck. Generally, overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is substantial amount owed). The Principal will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

OVERTIME PAY

Overtime

The School neither expects nor requires overtime work on a regular basis. All hours to be worked by non-exempt employees in excess of the regular work schedule in a workweek must be approved in advance by the Principal. If an employee works unapproved overtime, the time must still be compensated; however, continued unapproved overtime work is subject to disciplinary action. Non-exempt employees may not elect to work through coffee breaks and/or lunch to accumulate overtime, nor to shorten the workday.

The workweek begins on Saturday at 12:00 a.m. and ends on the following Friday at 11:59 p.m.

Non-Exempt Employees

The School provides overtime compensation to non-exempt employees in one of the following ways depending on the number of hours worked:

- Hours of work through 40 per workweek are paid at the straight time rate;
- Equal time off can be provided in the same workweek to avoid the need for paid overtime;
- Hours of work in excess of 40 per workweek are paid at 1 ½ times the regular rate.

Non-productive paid time (*i.e.*, holiday, vacation, medical, etc.) is not counted as actual work time for the purposes of overtime pay.

In order to meet the federal timekeeping and overtime pay requirements, overtime pay earned in a particular workweek will be paid on the regular payday for the pay period in which the wages were earned. All hours worked must be documented through a timeclock.

Exempt Employees

Exempt employees are exempt from the overtime regulations and will not receive overtime pay. It is understood that the nature of their jobs will sometimes call for more than a 40-hour week (*e.g.*, some evening or weekend work). As such, they are expected to work the time needed to accomplish their job.

GARNISHMENTS

The School complies with all federal and state wage garnishment and wage assignment laws and regulations.

When a garnishment is served on the School, the Principal or School Accountant will notify the employee and give the employee a copy of the garnishment and any applicable forms. As required by law, the School Accountant will process the garnishment according to the provisions of the garnishment and all applicable timeframes and laws. If at any time the employee obtains a written release of the debt, the release should be submitted to the School Accountant.

The School can deduct fees for processing garnishment orders and wage assignment agreements according to federal and state laws and regulations. Employees will receive prior notification of any such fee deductions.

The School does not retaliate or otherwise discriminate against employees because they receive garnishment orders.

JOB-RELATED EXPENSE REIMBURSEMENT

Job-related expense reimbursements will only be considered with prior authorization before the expense is incurred. Work-related travel apart from the normal commute to and from work when using a personal vehicle for authorized business purposes will be reimbursed at the prevailing IRS mileage rate. Parking fees (not fines), bridge tolls, etc. are also reimbursable upon presentation of receipts showing the nature and amount of the expense. Other job-related expenses may also be reimbursed by the School. All mileage and expenses must be recorded on the appropriate Expense Reimbursement Form with the receipts attached.

Employees must submit their Expense Reimbursement Forms for approval.

Expense Reimbursement Forms are available from the School Accountant.

PAYMENT FOR OUTSIDE WORK OR ACTIVITIES

When employees give programs, workshops or consultations at School-sponsored events that are within the scope of their work for the School, payment from other parties to the employee for these services is not allowed regardless of the church, parish, school or other entity that is hosting the event.

When employees use their regular work time to prepare and/or give programs, workshops, or consultations, within or outside the scope of their work for the School, any payment received by these employees for this work is to be given to the School. Principal approval is required for outside work that is done during regular work time.

When employees use time other than their regular work time to prepare and give programs, workshops, or consultations that are not within the scope of their work for the School, any payment received by these employees for this work belongs to the employee. It must be clearly understood that this work is not performed as a representative of the School.

Workshops, programs and consultations are to be approved by the Principal. Any clarifications concerning this policy should be directed to the Principal.

ON-CALL/CALL-BACK PAY

On-Call Pay (non-exempt employees)

Non-exempt on-call employees who are called in to work outside their normal work schedule will be paid for the time worked or a minimum of four (4) hours, whichever is greater. Only the time worked will be counted as actual work time for the purposes of computing overtime pay and must be approved by the Principal. If an on-call employee is not called in to work, no pay will be earned.

Call-Back Pay (non-exempt employees)

Non-exempt employees who are called back to work on School premises after having stopped work and having left School premises but prior to the normal starting time of the next scheduled shift, will be paid for the time worked or a minimum of two (2) hours, whichever is greater. Only the time worked will be counted as actual work time for the purposes of computing overtime pay and must be approved by the Principal.

Call-back pay does not apply to non-exempt employees who return to School premises of their own accord to perform work. In this case the employee must record their time using the timeclock and the time will be paid according to regular pay policies.

TERMINATION OF EMPLOYMENT

RETIREMENT

The School does not have a mandatory retirement age.

Employees considering retirement should provide appropriate written notice of their intent to retire to the Principal. A sixty (60) day notice of retirement is requested.

In addition, the Diocesan Benefits Office must be notified in writing to process the necessary paperwork to apply for retirement benefits for which the employee may be eligible.

The employee will be paid through the last day worked and for any unused paid vacation leave balance according to state law. The employee will be given notification of benefit termination and continuation rights, if applicable, according to benefit regulations and Diocesan policy.

RESIGNATION

Employees resigning voluntarily are expected to give two (2) weeks' notice in writing to their supervisor. Employees may not use paid medical leave or paid vacation leave to fulfill the notice requirement.

The employee will be paid through the last day worked and for any unused paid vacation leave balance according to state law. The employee will be given notification of benefit termination and continuation rights, if applicable, according to benefit regulations and Diocesan policy.

TERMINATION

Unfortunately, at times it may be necessary to terminate an employee's employment for performance deficiencies, inappropriate behavior, violation of work policies and rules, serious misconduct and other issues.

However, this policy does not alter the "at-will" status of employment established in the Nature of Employment Relationship Policy of this Manual or in any way restrict our right to bypass the disciplinary process. In some situations, immediate termination of employment may be appropriate. The School reserves the right to determine these situations.

The Principal, in consultation with the Diocesan Director of Human Resources, will prepare a written report documenting the reason for recommending an employment termination.

The termination of an employee's employment will be conducted by the Principal, with an appropriate witness present.

The meeting to terminate employment will be conducted in a confidential manner that will preserve the employee's dignity. The employee's exit will be facilitated by the Principal or his/her delegate to ensure that all School property is returned and the work area is secured with the least amount of interruption in the workplace.

The employee will be paid through the last day worked and for any unused paid vacation leave balance according to state law. The employee will be given notification of benefit termination and continuation rights, if applicable, according to benefit regulations and Diocesan policy.

LAYOFF

Layoff is an involuntary separation from employment due to the elimination of a position. This may result from reorganization within the School, a reduction in force due to lack of funds or a decreased need for services.

Layoff decisions are made in a non-discriminatory manner without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information or other protected characteristic. Evaluative factors used in determining layoffs shall include, but not be limited to, an employee's qualifications, performance record, current job function, experience, and length of service.

After the Principal's consultation with the Diocesan Director of Human Resources, the Principal will notify the employee scheduled for layoff at a personal meeting. Employees will be given advance notice when possible.

The employee will be paid through the last day worked and for any unused paid vacation leave balance according to state law. The employee will be given notification of benefit termination and continuation rights, if applicable, according to benefit regulations and Diocesan policy. Laid off employees may be entitled to severance pay. Please refer to the Severance Pay Policy of this Manual.

APPEAL PROCESS FOR TERMINATION OF EMPLOYMENT

The Appeal Process is available only in connection with appealing terminations of employment. If an employee feels he/she has been treated unfairly in other work-related matters, he/she should avail themselves of the Open Door Policy for resolution. Please refer to the Open Door Policy of this Manual.

Employees who wish to appeal the decision to terminate their employment should follow these steps:

- **Step 1:** The employee should submit a completed and signed Appeal of Employment Termination Form to the Principal setting forth the reason(s) why the employee believes the decision to terminate should be reversed. The Appeal of Employment Termination Form shall be submitted within three (3) working days of the date of termination.

The Principal will review the Appeal of Employment Termination Form, investigate the matter and respond to the employee in writing within ten (10) working days of receipt of the completed and signed Appeal of Employment Termination Form. If more time is needed for responding, the employee will be notified.

If the response does not resolve the appeal, or if the Principal fails to respond within ten (10) working days, the employee may proceed to Step II.

- Step II: If the appeal was not resolved in Step I, the employee may resubmit the completed and signed Appeal of Employment Termination Form to the Principal within ten (10) working days of the completion of Step I.

The Principal will review the Appeal of Employment Termination Form, investigate the matter and respond to the employee in writing within ten (10) working days of receipt of the completed and signed resubmitted Appeal of Employment Termination Form. If more time is needed for responding, the employee will be notified.

If the response does not resolve the appeal, or if the Principal fails to respond within ten (10) working days, the employee may proceed to Step III.

- Step III: If the appeal was not resolved in Step II, the employee may submit a written request for further review of the appeal (including the completed and signed Appeal of Employment Termination Form) to the Pastor within ten (10) working days of the completion of Step II. The Pastor will review the request and the Appeal of Employment Termination Form, investigate the matter and respond to the employee in writing within fifteen (15) working days of receipt of the request and the completed and signed Appeal of Employment Termination Form. The Pastor will uphold the decision unless it violates law or policy or unless the decision is clearly unjust.
- Step IV: If the appeal was not resolved in Step III, the employee may submit a written request for further review of the appeal (including the completed and signed Appeal of Employment Termination Form) to the Diocesan Superintendent of Schools within ten (10) working days of the completion of Step III. The Diocesan Superintendent of Schools will review the request and the Appeal of Employment Termination Form, investigate the matter and respond to the employee in writing within fifteen (15) working days of receipt of the request and the completed and signed Appeal of Employment Termination Form. The Diocesan Superintendent of Schools will uphold the decision unless it violates law or policy or unless the decision is clearly unjust. Step IV shall be the final step in the appeal process, and the decision of the Diocesan Superintendent of Schools in consultation with the Diocesan Bishop shall be the final decision of the School.

*See Appendix C for Appeal of Employment Termination Form

LEAVE

VACATION LEAVE

All non-contractual, full-time employees with an eleven (11) or twelve (12) month per year work schedule are eligible for paid vacation leave, as follows.

Paid Vacation Leave for Non-Contractual, Full-Time Employees with a Twelve (12) Month Per Year Work Schedule
Non-contractual, full-time employees with a twelve (12) month per year work schedule are entitled to accrue up to ten (10) days of paid vacation leave for each twelve (12) months of full-time employment for a maximum accrual of fifteen (15) days at any time. The paid vacation leave will be accrued on an hourly basis per payroll period. The accrual rate is calculated by multiplying the number of daily scheduled hours worked by ten (10) and then dividing by the total number of annual pay periods.

Paid Vacation Leave for Non-Contractual, Full-Time Employees with an Eleven (11) Month Per Year Work Schedule

Non-contractual, full-time employees with an eleven (11) month per year work schedule are entitled to accrue up to five (5) days of paid vacation leave for each twelve (12) months of full-time employment for a maximum accrual of seven and one-half (7.5) days at any time. The paid vacation leave will be accrued on an hourly basis per payroll period. The accrual rate is calculated by multiplying the number of daily scheduled hours worked by five (5) and then dividing by the total number of annual pay periods.

Accrual begins with the first paycheck and is available for use immediately thereafter. Once the maximum accrued total of paid vacation leave days is reached, the employee will stop accruing new paid vacation leave until some paid vacation leave is used.

Non-contractual, full-time employees with a ten (10) month per year work schedule, part-time employees and temporary employees are not eligible for paid vacation leave. Paid vacation leave (if applicable) for contractual employees is stated in and governed by their employment contract.

The use of paid vacation leave must be approved in advance by the Principal, and generally it will not be approved for use during school days. The School strongly encourages employees to use their paid vacation leave in the academic year in which it is earned.

Any time away from work not applicable to any other type of leave, such as time off for personal matters, must be counted as paid vacation leave. Leave may be taken in one-hour increments or greater.

Employees are required to accurately record their vacation leave on the timeclock.

Upon an employee's termination from employment or death, pay in lieu of accrued paid vacation leave will be paid to the employee or his/her estate.

MEDICAL LEAVE

Paid medical leave is provided by the School to eligible non-contractual, full-time employees who must be absent from work due to (a) their own illness, injury, pregnancy or health care provider appointments, or (b) the illness, injury, pregnancy or health care provider appointments of an immediate family member (child, spouse, parent, spouse's parent or a dependent living in the employee's household), as follows:

Paid Medical Leave for Non-Contractual, Full-Time Employees with a Twelve (12) Month Per Year Work Schedule

Non-contractual, full-time employees with a twelve (12) months per year work schedule are entitled to accrue up to twelve (12) days of paid medical leave for each twelve (12) months of full-time employment for a maximum accrual of forty (40) days at any given time. The paid medical leave will be accrued on an hourly basis per payroll period. The accrual rate is calculated by multiplying the number of daily scheduled hours worked by twelve (12) and then dividing by the total number of annual pay periods.

Paid Medical Leave for Non-Contractual, Full-Time Employees with an Eleven (11) Month Per Year Work Schedule

Non-contractual, full-time employees with an eleven (11) month per year work schedule are entitled to accrue up to eleven (11) days of paid medical leave for each twelve (12) months of full-time employment for a maximum accrual of forty (40) days at any given time. The paid medical leave will be accrued on an hourly basis per payroll period. The accrual rate is calculated by multiplying the number of daily scheduled hours worked by eleven (11) and then dividing by the total number of annual pay periods.

Paid Medical Leave for Non-Contractual, Full-Time Employees with a Ten (10) Month Per Year Work Schedule

Non-contractual, full-time employees with a ten (10) month per year work schedule are entitled to accrue up to eight (8) days of paid medical leave for each twelve (12) months of full-time employment for a maximum accrual of forty (40) days at any given time. The paid medical leave will be accrued on an hourly basis per payroll period. The

accrual rate is calculated by multiplying the number of daily scheduled hours worked by eight (8) and then dividing by the total number of annual pay periods.

Accrual begins with the first paycheck and is available for use immediately thereafter. Once the maximum accrued total of paid medical leave days is reached, the employee will stop accruing new paid medical leave until some paid medical leave is used.

Part-time employees and temporary employees are not eligible for paid medical leave. Paid medical leave for contractual employees is stated in and governed by their employment contract.

Employees may not use paid medical leave for an absence from work because of their own work-related illness, injury or health care provider appointments to cover time for which they are receiving wage-replacement benefits from the workers compensation insurer. During the seven (7) day waiting period to receive wage-replacement benefits from the workers compensation insurer, an employee may elect to cover said absence from work by using paid medical leave or paid vacation leave, if available. Once the wage-replacement benefits begin, employees cannot supplement such benefits with paid medical leave or paid vacation leave.

Employees must use their paid medical leave for all health care provider appointments, and it is not permissible to come to work early, stay late or shorten the lunch period in order to avoid being charged for paid medical leave.

Employees are required to accurately record their medical leave on the timeclock.

Employees shall notify their supervisor as soon as possible each day that they are absent for medical reasons, according to the Attendance and Notification of Absence Policy of this Manual. The School reserves the right to request and receive appropriate written medical certification or other documentation with respect to requests for paid medical leave.

Upon leaving the employ of the School, employees will not receive compensation for any unused paid medical leave.

EMERGENCY LEAVE

Non-contractual, full-time employees with a ten (10) month per year work schedule are entitled to receive up to two (2) days of paid leave per academic year for absences on account of emergencies which are not otherwise covered by paid medical leave or paid bereavement leave. Paid emergency leave can only be used for urgent, unplanned situations or matters that can only be handled during the workday.

Any unused paid emergency leave will be automatically forfeited at the end of the academic year without any carry over to the following academic year or right to compensation therefor.

Non-contractual, full-time employees with a twelve (12) month per year work schedule, non-contractual, full-time employees with an eleven (11) month per year work schedule, part-time employees and temporary employees are not eligible for paid emergency leave. Paid emergency leave (if applicable) for contractual employees is stated in and governed by their employment contract.

Upon leaving the employ of the School, employees will not receive compensation for any unused paid emergency leave.

FAMILY AND MEDICAL LEAVE

The School complies with all applicable federal regulations regarding family and medical leave. The intent and implementation of this policy shall be governed by the Family and Medical Leave Act of 1993 (the "FMLA") and the regulations issued thereunder. For further information on the FMLA or on the rights and responsibilities of eligible employees thereunder, contact the Principal or his/her delegate.

Eligibility

An eligible male or female employee is an employee who has been employed by the School for at least twelve (12) months and for at least one thousand two hundred fifty (1,250) hours of service during the twelve (12) month period immediately

preceding the commencement of the leave available under this policy. Eligible employees shall be entitled to a total of twelve (12) workweeks of unpaid leave during a “rolling” twelve (12) month period measured backward from the date of any FMLA leave usage for one or more of the following:

- (a) Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
- (b) Because of the placement of a son or daughter with the employee for adoption or foster care.
- (c) In order to care for the spouse, or a son, daughter or parent of the employee, if such spouse, son, daughter or parent has a serious health condition.
- (d) Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
- (e) Because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of twenty-six (26) workweeks of unpaid leave during a single twelve (12) month period to care for the covered servicemember. The single twelve (12) month period begins on the first day the employee takes leave for this reason and ends twelve (12) months later. During this same twelve (12) month period, an eligible employee shall only be entitled to a combined total of twenty-six (26) workweeks of unpaid leave under subparagraphs (a) through (e) of this policy and this paragraph.

A husband and wife who are both employed by the School will be allowed a combined total of twelve (12) workweeks of leave during a twelve (12) month period if the leave is taken (i) for the purposes described in subparagraphs (a) and (b) of this policy, or (ii) to care for a parent with a serious health condition under subparagraph (c) of this policy. A husband and wife who are both employed by the School will be allowed a combined total of twenty-six (26) workweeks of leave during a calendar year if the leave is taken (i) to care for a covered servicemember under this policy, or (ii) a combination of leave to care for a covered servicemember under this policy and leave described in the first sentence of this paragraph.

Notification

An eligible employee must notify the Principal or his/her delegate at least thirty (30) days in advance of the date leave is to begin if the need for leave is foreseeable. If thirty (30) days’ notice is not practicable (*e.g.*, because of a lack of knowledge of approximately when leave is to begin, a change in circumstances, or a medical emergency), notice must be given as soon as practicable. If an eligible employee fails to give timely advance notice to the Principal or his/her delegate for foreseeable leave with no reasonable excuse for delay, the School may delay the taking of leave under this policy until thirty (30) days after the date the employee provides notice to the School of the need for such leave. The School may require an eligible employee on leave to periodically report on the status and intention of the employee to return to work.

Certification

The School may require that a request for leave under subparagraphs (c) and (d) of this policy or for leave to care for a covered servicemember under this policy be supported by certification of the health care provider of the eligible employee or of the spouse, son, daughter, parent or next of kin of the eligible employee, as appropriate. In appropriate circumstances, the School may also require subsequent recertification(s). The School may require that a request for leave under subparagraph (e) of this policy be supported by an appropriate certification. Failure to provide certification or recertification timely upon request may delay the taking or continuation of the leave otherwise available under this policy.

Intermittent Leave

Any entitlement to leave available under subparagraphs (a) and (b) of this policy shall expire at the end of the twelve (12) month period beginning on the date of such birth or placement and may not be taken intermittently or on a reduced leave schedule.

The leave available under subparagraphs (c) and (d) of this policy or the leave to care for a covered servicemember under this policy may be taken intermittently or on a reduced leave schedule when medically necessary. The School requires certification of the appropriate health care provider in connection with the use of any intermittent leave or leave on a reduced leave schedule pursuant to the preceding sentence.

The leave available under subparagraph (e) of this policy may be taken intermittently or on a reduced leave schedule.

The School reserves the right, in appropriate circumstances, to require an eligible employee to transfer temporarily to an available alternative position that better accommodates the use of intermittent leave or leave on a reduced leave schedule.

Pay

An eligible employee is required to use all available paid vacation leave for purposes of the leave available under this policy. For leave available under subparagraph (d) of this policy, the eligible employee will additionally be required to use all available paid medical leave. An exception will be made when an employee is receiving wage-replacement benefits from a Diocesan insurance plan such as workers compensation or disability; in which case the employee may decline the use of accrued paid vacation leave and/or paid medical leave. When all accrued paid vacation leave and paid medical leave is exhausted, the remainder of the leave available under this policy shall be unpaid.

FMLA leave will run concurrently with all other leave, paid or unpaid, for which an employee is eligible, including workers compensation.

Benefits

During leave available under this policy, the School requires that the eligible employee continue to make any necessary employee premium payments in connection with the Diocesan health plan. Employees may continue voluntary employee paid benefits at their own cost during the leave by paying the premium payments. Details on required employee premium payments are available from the School.

Return to Work

An eligible employee returning from leave under subparagraph (d) of this policy is required to obtain and present certification from the employee's health care provider that the employee is able to resume work.

At the end of the FMLA leave, the employee will be reinstated to the same or an equivalent position, with equivalent pay and benefits, to that which the employee held when leave commenced.

The taking of FMLA leave will not result in the loss of any benefit that accrued prior to the start of the employee's leave.

JURY DUTY

Exempt Employees - The School will not make deductions from the salary received by any exempt employee for absences of the employee caused by jury duty or for the purpose of testifying in official proceedings. However, after the employee has been absent for one (1) workweek, the School reserves the right to make deductions for any subsequent workweek in which the employee performs no work.

Non-Exempt Employees - If a non-exempt employee is required to be absent from work because of jury duty or for the purpose of testifying in official proceedings, the School will pay the employee for the resulting absences at the employee's straight time hourly rate for his/her regularly scheduled hours per workday. However, any absences greater than one (1) day will be paid only at the discretion of the School.

Any amounts paid by the court for jury duty or for the purpose of testifying in official proceedings for one (1) day may be retained by the employee. However, in cases where the employee is required to be absent from work because of jury duty or for the purpose of testifying in official proceedings longer than one (1) day and this additional absence has been approved by the School as paid time, he/she will be required to remit those court payments to the School to help offset the employee's pay.

Employees are expected to work as much as their schedule in connection with jury duty or testimony in official proceedings will permit and are expected to advise the School once the jury duty or testimony in an official proceeding is complete.

Employees should contact their supervisors promptly after receiving notification to appear for jury duty or for testimony at an official proceeding. Employees should promptly provide to the School a copy of all appropriate documentation, including a copy of any jury summons, subpoena or other summons to appear at an official proceeding. Employees should also provide to the School a copy of the certificate of service or statement of exemption issued by a court upon the conclusion of any jury service.

EXCEPTIONS: This policy does not apply to non-exempt employees who are absent from work for the purpose of testifying in official proceedings if the employee is a party in the proceeding or if the employee testifies for a fee as an expert witness. In such cases, the employee must use his/her paid vacation leave or take leave without pay.

MILITARY LEAVE

The School complies with all applicable laws and regulations in connection with military service. The Principal or his/her delegate, in consultation with the Diocesan Human Resources Office, will answer any questions regarding military leave and assist you in applying for military leave.

UNPAID LEAVE

Unpaid leave other than that granted in the Family and Medical Leave Policy of this Manual can only be approved in writing by the Principal. Requests for unpaid leave must be submitted to the Principal.

Leave under this policy impacts continued benefit eligibility and must be approved in writing by the School. Benefits will be administered in accordance with Diocesan benefit plan documents. If an employee is considered eligible for coverage during leave under this policy, the School requires that the employee continue to pay his/her portion of the premium for all plans in which he/she is enrolled. If an employee fails to make any premium payments timely, a thirty (30) day grace period will be allowed, after which time cancellation will occur. The School and/or employee is responsible for notifying the Diocesan Benefits Office prior to the start of the leave, or on the next business day or as soon as practicable if the leave is due to an emergency. Details on eligibility for coverage and required employee premium payments will be provided to the employee by the School in consultation with the Diocesan Benefits Office.

NON-FMLA PERSONAL MEDICAL LEAVE OF ABSENCE

An employee may request up to twelve (12) workweeks of unpaid leave during a “rolling” twelve (12) month period measured backward from the date of any leave usage under this policy if the following circumstance exists:

- (a) the employee’s medical condition makes the employee unable to perform the functions of the position of such employee for five (5) days or more; and
- (b) the employee would not otherwise be entitled to take such leave under the Family and Medical Leave Policy of this Manual.

Decisions to grant or deny leave requests can only be made in writing by the School and will be based on business necessity, including but not limited to staffing needs, the reason for the leave, length of service of the employee, and/or the availability of temporary staff. If the employee is a “qualified individual with a disability” under the Americans with Disabilities Act, see also the Americans with Disabilities Act Policy of this Manual.

Leave under this policy is not available to employees who have exhausted their leave entitlement under the Family and Medical Leave Policy of this Manual.

Request for Leave

An employee must submit the request for leave to the School as far in advance as possible. The School requires an employee on leave to periodically report on his/her status and intent to return to work.

Documentation

The School requires that a request for leave be supported by documentation from the employee's health care provider. In appropriate circumstances, the School may also require subsequent documentation. Failure to provide documentation timely upon request may delay the approval or continuation of the leave otherwise available under this policy.

Pay

An employee is required to use all available paid medical leave and paid vacation leave concurrently with the leave of absence under this policy. An exception will be made when an employee is receiving wage-replacement benefits from a Diocesan insurance plan such as workers compensation or disability, in which case the employee may decline the use of accrued paid medical leave and paid vacation leave. When all accrued paid medical leave and paid vacation leave is exhausted, the remainder of the leave under this policy shall be unpaid.

Paid vacation leave and paid medical leave do not accrue during unpaid leave under this policy.

Leave under this policy will run concurrently with all other leave, paid or unpaid, for which an employee is eligible, including workers compensation.

Benefits

Leave under this policy impacts continued benefit eligibility and must be approved in writing by the School. Benefits will be administered in accordance with Diocesan benefit plan documents. During leave under this policy, the School requires that the employee continue to pay his/her portion of the premium for all plans in which he/she is enrolled. If an employee fails to make any premium payments timely, a thirty (30) day grace period will be allowed, after which time cancellation will occur. The School and/or employee is responsible for notifying the Diocesan Benefits Office prior to the start of the leave, or on the next business day or as soon as practicable if the leave is due to an emergency. Details on eligibility for coverage and required employee premium payments will be provided to the employee by the School in consultation with the Diocesan Benefits Office.

Return to Work

An employee returning from leave is required to obtain and present documentation from the employee's health care provider that the employee is able to resume work.

Employees who do not return to work at the end of the leave will be considered to have voluntarily resigned. If an employee is not able to return to work at the end of the leave, it is the employee's responsibility to notify the School. If the employee is not able to return to work at the end of the leave, the School will refer to the Americans with Disabilities Act Policy of this Manual to determine whether additional unpaid leave can be accommodated. Employees who are non-communicative and/or unresponsive will be considered to have voluntarily resigned.

*See Appendix D for Non-FMLA Personal Medical Leave of Absence Request Form

HOLIDAYS

Non-contractual, full-time employees with a twelve (12) month per year work schedule and non-contractual, full-time employees with an eleven (11) month per year work schedule are entitled to receive up to thirteen (13) days of paid holiday leave as designated by the Principal. However, non-contractual, full-time employees with an eleven (11) month per year work schedule are not entitled to receive any days of paid holiday leave on holidays that occur during the month in which they perform no work.

If an eligible employee does not work during a school break and the day(s) is not designated as a paid holiday, either paid vacation leave must be used or the time will be considered unpaid leave.

Any unused paid holiday leave will be automatically forfeited at the end of the academic year without any carry over to the following academic year or right to compensation therefor.

Non-contractual, full-time employees with a ten (10) month per year work schedule, part-time employees and temporary employees are not eligible for paid holiday leave. Paid holiday leave (if applicable) for contractual employees is stated in and governed by their employment contract.

The list of paid holidays will be published by the Principal and distributed to eligible employees at the beginning of each academic year.

Upon leaving the employ of the School, employees will not receive compensation for any unused paid holiday leave.

BEREAVEMENT LEAVE

All non-contractual, full time employees are entitled to receive up to three (3) days of paid bereavement leave for absences to arrange for and attend the funeral of a member of the employee's immediate family, consisting of the employee's parent, spouse, child, brother, sister, grandparent, or spouse's parent.

Employees are not entitled to use paid bereavement leave if concurrently receiving another form of compensation such as worker's compensation or disability benefits or if work is not missed (e.g., an out-of-state funeral that the employee does not attend or a funeral occurring on non-work days or during an unpaid leave of absence).

Part-time employees and temporary employees are not eligible for paid bereavement leave. Paid bereavement leave for contractual employees is stated in and governed by their employment contract.

Upon leaving the employ of the School, employees will not receive compensation for any unused paid bereavement leave.

BENEFITS

BENEFITS PROGRAM DISCLAIMER

Benefits provided to employees are an important part of their total compensation package. It is important that employees understand the benefits that they are eligible to receive. It is also important that benefits be administered fairly and consistently among employees.

It is the policy of the School to provide a comprehensive benefit program for all eligible employees. Details of benefit plans are contained in separate Summary Plan Descriptions and the Plan Documents. All Benefit Plans are governed by the corresponding Plan Documents. In case of any discrepancy between the actual Plan Documents, this Manual, the Diocesan Lay Employee Benefit Guide and any other illustrative benefit information, the actual Plan Documents will prevail.

Additional information regarding the Diocesan benefit plans can be obtained from the Diocesan Benefits Office. The Diocese reserves the right to amend or terminate any of these voluntary programs at any time at its discretion. Employees will be provided information regarding any changes to benefits.

EMPLOYEE GROUP INSURANCE AND RETIREMENT PLANS

The School provides a comprehensive benefit program that is designed and maintained exclusively for the benefit of its employees. Employees who work thirty (30) hours per week or more are eligible to participate in Diocesan benefit plans. (However, employees with a hire date prior to July 1, 2009 who were enrolled in Diocesan benefit plans on June 30, 2009 are grandfathered and may be eligible to participate in plans denoted by asterisk below if they work seventeen and one-half (17.5) hours per week or more.)

The Diocese's group insurance and retirement plans include:

Health Insurance

Voluntary Dental Insurance*
Voluntary Vision Insurance
Premium Only Option Cafeteria Plan*
Basic Life Insurance and Accidental Death & Dismemberment Insurance*
Voluntary Life Insurance*
Voluntary Short Term Disability Insurance
Long Term Disability Insurance*
401(k) Savings Plan (Retirement)*

The Diocese publishes an annual Diocesan Lay Employee Benefit Guide that contains descriptions of these and other benefit plans offered to eligible employees. All eligible employees will receive a benefit enrollment packet from the School upon hire.

Please note that all benefit plans are governed by the corresponding Plan Documents. In case of any discrepancy between the actual Plan Documents, this Manual, the Diocesan Lay Employee Benefit Guide and any other illustrative benefit information, the actual Plan Documents will prevail. Summary Plan Descriptions are available online in the Reference Library of myenroll.com or by contacting the Diocesan Benefits Office.

PATIENT PROTECTION AND AFFORDABLE CARE ACT

The School complies with all applicable provisions of the Patient Protection and Affordable Care Act (PPACA).

Employees who (based on the facts and circumstances at the start date) are not reasonably expected to work on average at least thirty (30) hours per week will be designated as variable hour employees under the PPACA and notified in writing of this designation.

Employees hired to work for a seasonal job that is not normally offered health insurance (even if working thirty (30) or more hours per week) due to the seasonal nature of the job will be designated as seasonal hour employees under the PPACA and notified in writing of this designation.

Employees designated as variable hour employees and seasonal hour employees must meet all requirements set by the School to ensure full compliance with the PPACA, including accurately reporting all hours of service, completing all forms and submitting any other necessary information requested according to established deadlines.

Employees designated as variable hour employees and seasonal hour employees will be notified in writing at the end of each measurement period (as established by the Diocese) whether health insurance coverage has been earned under the PPACA for the corresponding stability period. Employees who have earned coverage will be provided a health benefit packet and are required to respond in writing by the established deadline.

Please contact the Diocesan Benefits Office with any questions.

BENEFITS DURING LEAVES OF ABSENCE

Leaves of absence impact continued benefit eligibility and can only be approved in writing by the School. For the purposes of benefit eligibility all leaves of absence will run concurrently, including Family and Medical Leave (FMLA), leave for workers compensation injury, non-FMLA personal medical leave of absence, unpaid leave, and any other leaves of absence, regardless of whether the leave is paid or unpaid. An employee is required to use all available paid medical leave and paid vacation leave concurrently with leaves of absence.

Benefits will be administered in accordance with Diocesan benefit plan documents. During any leave of absence in this Manual, the School requires that the employee continue to pay his/her portion of the premium for all plans in which he/she is enrolled. If an employee fails to make any premium payments timely, a thirty (30) day grace period will be allowed, after which time cancellation will occur. The School and/or employee is responsible for notifying the Diocesan Benefits Office prior to the start of the leave, or on the next business day or as soon as practicable if the leave is due to an emergency.

Details on eligibility for coverage and required employee premium payments will be provided to the employee by the School in consultation with the Diocesan Benefits Office.

CONTINUATION OF HEALTH COVERAGE UNDER STATE LAW

Employees and their eligible dependents may be able to elect to continue their coverage under the Diocesan health plan for up to twelve (12) months when their coverage would otherwise terminate due to the employee's employment termination, death, divorce or reduction in work hours. The employee will be responsible for the full cost of the premium.

This coverage is available only if the employee and his/her eligible dependents were continuously insured under the Diocesan health plan for the three (3) consecutive months prior to the employment termination, death, divorce or reduction in work hours.

The complete 12 Month State Continuation of Coverage Guidelines are included in the Diocesan Lay Employee Benefit Guide, which is distributed to eligible employees at the time of hire. Please contact the Diocesan Continuation of Coverage Administrator to request continuation benefits or with any questions regarding this policy.

Please note that continuation of benefits is offered under Louisiana state law. Final determination of continuation of coverage benefits will be determined by the state law, plan documents and interpretation thereof by the plan provider.

WORKERS COMPENSATION INSURANCE

The School is committed to meeting its obligation under the Louisiana Workers' Compensation Law to provide medical, rehabilitation, and wage-replacement benefits to employees who sustain work-related injuries or illnesses. Workers compensation coverage is paid for by the employer and is a no-fault system. Employees must immediately report all work-related illnesses, injuries, or occupational disease exposures, regardless of severity, to their supervisor. Reporting is mandatory for the employee and the supervisor.

Supervisors are responsible for ensuring that injured employees receive necessary medical attention. Supervisors must work with the employee to complete the Report of Injury Form and submit the claim to the insurance carrier immediately.

If an employee's injuries keep him/her out of work more than seven (7) calendar days, the employee may be able to receive wage-replacement benefits that are equal to 66-2/3% of the employee's average weekly rate of pay at the time of injury, up to the maximum established by state law. During the seven (7) day waiting period, employees may elect to cover their absence by using paid medical leave or paid vacation leave, if available. Once wage-replacement benefits begin, employees cannot supplement benefits with paid medical leave or paid vacation leave.

For eligible employees, the 12-week leave entitlement under the Family and Medical Leave Act (FMLA) will run concurrently with workers' compensation leave if the employee will have three (3) or more consecutive days of lost time, recurring treatment, or light-duty status, which would require him/her to miss work. If the employee is not entitled to take FMLA leave, he/she is required to request leave under the Non-FMLA Personal Medical Leave of Absence Policy of this Manual if the employee's medical condition makes the employee unable to perform the functions of the position of such employee for five (5) days or more. Such leave will run concurrently with workers' compensation leave.

Under the Louisiana Workers' Compensation Law, employees cannot use group health plan benefits for work-related injuries or illness.

Filing a fraudulent workers' compensation claim or engaging in fraudulent representation with respect to workers' compensation claims or benefits are serious offenses and could result in disciplinary action, termination of employment, criminal prosecution subject to imprisonment and/or fines.

The School does not discriminate or retaliate against employees who have filed legitimate workers' compensation claims.

Leave under this policy impacts continued benefit eligibility and must be approved in writing by the School. Benefits will be administered in accordance with Diocesan benefit plan documents. During leave under this policy, the School requires that

the employee continue to pay his/her portion of the premium for all plans in which he/she is enrolled. If an employee fails to make any premium payments timely, a thirty (30) day grace period will be allowed, after which time cancellation will occur. The School and/or employee is responsible for notifying the Diocesan Benefits Office prior to the start of the leave, or on the next business day or as soon as practicable if the leave is due to an emergency. Details on eligibility for coverage and required employee premium payments will be provided to the employee by the School in consultation with the Diocesan Benefits Office.

SOCIAL SECURITY AND MEDICARE INSURANCE

Social Security provides retirement, disability, death, and survivor's benefits. It is a work-related program; to qualify, individuals must work long enough and must earn enough to accrue a specified number of "quarters" of coverage (generally 40 quarters) which takes at least ten (10) years. Social Security tax is calculated as a set percentage of salary up to a yearly maximum. Tax must be deducted from employees' regular pay until the taxable wage base is reached and the employer matches the employees' contributions. Employees who continue to work while they are receiving Social Security payments must also pay into it.

Medicare is also covered under Social Security. The Medicare component is not dependent on one's income or ability to pay. All individuals are eligible for Medicare benefits at age 65, whether they are retired or not. However, if an employer provides health insurance benefits, by law the employer's plan must be the primary health-care plan for active employees who are age 65 or older.

SEVERANCE PAY

The School does not pay into the Louisiana Unemployment Insurance Fund. The Diocese maintains a Severance Pay Plan that pays a one-time, lump sum benefit to qualified employees who experience a qualifying event based on the employee's years of service as of the last date of employment. A qualifying event is defined as the termination of employment of a "Qualifying Employee" by the School by reason of lack of funds, lack of work or the restructuring of or the closing of the School, a department or apostolate.

An Application for Benefits for Severance Pay will be completed and submitted by the Principal to the Diocesan Human Resources Office in conjunction with a qualifying event. The Diocesan Director of Human Resources must approve and submit the application to the Diocesan Finance Office for payment to be made.

The Diocesan Severance Pay Plan document governs the payment of any benefit under the plan. In case of any discrepancy between the actual plan document and this policy, the actual plan document will prevail.

FACILITIES

EMERGENCY CLOSURE

When the School has been declared temporarily closed due to severe weather, natural disaster or other emergencies, no deduction will be made from pay for these days. However, should these days be rescheduled by the School, all employees will be required to report to work. Employees will be notified by telephone of the closure. Employees are responsible for ensuring that the School has their current home telephone number and cell phone number for this purpose. Employees are responsible for monitoring their phone calls and reporting promptly back to work when notified.

All employees able to work remotely will be required to do so as directed by the Principal during the School closure, including but not limited to electronic or online / virtual learning for students.

If the School has not been declared closed due to severe weather, natural disaster or other emergency but an employee is unable to travel to work or cannot attend for personal reasons, any time off will be counted as paid vacation leave or emergency leave (as applicable). Should an employee not have any paid vacation leave available, the time off may be unpaid. Employees are responsible for notifying their supervisor of their absence.

CRISIS RESPONSE PROCEDURES

A Crisis Response Manual is centrally located in the School office. The Crisis Response Manual has emergency contact information and procedures on how to respond in the event of fire, weather-related events, medical crises and other emergencies. All employees should familiarize themselves with the Crisis Response Manual's location and contents for quick reference in an emergency.

Please direct all questions regarding the Crisis Response Manual or emergency procedures to the Principal.

SECURITY

Building Security

Since service is a significant part of the mission and ministry of the School, people are constantly in and out of the School buildings; therefore, valuables should not be left at the work site. Lost and found items should be turned into the Receptionist and missing items should be immediately reported to the Receptionist. The School is not responsible for lost or stolen personal items or property.

While the maintenance crew is responsible for the overall cleaning of School buildings and the general maintenance of the grounds and parking areas on campus, employees are expected to help keep the facilities neat and tidy by picking up litter on the grounds and maintaining office spaces, classroom spaces and common areas.

Keys

A key control system is enforced to provide protection and security of School buildings and properties. Keeping the buildings secure is very important, and lost keys are to be reported to the Secretary immediately. It is the employee's responsibility to return keys to the School upon termination. Secretary handles the management and distribution of keys required for indoor access for all ongoing employee needs. Key requests must be approved by the Principal.

PARKING

Employee parking is provided. Employees should keep their vehicles locked at all times while parked on School premises. Employees are to observe the speed limit on campus and watch for pedestrians. The School is not responsible or liable for any losses or damages incurred by individuals using the parking facilities.

SMOKING

Louisiana law states that smoking and the use of smokeless tobacco, e-cigarettes or other vaping products are strictly prohibited on school campuses or any place deemed school property, in school vehicles and buses, and at all school related functions. Employees who violate this policy will be subject to disciplinary action.

ACKNOWLEDGEMENT AND RECEIPT OF EMPLOYEE POLICY MANUAL

The Employee Policy Manual (hereinafter referred to as the “Manual”) describes important information about Congregation of St. George Roman Catholic Church, Baton Rouge, Louisiana (DBA St. George School) (hereinafter referred to as the “School”). I understand that I should consult the Principal regarding any questions.

I have entered into my employment relationship with the School voluntarily and acknowledge that there is no specified length of employment. Either I or the School can terminate our relationship at will, with or without cause, at any time. The only employees who are not “at will” are teachers and certain other School employees who have employment contracts. For these employees only, termination of employment is subject to the terms of their contracts. All other policies in this Manual that are not superseded by their contract apply to them as well.

Since the information, policies, and benefits described in the Manual are subject to change, I acknowledge that revisions to the Manual may occur, except to the School’s policy of employment-at-will. While it is the School’s intent to implement changes through official notices, I understand that revised information may supersede, modify, or eliminate existing policies and that I am responsible for monitoring any changes, revisions and additions to the Manual. Only the School has the authority, regardless of how communicated, to adopt any revisions to the policies in the Manual.

I acknowledge that the Manual is neither a contract of employment, nor a legal document. I have received the Manual and I understand that it is my responsibility to read and comply with the policies contained in the Manual and any revisions made.

I acknowledge receipt of the Manual dated July 1, 2021.

Employee Signature

Date

Employee Name (Printed)

Witness Signature

Date

APPENDICES

- APPENDIX A:** EMPLOYEE WRITTEN WARNING NOTICE FORM (*for Contractual Employee*)
- APPENDIX B:** EMPLOYEE WRITTEN WARNING NOTICE FORM (*for Non-Contractual Employee*)
- APPENDIX C:** APPEAL OF EMPLOYMENT TERMINATION FORM
- APPENDIX D:** NON-FMLA PERSONAL MEDICAL LEAVE OF ABSENCE REQUEST FORM
- APPENDIX E:** EMPLOYEE JOB DESCRIPTION TEMPLATE
- APPENDIX F:** TEACHER ANNUAL SUMMATIVE REVIEW FORM
- APPENDIX G:** EMPLOYEE PERFORMANCE EVALUATION FORM
- APPENDIX H:** EMPLOYEE PERFORMANCE IMPROVEMENT PLAN FORM

APPENDIX A:
EMPLOYEE WRITTEN WARNING NOTICE FORM
For Contractual Employee

ST. GEORGE SCHOOL
Employee Written Warning Notice
(for Contractual Employee)

The purpose of this written warning notice is to bring your attention to concerns that may impact your future employment. The intent is to define for you the seriousness of the situation so that you will take immediate corrective action. This written warning notice constitutes "Written Notice," and the circumstances noted below may constitute "Good and Sufficient Cause," under your employment contract. This written warning notice will be filed in your personnel file.

Employee Name:	Position/Title:
Date of Written Warning Notice:	
Date(s) of Occurrence:	
Reason for Written Warning Notice:	
<input type="checkbox"/> Failure to Perform Job Duties	<input type="checkbox"/> Poor Attendance/Tardiness
<input type="checkbox"/> Failing to Abide by Policies/Rules/Regulations	<input type="checkbox"/> Inappropriate Behavior
<input type="checkbox"/> Job Performance Deficiency(ies)	<input type="checkbox"/> Insubordination
<input type="checkbox"/> Unprofessional Conduct	<input type="checkbox"/> Other
List the Relevant Job Duty, Policy/Rule/Regulation, Job Performance Standard, Conduct Standard, Attendance Requirement and/or Behavioral Standard: <i>(State directly from the relevant document)</i>	
Describe the Failure in Performing Job Duties, Policy/Rule/Regulation Violation, Deficient Job Performance, Unprofessional Conduct, Poor Attendance/Tardiness, Inappropriate Behavior, Insubordination and/or Other Incident: <i>(attach additional sheets if needed)</i>	
Expected Improvement Required:	

Employee's Explanation:
<p>Action Plan and Goals: <i>(to attain desired improvement, the employee will undergo the following monitoring, training, coaching and/or feedback)</i></p> <p>By Whom: _____</p>
<p>Follow-Up:</p> <p>Progress and improvement will be reviewed: Date: _____ OR Timeframe: <input type="checkbox"/> Weekly <input type="checkbox"/> Every Other Week <input type="checkbox"/> Other _____ Review will include:</p> <p>By Whom: _____</p>
Expected improvement will have been reached by:
Failure to achieve expected improvement may result in:

Employee Signature

Date

Supervisor Signature

Date

My signature below is attestation I have made personal delivery of this Written Warning Notice to the employee on _____, thereby fulfilling the "Notice" requirement of the employee's Professional Employment Contract.

Supervisor Signature

Date

Print Name

APPENDIX B:
EMPLOYEE WRITTEN WARNING NOTICE FORM
For Non-Contractual Employee

ST. GEORGE SCHOOL
Employee Written Warning Notice
(for Non-Contractual Employee)

The purpose of this written warning notice is to bring your attention to the circumstances noted below which may impact your future employment. The intent is to define for you the seriousness of the situation so that you will take immediate corrective action. This written warning notice will be filed in your personnel file.

Employee Name:	Position/Title:
Date of Written Warning Notice:	
Date(s) of Occurrence:	
Reason for Written Warning Notice:	
<input type="checkbox"/> Failure to Perform Job Duties <input type="checkbox"/> Failing to Abide by Policies/Rules/Regulations <input type="checkbox"/> Job Performance Deficiency(ies) <input type="checkbox"/> Unprofessional Conduct	<input type="checkbox"/> Poor Attendance/Tardiness <input type="checkbox"/> Inappropriate Behavior <input type="checkbox"/> Insubordination <input type="checkbox"/> Other
List the Relevant Job Duty, Policy/Rule/Regulation, Job Performance Standard, Conduct Standard, Attendance Requirement and/or Behavioral Standard: <i>(State directly from the relevant document)</i>	
Describe the Failure in Performing Job Duties, Policy/Rule/Regulation Violation, Deficient Job Performance, Unprofessional Conduct, Poor Attendance/Tardiness, Inappropriate Behavior, Insubordination and/or Other Incident: <i>(attach additional sheets if needed)</i>	
Expected Improvement Required:	

Employee's Explanation:
Action Plan and Goals: <i>(to attain desired improvement, the employee will undergo the following monitoring, training, coaching and/or feedback)</i> By Whom: _____
Follow-Up: Progress and improvement will be reviewed: Date: _____ OR Timeframe: <input type="checkbox"/> Weekly <input type="checkbox"/> Every Other Week <input type="checkbox"/> Other _____ Review will include: By Whom: _____
Expected improvement will have been reached by:
Failure to achieve expected improvement may result in:

Employee Signature

Date

Supervisor Signature

Date

My signature below is attestation I have made personal delivery of this Written Warning Notice to the employee on _____.

Supervisor Signature

Date

Print Name

**APPENDIX C:
APPEAL OF EMPLOYMENT TERMINATION FORM**

ST. GEORGE SCHOOL
Appeal of Employment Termination

Employee Name:	Phone:
Address:	City/State/Zip:
Date of Hire:	
Date of Termination:	Position/Title at Termination:
Supervisor Name:	
Reason(s) why you believe the decision to terminate should be reversed:	
Specific policy that you feel has been violated:	
What you hope to achieve by going through this appeal process:	

Employee Signature

Date

ALL SUPPORTING MATERIAL MUST ACCOMPANY THIS FORM

**APPENDIX D:
NON-FMLA PERSONAL MEDICAL LEAVE OF ABSENCE REQUEST FORM**

ST. GEORGE SCHOOL
Non-FMLA Personal Medical Leave of Absence Request Form

(to be completed by employee and submitted to Principal for approval)

Employee Leave Request Section:

Employee Name:	Department and Position:
Dates of Leave Requested	
From:	To:
Reason for Non-FMLA Personal Medical Leave of Absence:	

- I understand that the leave of absence for which I am applying is a Non-FMLA Personal Medical Leave of Absence pursuant to Non-FMLA Personal Medical Leave of Absence Policy of the Employee Policy Manual for the School.
- I understand that a request for leave must be supported by documentation from my health care provider and, in appropriate circumstances, the School may also require subsequent documentation. Failure to provide documentation timely upon request may delay the approval or continuation of the leave otherwise available under the Non-FMLA Personal Medical Leave of Absence Policy.
- I understand that I am required to use all available paid medical leave and paid vacation leave concurrently with the leave of absence under this policy. When all accrued paid medical leave and paid vacation leave is exhausted, the remainder of the leave under the Non-FMLA Personal Medical Leave of Absence Policy shall be unpaid.
- I understand that paid vacation leave and paid medical leave will not accrue during unpaid leave under the Non-FMLA Personal Medical Leave of Absence Policy.
- I understand that leave under the Non-FMLA Personal Medical Leave of Absence Policy impacts my continued benefit eligibility and that benefits will be administered in accordance with Diocesan benefit plan documents. Details on eligibility for coverage and required employee premium payments will be provided me by the School in consultation with the Diocesan Benefits Office.
- I understand that prior to my return from leave I am required to obtain and present documentation from my health care provider stating that I am able to resume work.
- I understand that decisions to grant or deny leave requests can only be made in writing by the School and will be based on business necessity.

Current Employee Contact Information:

Address:	
Phone Number (Cell/Home):	Email:

Employee's Signature

Date

Employer's Approval Section *(both signatures needed below):*

Dates of Leave Approved	
From:	To:

Approved By:

Supervisor/Department Head

Date

Principal

Date

**APPENDIX E:
EMPLOYEE JOB DESCRIPTION TEMPLATE**

ST. GEORGE SCHOOL

JOB DESCRIPTION

I. JOB TITLE:

DEPARTMENT:

REPORTS TO:

SUPERVISES:

SALARY GRADE:

EXEMPT

OR

NON-EXEMPT

DATE APPROVED: _____ DATE REVISED: _____

II. GENERAL SUMMARY:

List in about three sentences a summary that reflects the basic purpose and function of this job within the School.

ADD SCHOOL MISSION STATEMENT HERE

III. MINIMUM QUALIFICATIONS:

A. Education, Experience & Certifications:

List the minimum education requirements, the minimum experience in the same or similar position, and any certifications that are required to perform the job (for example, bachelor's degree, professional certification, driver's license, etc.)

B. Other Qualifications:

List any specialized skills necessary to perform the job duties, such as being trained in a specific process or knowing how to use a specific software program or any other applicable skill needed. List all equipment, systems, materials or products required to perform the job.

C. Physical Demands:

Must indicate the amount of weight employee is required to lift (if applicable) and whether it is constantly, frequently, occasionally, seldom. Include any other physical demands (such as walking, stooping, lifting, bending, squatting, kneeling, climbing, handling, talking, seeing, etc.), the length of time this effort should be expended, and the frequency it will be expended.

D. Working Environment:

The general physical environment or surroundings under which the job must be performed, such as lighting, indoor, outdoor, hot, cold, dusty or cramped conditions, isolated, etc. Include any hazards, such as noise hazards, chemical hazards, including mental or physical qualification required to perform the work safely.

IV. ESSENTIAL JOB DUTIES/PERFORMANCE STANDARDS:

List Essential Job Duties below in broad, brief statements and assign a percentage of the time that the employee will be expected to spend performing each duty in the "Weight" area. The total of all job duties must equal 100% and each duty cannot be less than 10% or more than 35%. Then, list the detailed duties under "Standards". Note: There can be less than eight Essential Job Duties.

1. Essential Job Duty:

Weight:

____%

Standards:

2. Essential Job Duty:

Weight:

____%

Standards:

3. Essential Job Duty:

Weight:

____%

Standards:

4. Essential Job Duty:

Weight:

____%

Standards:

5. Essential Job Duty:

Weight:

____%

Standards:

6. Essential Job Duty:

Weight:

____%

Standards:

7. Essential Job Duty:

Weight:

____%

Standards:

8. Essential Job Duty:

Weight:

____%

Standards:

V. APPROVALS:

Signature Title Date

Signature Principal Date

VI. This job description is a summary of the essential duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. This job description is subject to change at management's discretion.

VII. EMPLOYEE ACKNOWLEDGEMENT:

I have received a copy of this job description and I acknowledge that I understand and will perform the duties of the job according to the standards set forth above.

Employee Signature Employee Name Printed Date

**APPENDIX F:
TEACHER ANNUAL SUMMATIVE REVIEW**



Teacher Annual Summative Review

<i>Name of Teacher/Educator:</i>					
<i>School:</i>					
<i>Name of Principal:</i>					
<i>Total Number of formal classroom visits _____</i>		<i>Highly Efficient</i>	<i>Effective (proficient)</i>	<i>Emerging</i>	<i>Ineffective</i>
<i>Total Number eleot classroom observations _____</i>					
DOMAIN I: PLANNING AND PREPARATION					
COMPONENT A. The Teacher plans effectively for instruction					
I.A.1	Specifies learner outcomes in clear, concise objectives				
I.A.2	Includes activities that develop objectives				
I.A.3	Identifies and Plans for individual differences				
I.A.4	Identifies materials, other than standard classroom materials as needed for lesson				
I.A.5	States method (s) of evaluation to measure outcomes				
I.A.6	Develops an Individual Service Plan <i>(leave blank if N/A)</i>				
DOMAIN II: MANAGEMENT AND CLASSROOM PROCEDURES					
COMPONENT A: The teacher maintains an environment conducive to learning.					
II.A.1	Organizes available space and materials to facilitate learning				
II.A.2	Promotes a positive learning climate				
II.A.3	Evidence of Catholic Identity				
COMPONENT B: The teacher maximizes the amount of time for instruction					
II.B.1	Manages routines and transitions in a timely manner				
II.B.2	Manages or adjusts allotted time for activities planned				
COMPONENT C: The teacher manages learning behavior to provide productive learning opportunities (student engagement)					
III.C.1	Establishes expectations for the learner behavior				
III.C.2	Uses monitoring techniques to facilitate learning				
DOMAIN III: INSTRUCTION					



Teacher Annual Summative Review

<i>Name of Teacher/Educator:</i>					
<i>School:</i>					
<i>Name of Principal:</i>					
<i>Total Number of formal classroom visits</i> _____		<i>Highly Efficient</i>	<i>Effective (proficient)</i>	<i>Emerging</i>	<i>Ineffective</i>
<i>Total Number eleot classroom observations</i> _____					
COMPONENT A: The teacher delivers instruction with rigor					
III.A.1	Uses techniques which develop lesson objectives				
III.A.2	Sequences lessons to promote learning Adjusts lesson when appropriate				
III.A.3					
COMPONENT B: The teacher presents appropriate content					
III.B.1	Presents content at a developmentally appropriate level				
III.B.2	Presents accurate subject matter				
III.B.3	Relates relevant examples or current events to the content				
COMPONENT C: The teacher provides opportunities for student engagement in the learning process					
III.C.1	Accommodates individual differences				
III.C.2	Demonstrates ability to communicate effectively with students				
III.C.3.	Stimulates and encourages higher order thinking at the appropriate developmental level (Bloom’s Taxonomy)				
III.C.4	Encourages Student participation (Students Actively Engaged)				
COMPONENT D: The teacher assesses student progress					
III.D.1	Uses assessment techniques effectively				
III.D.2	Monitors ongoing performance of students				
III.D.3	Provides timely feedback to students regarding their progress				
DOMAIN IV: PROFESSIONAL DEVELOPMENT					
COMPONENT A: The teacher participates in professional development.					
COMPONENT B: Prior professional growth plan met					



Teacher Annual Summative Review

AREAS NEEDING IMPROVEMENT:	
Principal:	
Teacher/Educator:	
STRENGTHS EXHIBITED:	
Principal:	
Teacher/Educator:	
COMMENTS:	
Principal:	
Teacher/Educator:	
Attachments:	Yes/No
Eleot summary report	
Formal Observation (<i>individual by school choice</i>)	
Professional Growth (<i>within 15 days of evaluation</i>)	
Other Documents relative to job performance	
Signature:	
Teacher/Educator	Date
Signature:	
Principal	Date
Original evaluation and supporting documentation to be kept in employee file. Copy of this evaluation provided to teacher/educator after completed.	

**APPENDIX G:
EMPLOYEE PERFORMANCE EVALUATION FORM**

ST. GEORGE SCHOOL Employee Performance Evaluation

Employee:		Title:	
Department:		Review Period:	
Reviewer:		Title:	
Current Date:		Date Hired:	
		Number of Years in Present Position	

**Based on Job Descriptions use the following Rating Scale:
(Ratings of 1, 2 or 5 require supporting comments.)**

Rating	Description of Rating	Performance Standards/Measures
5 Outstanding	Performance that results in extraordinary accomplishments with significant contributions to the department and School.	<ul style="list-style-type: none"> • Pro-actively takes initiative to implement new programs or major improvements to existing ones. • Generates top quality work striving for perfection • Highly productive, innovative and stimulates teamwork • Has exceeded goals for the rating period
4 Exceeds Expectations	Performance consistently generates results above those required and contributes in a superior manner	<ul style="list-style-type: none"> • Demonstrates advanced job competency • Consistently meets and sometimes exceeds all relevant performance standards • Consistently high level of productivity, exceeding or meeting all timelines • Has accomplished all major goals for the rating period
3 Meets Expectations	Good performance, fulfilling requirements & may occasionally generate results above those required	<ul style="list-style-type: none"> • Demonstrates thorough job competency and skill level for position • Quality of work meets all performance standards • Productivity meets demands of the position and department • Consistent performance on priority goals (does not consistently exceed or fall short of targets)
2 Needs Improvement	Performance leaves room for improvement. Either performance level has declined or has not shown reasonable improvement during the rating period	<ul style="list-style-type: none"> • Not fully competent in all tasks required • Work quality is inconsistent, falling below performance standards at times • Productivity is inconsistent, missing deadlines at times • No reasonable progress toward critical goals during the rating period (Requires a performance improvement plan with timelines and goals.)
1 Unsatisfactory	Lowest performance level, clearly less than acceptable, declining or well below minimum standards. Situation requires immediate review & action.	<ul style="list-style-type: none"> • Job competencies are limited and below job requirements • Work quality is routinely below performance standards • Low productivity, regularly misses deadlines • Future employment in doubt. (Discontinue evaluation and develop a detailed performance improvement plan with timelines, specific goals, and expectations.)

Signatures:

Employee (Indicates discussion of review) Date

Reviewing Manager Date

Human Resources Date

I. Essential Job Duties/Performance Standards

Insert the essential job duties of the position from the Job Description. If the job description contains more than eight essential duties, use those that comprise the primary responsibilities of the job.

Essential Job Duties	Employee Rating	Reviewer Rating

Comments:

II. Core Behaviors

Evaluate performance relating to the following core behavioral requirements and provide supporting details in the comments section if needed.

Universal Core Behaviors	Employee Rating	Reviewer Rating
Communication:		
<ul style="list-style-type: none"> Exhibits good listening and comprehension skills 		
<ul style="list-style-type: none"> Effectively expresses oneself in all written and oral communications 		
<ul style="list-style-type: none"> Keeps others adequately informed 		
<ul style="list-style-type: none"> Responds with tact, diplomacy and composure when dealing with others 		
Comments:		
Teamwork and Collaboration:		
<ul style="list-style-type: none"> Cooperates with others toward the achievement of common goals 		
<ul style="list-style-type: none"> Seeks consensus and win-win solutions to problems and conflicts 		
<ul style="list-style-type: none"> Actively contributes and fully participates in team initiatives 		
<ul style="list-style-type: none"> Puts success of the team above own interests 		
<ul style="list-style-type: none"> Builds and maintains constructive work relationships 		
Comments:		
Responsive to Change:		
<ul style="list-style-type: none"> Supports and adapts to changes in the work environment 		
<ul style="list-style-type: none"> Displays a proactive, problem-solving approach toward work 		
<ul style="list-style-type: none"> Committed to life-long learning by continuously increasing skills, knowledge and effectiveness 		
<ul style="list-style-type: none"> Actively seeks and initiates creative and innovative solutions 		
<ul style="list-style-type: none"> Exercises sound, accurate and informed independent judgment when needed 		
Comments:		
Quality Driven:		
<ul style="list-style-type: none"> Results oriented and committed to quality through continuous process improvement 		
<ul style="list-style-type: none"> Eliminates ineffective activities and closes performance gaps 		
<ul style="list-style-type: none"> Anticipates and responds to School needs 		
<ul style="list-style-type: none"> Monitors own performance and actively seeks feedback 		
<ul style="list-style-type: none"> Fiscally responsible: seeks opportunities to reduce costs or increase productivity without reducing effectiveness 		
Comments:		

Support of the Mission		
• Values, supports and models School objectives including: service, collaboration, quality, diversity and respect for all individuals		
• Exhibits personal integrity, honesty, zeal and compassion		
• Respects and supports the <i>Catholic</i> identity of the School		
Comments:		

Employees should complete Sections III and IV in preparation for the performance appraisal discussion.

III. Career Development

My Strengths include:

Areas I would like to develop:

IV. Feedback

My supervisor can help me by:

Changes/improvements needed in our office/department:

Unique gifts I have that can be better utilized by the School (e.g. music skills, speak foreign languages, artistic training/aptitude, etc.)

V. Action Plan for Next Appraisal Period

Actions plans should be developed by the reviewer in conjunctions with the employee:

Development Goals For Department and Individual	Target Date

VI. Comments – To be filled in after evaluation

Employee:

Reviewer:

**Complete this portion only if employee
Supervises/Manage an office or department**

Managerial Core Behaviors	Employee Rating	Reviewer Rating
Performance Management		
• Provides constructive feedback when appropriate		
• Conduct thorough and timely performance reviews		
• Equitably recognizes and rewards good performance		
• Acts as a coach and counselor to help employees close performance gaps		
• Develops employees' skills and encourages professional growth		
Comments:		
Resource Management:		
• Identifies, develops and retains highly talented people		
• Effectively allocates funds, equipment, time and human resources for highest return		
• Ensures work is completed within specified time and quality parameters		
• Provides sufficient authority and resources to enable employees to act independently		
Comments:		
Managing/Supporting Diversity:		
• Creates an environment in which people of all cultures work together in partnership		
• Encourages the personal and professional growth of all employees		
• Focuses on understanding individual differences and their value to the School		
• Encourages, respects and values the contributions of all individuals		
Comments:		
Leadership		
• Articulate the mission and a clear vision		
• Fosters open, honest, two-way communication		
• Encourages employee involvement		
• Establishes and clearly communicates priorities		
• Role model for employees in both words and actions		
Comments:		
Strategic Thinking		
• Maintains long-term focus		
• Develops project plans including timelines and checkpoints		
Comments:		

**APPENDIX H:
EMPLOYEE PERFORMANCE IMPROVEMENT PLAN FORM**

ST. GEORGE SCHOOL
Employee Performance Improvement Plan

Employee Name:	Position/Title:
Department:	Supervisor:
Hire Date:	Length of Time Employee in Present Position:

Performance levels do not meet the expected degree of competency in the following essential job duties and/or tasks:

Essential Job Duty(ies)/Task(s)

Area(s) of Deficiency

Expected Improvement & Timeframe

Additional Space Available on Page 2

To attain desired improvement(s), employee will undergo the following monitoring, training, coaching and/or feedback:

Together, supervisor and employee will review progress and improved level of performance:

Weekly Every Other Week Other _____

Expected performance improvement must be reached by:

Failure to achieve expected performance improvement will result in:

Date

Signature of Supervisor

Date

Signature of Employee

Original placed in Personnel File & Supervisor Retains Copy

Performance levels do not meet the expected degree of competency in the following essential job duties and/or tasks:

Essential Job Duty(ies)/Task(s)

Area(s) of Deficiency

Expected Improvement & Timeframe

Performance levels do not meet the expected degree of competency in the following essential job duties and/or tasks:

Essential Job Duty(ies)/Task(s)

Area(s) of Deficiency

Expected Improvement & Timeframe

Glossary of Terms

Academic Year

Period of August 1 through July 31.

Americans with Disabilities Act of 1990 (ADA), as amended by the ADA Amendments Act of 2008 (ADAAA)

Federal law that prohibits discrimination against a qualified individual with a disability because of his/her disability.

Clergy

Those ordained ministers who serve the Church according to the order entrusted to them. These include bishops, priests, and deacons.

Delegate

In this context of this Manual, a person designated by the Principal to act on his/her behalf related to policies.

Diocesan

In the context of this Manual, that which falls under the governance of the Diocese.

Diocesan Benefits Office

In the context of this Manual, this office is comprised of designated staff who serve the Diocese and its affiliates in matters related to employee benefits.

Diocesan Bishop

The leader of a diocese appointed by the Holy Father who has entrusted to him all ordinary, proper and immediate power which is required for the exercise of his pastoral function. Diocesan bishops oversee the ministerial and administrative life of a diocese, which is made up of local communities (parishes) of the faithful.

Diocesan Catholic Schools Office

In the context of this Manual, this office is comprised of designated staff who serve the Schools of the Diocese and its affiliates.

Diocesan Finance Office

In the context of this Manual, this office is comprised of designated staff who serve the Diocese and its affiliates in matters related to finance management.

Diocesan Human Resources Office

In the context of this Manual, this office is comprised of designated staff who serve the Diocese and its affiliates in matters related to human resources and personnel management.

Diocesan School

In the context of this Manual, a Diocesan School is a Catholic School owned and operated by the Diocese of Baton Rouge.

Diocesan Vicar General

A diocesan bishop's chief delegate who exercises administrative authority in a particular church (or diocese). He is often referred to as a local ordinary.

Diocese

A portion of the People of God which is entrusted to a Diocesan Bishop to be nurtured by him with the cooperation of the presbyterium in such a way that it constitutes a particular Church. In the context of this Manual, "Diocese" is equivalent to "The Roman Catholic Church of the Diocese of Baton Rouge."

Equal Employment Opportunity (EEO)

Under Title VII of the Civil Rights Act of 1964 and related federal nondiscrimination laws, employers cannot discriminate against employees and applicants based on race, color, religion*, sex, national origin, age, disability, veteran status or genetic information. (*The School, in its sole discretion, reserves the right to require "practicing Catholic" to be a qualification for a position. The School reserves the right to give preference in hiring to Catholics.)

Employment Status

The classification of an employee's employment status as exempt, non-exempt, full-time, part-time, temporary, contractual and non-contractual to govern the determination of salary, benefit administration and compliance with certain employment and tax laws.

Employment-At-Will

Principle stating that employers have the right to hire, fire, demote, and promote whomever they choose for any reason unless there is a law or contract to the contrary and employees have the right to quit a job at any time.

Essential Functions

Primary job duties that a qualified individual must be able to perform, either with or without accommodation; a function may be considered essential because it is required in a job or because it is highly specialized.

Exempt Employees

Employees who are exempt from the overtime pay requirements of the Fair Labor Standards Act.

Fair Labor Standards Act of 1938 (FLSA)

Federal law that regulates overtime pay, child labor, minimum wage, record keeping, and other administrative concerns.

Family and Medical Leave Act of 1993 (FMLA)

Federal law that provides certain employees with up to 12 weeks of unpaid leave to care for family members or because of a serious health condition of the employee, military exigency and up to 26 weeks for military caregiver.

Interparochial School

In the context of this Manual, an Interparochial School is a Catholic school supported by more than one Church Parish. The governance structure of an Interparochial School is outlined in its statutes.

Job Description

Summarizes most important features of a job, including required tasks, knowledge, skills, abilities, responsibilities, and reporting structure; physical requirements must also be included for ADA considerations.

Leave of Absence

An officially excused period of time off from work or duty.

Minimum Wage

Minimum hourly amount, determined by federal law, that non-exempt employees must be paid.

Mission Statement

Specifies what an organization does, who it serves, and the priorities it has set in pursuing its mission.

Modified-Duty

Offered to employees who have been released to work but still under doctor approved restrictions whereby job tasks are modified to meet the restrictions.

Non-Exempt Employees

Employees who are not exempt from the overtime pay requirements of the Fair Labor Standards Act.

Overtime Pay

Required for non-exempt workers under the FLSA at 1.5 times the regular rate of pay for hours worked over 40 in a workweek.

Pagella

The corpus of Particular Law made by the Diocesan Bishop that applies to all Latin Catholics in the Diocese.

Particular Law

In the context of this Manual, laws created by the Diocesan Bishop for the Diocese and applicable to the faithful within the territory of this local Church.

Parochial School

In the context of this Manual, a Parochial School is a Catholic school owned and operated by a particular Church Parish.

Policy

Broad statement that reflects an organization's philosophy, objectives, or standards concerning a particular set of management or employee activities.

Protected Class

People who are covered under a federal or state antidiscrimination law.

Reasonable Accommodation

Modifying job application process, work environment, or circumstances under which job is performed to enable a qualified individual with a disability to be considered for the job and perform its essential functions.

Retaliation

The act of retaliating; return of like for like; reprisal.

Salary Basis

Uniform amount of money paid to an exempt employee regardless of the quantity or quality of work performed.

Workweek

Any fixed, recurring period of 168 consecutive hours (7 days times 24 hours = 168 hours).