

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Personnel: Personnel Policies	08/15/92	4100
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p><u>Goals of Diocesan Personnel Policies</u></p> <ol style="list-style-type: none"> <li>1) To employ and support persons who are personally and professionally able to contribute to the accomplishment of the Catholic educational mission of Diocesan schools/centers</li> <li>2) To develop a climate in which respect for the human dignity of every person governs relationships</li> <li>3) To facilitate communication regarding professional responsibilities</li> <li>4) To clarify mutual expectations among employees, administrators and Diocesan staff</li> </ol>		

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Personnel: Recruitment of Personnel	08/15/92	4101
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Candidates for positions in the Educational Institutions of the Diocese of Jackson shall demonstrate a commitment to the furtherance of a Christian community, agreement with the philosophy and mission statements of the Diocese, the ability to perform in accordance with the philosophy, policies and regulations established by the Diocese and be licensed according to State standards.</p> <p>In recruiting persons for educational ministry in a Catholic school/center, the following qualities should be examined as part of the interviewing process:</p> <ul style="list-style-type: none"> <li>• Faith</li> <li>• Relational/interpersonal</li> <li>• Professional competencies and credentials</li> </ul>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Selection Procedures	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  4102
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

It is the policy of the Diocese of Jackson to promote equal opportunity consistent with the commitment to the principles of the Roman Catholic Church in the areas of recruitment, employment, training, development, transfer and promotion.

Employment in the Diocese and subsequent development, transfer or promotion, will go to those individuals whose training and experience most nearly qualifies them for the positions offered without regard to race, color, sex, age, disability or national origin.

Because the defense and promotion of human rights is inseparable from the Gospel mandate, the Diocese of Jackson encourages administrators to afford equal opportunity to all applicants including the protected classes of persons named above.

<b>DIOCESAN REGULATION:</b> 4102R	
<b>DESCRIPTION:</b>	
Personnel: Non-Discrimination	
<p>The non-discriminatory personnel policy of the Diocese will be published annually in Mississippi Catholic and in local personnel handbooks.</p> <p>The school administrator and all religion teachers must be practicing Catholics as confirmed by the pastor/canonical administrator prior to the signing of the contract.</p>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Recruitment, Interviewing, Selection and Employment of Administrators	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  4103
	<b>AMENDED DATE:</b> 05/08/99 08/12/06	

The Pastor and local School Advisory Council, working in consultation with the Superintendent of Schools, are responsible for the recruitment, interviewing, selection and employment of the administrator of the school/center. Candidates are to be screened and have the prior approval of the Superintendent of Schools before being interviewed by a local principal search committee.

After interviewing, the local search committee recommends the candidate of its choice to the Advisory Council who then makes a formal recommendation to the pastor/canonical administrator for final approval.

<b>DIOCESAN REGULATION:</b> 4103R	
<b>DESCRIPTION:</b>	
Personnel: Qualifications and Expectations	
<p>Principals are expected to meet the following qualifications:</p> <ul style="list-style-type: none"> <li>• be a practicing Catholic</li> <li>• hold a master’s degree and State certification in administration or be willing to pursue courses to be qualified for State certification</li> <li>• have previous experience in a Catholic School as an administrator, teacher or student</li> </ul> <p>All new principals must participate in the Diocesan program and the State program for new administrators.</p> <p>Principals are encouraged to continue their professional development through workshops, seminars, conferences and other educational experiences.</p>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Recruitment and Selection of Teachers	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 4104
	<b>AMENDED DATE:</b> 08/12/06 03/24/07	<b>DELETION DATE:</b>
<p>Recruitment, selection and hiring of teachers will be the responsibility of the administrator of the school/center. The local Advisory Council shall be apprised of the hiring process and the results but does not participate in the hiring process.</p> <p>All potential <u>school</u> candidates shall use the Diocesan teacher application, <u>as well as, the Diocesan Protection of Children application.</u></p> <p>Applicants shall also receive the Code of Ethics for Catholic Schools, <u>the Diocesan Protection of Children policy, Diocesan &amp; local faculty handbooks and the Memorandum of Understanding for their review. The individual's signature on a subsequent employment document will indicate receipt and agreement to abide by the materials previously mentioned.</u></p>		

<b>DIOCESAN REGULATION: 4104R(a)</b>	
<b>DESCRIPTION:</b>  Personnel: Qualifications	
<p>In order to maintain the Catholic identity of our Educational Institutions, practicing Catholic teachers, who meet the school/center qualification requirements, may be given preference in job placement.</p> <p>Qualification of Personnel:</p> <ul style="list-style-type: none"> <li>• Attributes referenced in Policy #4101</li> <li>• Academic degree and/or skill appropriate for the individual assignment.</li> <li>• Appropriate licensure in the State of Mississippi.</li> </ul>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>DIOCESAN REGULATION:</b> 4104R(b)
<b>DESCRIPTION:</b>
Personnel: Appointment Procedures
<p>While some teacher applications are received at the Diocesan level, screening of teachers takes place at the local level and is conducted by the administrator.</p> <p>Prior to the interview:</p> <ul style="list-style-type: none"> <li>- Candidate should complete a Diocesan teacher application and Protection of Children application</li> <li>- Candidate sends all transcripts and personnel information to the administrator.</li> </ul> <p>While other personnel may be included in the interview process on a consultative basis, no School Advisory Council members shall be involved in this process. The administrator, with the approval of the pastor, hires the teacher.</p> <p>A contract is valid when all three parties sign the contract: i.e., teacher, pastor, and principal/director. A copy of the teacher contract is sent to the Catholic Schools Office with a completed personnel record and a verified Protection of Children application which has been entered into the data system.</p> <p><u>All of these documents are also kept on file by the hiring institution.</u></p>

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Personnel: Communicable Diseases	08/15/92	4105
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
	05/08/99	
<p>Because of the unique situation of our Catholic Institutions, we must combine a compassionate response to the suffering person with a communicable illness and a prudent response to all staff members and those people we serve.</p> <p>Persons seeking employment in Catholic Educational Institutions shall not be discriminated against on the basis of a communicable disease (such as AIDS, ARC, etc.) unless the nature and extent of the illness would result in the inability of the prospective employee to perform the essential functions of the position or impose an undue hardship on the school/center.</p> <p>Using these same two criteria noted above, employment shall not be terminated on the basis of a communicable disease.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Appointment of Religious Personnel	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 4106
	<b>AMENDED DATE:</b> 05/08/99 08/01/06	<b>DELETION DATE:</b>
<p>The appointment of religious personnel shall be in accord with the same interviewing and hiring procedures for lay personnel. Individual religious are held to the same standards &amp; procedures of employment as their lay counterparts.</p>		

<b>DIOCESAN REGULATION:</b> 4106R(a)	
<b>DESCRIPTION:</b>	
Personnel: Renewal of Contracts	
<p>Contracts for members of religious communities will be renewed or not renewed according to the same guidelines as all lay personnel. The principal/director and/or pastor is responsible to communicate frequently with the religious community and the Superintendent of Schools if <u>there is any question about re-employment of the religious.</u></p>	

<b>DIOCESAN REGULATION:</b> 4106R(b)	
<b>DESCRIPTION:</b>	
Personnel: Procedure to Engage/Dismiss a Religious Community	
<p>A religious community serving in a diocesan Educational Institution may not be invited to ministry nor dismissed from a school/center without consultation with the Superintendent of Schools and the permission of the Bishop.</p> <p>Individual religious are held to the same standards and procedures of employment as their lay counterparts.</p>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: School Staff Licensure Requirements	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 4107
	<b>AMENDED DATE:</b> 05/08/99 08/01/06 05/01/07	<b>DELETION DATE:</b>
<p>Every teacher, administrator, or other professional employed in a school shall hold an appropriate and valid license issued by the State Department of Education and shall be endorsed for the field for which he/she is responsible during the major portion of the day.</p> <p>In the event that <u>a professional employee who is seeking employment</u> does not have the appropriate license, <u>the Principal must present a "Request for Employment" form</u> to the Superintendent of Schools or his/her designee. This request form will be returned to the Administrator indicating the required coursework/testing that the teacher still needs for licensure.</p> <p><u>Before a contract of employment can be tendered, the applicant must review the requirements that have been indicated for licensure and sign the "Request" form. Failure to fulfill licensure requirements may lead to non-renewal of the employment agreement.</u></p>		

<b>DIOCESAN REGULATION:</b> 4107R	
<b>DESCRIPTION:</b>	
Personnel: Standards for Teachers of Religion in Catholic Schools	
<p>The need for continuing religious education and ongoing development of persons that are called upon to share their faith in the educational mission of the Church is critical to the Catholic identity of the school.</p> <ol style="list-style-type: none"> <li>1. Catechists shall be active Catholics who participate in the full sacramental life of the Church.</li> <li>2. All catechists <u>(Grade 2-12) are expected to participate in the annual Catechetical Certification program as outlined by the Office of Faith Formation.</u></li> <li>3. Heads of Religion departments in high schools are to have a master's degree in theological/religious studies or be in the process of working towards this degree.</li> </ol>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Personnel: Salary and Benefits	08/15/92	4200
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
05/08/99		
<p>Each institution shall establish, publish and distribute to employees its local salary schedule and benefits which normally include the following:</p> <ol style="list-style-type: none"> <li>1) A nondiscriminatory statement prohibiting employment decisions based upon age, race, color, disability, sex, national origin, or marital status.</li> <li>2) An equitable salary schedule based on educational background/training and length of experience.</li> <li>3) The diocesan benefit package and any additional benefits provided locally.</li> </ol>		

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Personnel: Professional: Stipend for Religious	08/15/92	4201
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Compensation provided to members of religious communities is considered a stipend rather than a salary and is usually paid to the religious community. Neither social security nor federal or state income taxes are paid or withheld from the stipend.</p> <p>The Bishop of the Diocese of Jackson, based on the recommendation of a standing committee, decides on the annual religious stipend given to an individual religious. In light of justice and in an effort to move to parity with lay salaries, schools/centers are encouraged to gradually increase this stipend in order to plan for a future when religious may not be available.</p>		



**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Personnel: Employee Health Protection Plan	08/15/92	4203
	<b>AMENDED DATE:</b> 08/21/04 6/1/13 07/20/07 09/17/08	<b>DELETION DATE:</b>
<p>All employees who work thirty (30) or more hours per week are eligible for the Health Protection Plan of the Diocese of Jackson.</p> <p>Participation is optional for these same employees if they are covered by another health insurance plan. Evidence of such coverage must be provided to the employer if the employee declines coverage with the Health Protection Plan of the Diocese.</p> <p>Employees who work less than thirty (30) hours per week cannot be enrolled in the Diocesan plan.</p> <p>All liability for payment of benefits is assumed by the <u>Diocesan</u> Health Protection Plan.</p> <p>Employee health insurance coverage ends as follows:</p> <ol style="list-style-type: none"> <li>1. Employees that leave at the end of a school year or have given due notice and are not going to another position within the Diocese are covered through the last day of the month in which the individual works.</li> <li>2. Employees that are either terminated or do not give the required notice to the administrator of his/her departure will be covered through the last day of work.</li> <li>3. Employees that are moving to another position within the diocese will have continuous coverage.</li> </ol>		

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Personnel: Retirement Benefits and TSA Program	08/15/92	4204
	<b>AMENDED DATE:</b> 05/08/99 07/01/14 06/01/13	<b>DELETION DATE:</b>
<p>All schools/centers are affiliates in the Catholic Diocese of Jackson 401K pension plan with Mutual of America. Each entity is required to contribute a 2% base contribution for each eligible employee. The entity is also required to match employee contributions up to 4% - for a possible 6% contribution by the entity. Employees can contribute as much as they prefer up to certain limits.</p> <p>Participation in the Retirement Program is mandatory for employees (<u>full and part time</u>) who work five hundred hours in the fiscal year. Employees become eligible when they have worked twelve (12) consecutive months in which they have five hundred (500) hours of service. They are eligible on the first of the month after their anniversary date and enrolled as soon as the appropriate paperwork has been submitted to Mutual of America.</p> <p>Employees are immediately eligible to participate in a Tax Sheltered Annuity (TSA) program also referred to as a 403b plan. Participation in a TSA program is entirely voluntary at the option of the employee and represents a personal tax sheltered retirement savings program. Contributions to a TSA are not matched by the entity.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Leave Days	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  4205
	<b>AMENDED DATE:</b> 05/08/99 08/01/06	<b>DELETION DATE:</b>
<p>Ten (10) Leave Days per year will be available for all full-time salaried employees. Procedures for use of leave days will be determined locally and will be defined in the school/center employee handbook.</p> <p>For absence beyond these days or absence from in-service programs deductions will be made from the individual's gross salary at the rate of 1/190 per day of absence.</p> <p>Leave days can be used for an illness, sickness of a family member, personal appointments unable to be scheduled at another time, attendance at funerals of those not in the immediate family (see Bereavement Leave), marriage in the immediate family, and birth in the family (non-parental leave).</p> <p>With timely notice, however, exceptions to the above restrictions may be made by the administrator.</p> <p>Leave days can be accumulated up to 30 days. Upon resignation or termination of employment, these days are forfeited; employees are not compensated for these days. These days, as those noted above, are not vacation days but can be used for an extended illness, surgery, or the illness of a family member. These days must have the prior approval of the local administrator</p> <p>Leave Days are not to be used for vacation and are restricted during the following times:</p> <ul style="list-style-type: none"> <li>- the first and last week of school</li> <li>- the day preceding or following a holiday <u>or Spring Break</u></li> <li>- during semester or final exams</li> </ul>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Family and Medical Leave	<b>ISSUE DATE:</b>  05/08/99	<b>SERIES:</b>  4206
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

**FAMILY AND MEDICAL LEAVE**

The Educational Institutions of the Diocese voluntarily choose to adopt the following policy in accordance with the Family and Medical Leave Act of 1993. The policy allows for an unpaid leave of absence of up to 12 weeks during a twelve month period for personal illness, for the birth or adoption of a child, or for the care of a seriously ill child, spouse or parent.

**Definitions**

An “eligible employee” is defined as an employee who has completed at least one year of employment and has worked over 1250 hours in the past year. Eligible employees include part-time employees, employees who do not qualify for sick leave, short term disability benefits or vacation benefits, but who have been employed for at least one year and in the previous twelve months have worked more than 1250 hours for the school.

For the purposes of this policy, a “child” is defined as a biological child, adopted child, foster child or legal ward. To be eligible to take leave for care of a sick child, an eligible employee must be responsible for the day to day care of that child.

For the purpose of this policy, a “serious health condition: is one requiring in-patient care of continuing treatment by a health-care provider. For example, serious health conditions include, but are not limited to, heart attacks and heart conditions requiring surgery, most cancers, back conditions requiring extensive therapy or surgery, strokes, severe respiratory conditions, spinal injuries, appendicitis, pneumonia, emphysema, severe arthritis, severe nervous disorders, injuries caused by serious accidents, pregnancy and related complications or illnesses and childbirth.

For the purpose of this policy, “immediate family member” is defined as an eligible employee’s spouse, child or parent.

For the purpose of this policy, “12 month period” shall mean the 12 months immediately following the first day upon which an employee takes family or medical leave under this policy.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Personnel: Family and Medical Leave	05/08/99	4206 (continued)
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

**Medical Leave**

An eligible employee may take up to 12 weeks of unpaid, medical leave during a 12-month period because of a serious health condition. Before taking medical leave under this policy, an eligible employee must first use other accumulated paid leave time.

All paid time off taken will be included in the 12 week leave time available under this policy.

All employees requesting a medical leave because of their own serious health condition must provide an initial certification by a physician. The certification must include:

- a. the date in which the condition began;
- b. probable duration;
- c. appropriate medical facts concerning the condition;
- d. a statement that the employee is unable to perform his or her job functions; and
- e. in the case of intermittent leave, the dates and duration of the treatments to be given.

The school/center may require a second opinion at its own expense. If the initial and second opinions conflict, and the eligible employee persists in his or her request for leave, the school/center will pay for a third and final medical opinion. Failure to provide proper certification may result in immediate loss of leave privileges available under this policy.

**Family Leave**

An eligible employee may take up to 12 weeks of family leave to care for an immediate family member if that family member has a serious health condition which includes conditions that affect an immediate family member so that he or she is unable to participate in his or her regular daily living activities.

Before taking family leave to care for an immediate family member, an eligible employee must provide medical certification by a physician. The certification must include:

- a. the date on which the condition began;
- b. probable duration;
- c. appropriate medical facts regarding the condition;
- d. a statement that the eligible employee is needed to care for the child, spouse or parent; and
- e. in the case of intermittent leave, the dates and duration of the treatments to be given.

The school/center may require a second opinion at its own expense. If the initial and second opinions conflict and the eligible employee persists in his or her request for leave, the school/center will pay for a third and final medical opinion. Failure to provide proper certification may result in immediate loss of leave privileges available under this policy.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Family and Medical Leave	<b>ISSUE DATE:</b>  05/08/99	<b>SERIES:</b>  4206 (continued)
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

**Leave for Birth or Placement of a Child**

An eligible employee may take up to 12 weeks of maternity leave during any 12 month period for the birth of a child or because of placement of a child with that employee for adoption or foster care.

Like personal medical leave and leave granted to care for an immediate family member, the eligible employee must first take all earned paid leave time before taking unpaid maternity leave time. All employees taking maternity leave must first use other accumulated paid leave time.

The remaining portion of the 12 week period will be considered unpaid family leave.

An eligible employee may not take intermittent leave or leave on a reduced schedule for the birth or placement of a child unless prior approval is received from the school/center.

**Notice and Recertification**

When leave is taken because of the birth of a child, adoption, or foster care, an eligible employee must request the leave at least 30 days in advance. Failure to provide adequate notice may result in an immediate loss of all leave privileges.

When leave is taken because of an eligible employee's illness or the illness of a family member, the leave may be taken on an intermittent basis or with a reduction of hours, if medically necessary. Where intermittent leave is granted, an eligible employee may be reassigned to another job which will accommodate the requested leave.

If the family/medical leave is foreseeable based upon planned medical treatment, the eligible employee must give at least 30 days notice, and he or she must make every effort to schedule the treatment so as not to unduly disrupt school/center operations.

For both personal and medical leave granted to care for family members, the school/center may require recertification on a monthly basis. Failure to provide recertification may result in revocation of an eligible employee's leave privileges.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Personnel: Family and Medical Leave	05/08/99	4206 (continued)
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Continued Benefits</p> <p>An eligible employee who takes family/medical leave will not lose employment benefits other than the loss of earned leave time taken in conjunction with the family/medical leave.</p> <p>Throughout the paid leave time under this policy, an eligible employee's coverage under the Diocesan benefit plans (Health &amp; Retirement) will continue.</p> <p>For all unpaid family/medical leave time taken, an eligible employee may continue insurance coverage if available; however, the eligible employee must pay the employee premium contribution on or before each normal payroll deduction period in which the premium would have been deducted had the school/center continued to compensate the eligible employee. If an employee does not return to work after the expiration of the 12 week leave period, the school/center reserves the right to pursue collection of any insurance premiums paid by it on behalf of the employee.</p>		

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Personnel: Bereavement Leave	05/08/99	4207
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>If an employee wishes to take time off due to the death of an immediate family member, he/she should promptly notify the principal/administrator prior to taking this leave time.</p> <p>The number of days allowed for paid bereavement leave for full-time professional employees will be at the discretion of the local administrator. Any employee may, with the administrator's approval, use any available paid leave time for additional time off as necessary.</p> <p>"Immediate family member" is defined as spouse, child, stepchild, mother, father, stepmother, stepfather, sister, brother, grandmother, and grandfather (including in-laws). Attendance at the funeral of other relatives or close friends will be approved on a case-by-case basis.</p> <p>Failure to promptly notify the administrator will result in an unexcused absence and a per diem deduction will be taken from the employee's next paycheck.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Jury Duty	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  4208
	<b>AMENDED DATE:</b>  05/08/99	<b>DELETION DATE:</b>

The Diocese of Jackson encourages employees to fulfill their civic responsibilities by serving jury duty when required. If a full-time professional employee is required to serve as a juror, the school/center will pay the difference between jury duty pay and the regular per diem pay for any scheduled work time missed during the first two weeks of jury duty. To be reimbursed, the employee must present the Jury Duty Notice within three days of receipt of such notice and must present a court voucher and proof of actual duty service.

An employee must show the jury duty summons to the administrator as soon as possible so that arrangements can be made to accommodate his/her absence. Employees are expected to report for work whenever the court schedule permits.

Either the school/center or the employee may request an excuse from jury duty if, in the judgment of the school/center, the employee's absence would create serious operational difficulties.

The school/center will continue to provide health insurance benefits for a maximum period of thirty calendar days after any unpaid jury duty leave begins. At that time, the employee will become responsible for the full costs of these benefits if he/she wishes coverage to continue.

When the employee returns from jury duty, benefits will again be provided by the school/center according to terms of the applicable benefit plan.

Vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

<b>POLICY DESCRIPTION:</b>  Personnel: Other Leave Time	<b>ISSUE DATE:</b>  05/08/99	<b>SERIES:</b>  4209
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

An employee may be entitled to unpaid leave time for other situations such as national guard or military training or active duty. An employee is required to contact the administrator immediately upon learning of the need for such leave time to fulfill these or other obligations.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Personnel: Teacher Attendance Days	08/15/92	4300
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
	08/12/06 06/02/07	
<p>There are to be ten professional days in the school calendar beyond the 180 student instructional days required by the State of Mississippi. <u>These work days are part of the employment agreement signed annually by the teacher.</u></p>		

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Personnel: Faculty Meetings	08/15/92	4301
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
	05/08/99 08/12/06	
<p>In order to facilitate professional growth of the entire staff, faculty meetings shall be scheduled regularly <u>and noted in the annual Professional Development Plan where applicable.</u></p> <p>Meetings should be varied in structure and provide the opportunity for dialogue and faculty input. Agendas and minutes of these faculty meetings should be kept on file.</p>		



**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Personnel: Professional Development Plan	08/15/92	4302
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
06/21/01		
<p>Each institution shall prepare and implement an effective Professional Development Plan for the instructional staff.</p> <p>The Professional Development Plan for schools is prepared according to the guidelines and timeline designated by the Superintendent of Schools and meets the requirements of the Mississippi Professional Development Model.</p>		

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Personnel: Professional Growth	08/15/92	4303
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
05/08/99		
<p>Professional employees will further professional growth by continued study through attendance at Diocesan conferences and workshops, institutes, inservice opportunities, college courses and/or attendance at other conferences relevant to their role in education.</p> <p>Documentation of these professional growth experiences shall be provided by the individual for the personnel file kept at the school/center.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Health and Safety	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  4304
	<b>AMENDED DATE:</b>  03/24/07	<b>DELETION DATE:</b>

All personnel must comply with health regulations as stipulated by the State of Mississippi.

All violations of Section 37-11-18 of Mississippi Code (drugs or weapons on school/center property) should be reported promptly to the administrator.

Administrators and teachers shall remind students on a regular basis about their responsibility to keep their school/center safe and free from drugs or weapons.

<b>DIOCESAN REGULATION:</b> 4304R(a)	
<b>DESCRIPTION:</b>	
Personnel: Tobacco Free Environment	
<p>The school/center is a tobacco free environment. Tobacco and tobacco products are not to be used in the buildings or on the property of the Educational Institutions of the Diocese of Jackson.</p>	

## THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

**DIOCESAN REGULATION: 4304R(b)**

**DESCRIPTION:**

Personnel: Drug/Alcohol Free Environment

Rationale

- (a) To maintain a safe, healthy environment for all students and employees;
- (b) To provide the highest quality education for our students by ensuring that no employees are users of illegal drugs or under the influence of drugs, chemicals or alcohol;
- (c) To reduce the number of accidental injuries to person or property;
- (d) To prevent injury to those who drive vehicles on campus;
- (e) To reduce absenteeism and tardiness;

The use, possession, transportation, or sale of illegal or non-prescribed drugs, chemicals, and/or alcohol is prohibited on school/parish property or at functions sponsored by the school/center with exception to the legal consumption of alcohol during specifically designated adult school/center functions. It is also a violation to be under the influence of illegal or non-prescribed drugs, chemicals, and/or alcohol. This policy applies to all employees on school/center property or while off property attending school/center sponsored functions, or while operating school/center vehicles.

The school/center may require that an employee submit to a drug, chemical or alcohol test if it reasonably suspects that he/she is under the influence of drugs, chemicals or alcohol while on the school/center premises or while off property attending school sponsored functions, or while operating school vehicles. For procedures regarding reasonable suspicion testing see regulation 5607R (b) for Educational Institutions of the Diocese of Jackson.

Follow-up testing may likewise be required by the school/center. For procedures regarding follow-up testing see 5607R(c) in the Diocesan Policy Manual.

If an employee tests positive under the aforementioned testing procedures, or otherwise admits to drug/alcohol abuse problems, the employee, before returning to work, must present satisfactory written proof of participation in and/or completion of a certified substance abuse assistance program.

Failure to comply with a drug, chemical and/or alcohol test or otherwise cooperate with an investigation into possible violations of this policy or refusal to participate in an abuse assistance program (as noted above) may subject the employee to immediate termination.

The school/center will require the same written proof of participation and completion of a certified substance abuse program as noted above.

Any employee, who is convicted of or pleads guilty or no contest to any drug or alcohol related crime, must inform the administrator no later than five (5) days after such conviction or plea.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Personnel: Evaluation of Personnel	08/15/92	4400
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
03/24/07		
<p>The school/center shall adopt a formal personnel appraisal system for all staff. <u>This system needs to</u> include an assessment of employee job performance.</p> <p>Instruments provided by the State Department of Education, the Department of Health and/or the Office of Catholic Schools should be used when available.</p>		

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Personnel: Goals of Evaluation	08/15/92	4401
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>In Catholic education, the evaluative process flows from the Christian message of love and concern for the individual. It is a process that aims at the personal and professional growth of the one evaluated and results in mutual planning and goal setting.</p> <p>Evaluation shall be based on a planned process of assessment for determining the extent to which established values of Catholic education are achieved, purposes carried out, and predetermined goals reached. The evaluation procedure shall encompass assessments of the efforts of personnel and programs.</p> <p>The primary goal of evaluation is the improvement of individual educators. Other goals may include:</p> <ol style="list-style-type: none"> <li>1. Improvement of the program</li> <li>2. Development of staff</li> <li>3. Renewal or nonrenewal of employment</li> <li>4. Maintenance of personnel records</li> <li>5. Study and revision of curriculum</li> </ol>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Satisfactory Performance	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 4402
	<b>AMENDED DATE:</b> 05/08/99 08/12/06	<b>DELETION DATE:</b>
<p>The school/center expects all employees to maintain a satisfactory performance level for all job responsibilities. Decisions regarding renewal or non-renewal of employment are made on an annual basis as a result of an evaluation process.</p> <p>Conditions included in all employment agreements <u>and documents shall also be considered in this decision to renew employment.</u></p>		

<b>POLICY DESCRIPTION:</b>  Personnel: Teacher Evaluation	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 4403
	<b>AMENDED DATE:</b> 05/08/99	<b>DELETION DATE:</b>
<p>The principal/director, as instructional leader, has the responsibility to annually evaluate job performance.</p> <p>Assessment shall include all beneficial and/or necessary improvements needed in the employee's job performance. This written evaluation, based on formal supervision, shall be signed by the principal/director or his/her designee and the teacher and then placed in the teacher's personnel file.</p>		

<b>DIOCESAN REGULATION:</b> 4403R	
<b>DESCRIPTION:</b>	
Process for Teachers	
<p>High school and elementary teachers are evaluated at least once a year by the administrator through the use of a professional assessment instrument approved by the Superintendent.</p> <p>For teachers of pre-schools and learning centers, a similar instrument which is appropriate to the instruction and developmental needs of children of that age, is used.</p> <p>The evaluation form is to be discussed with the employee within ten [10] days of the administrator's evaluation. The employee has the right to comment in writing about the evaluation; such comments will become part of the evaluation documentation. The employee is required to co-sign the evaluation form indicating that the form has been seen and discussed. The employee's signature in no way, however, indicates assent or disagreement with the administrator's evaluation.</p> <p>A copy of the formal evaluation is kept in the teacher's professional file.</p>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Review of the Administrator's Service to the Advisory Council	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  4404
	<b>AMENDED DATE:</b> 05/08/99 08/12/06	<b>DELETION DATE:</b>

The principal/director is responsible for the supervision of the staff and students of the school/center. He/she also provides services to the local Advisory Council.

The Office of Catholic Schools provides an instrument to be used by the Pastor and Advisory Council to review the administrator's service to the Council.

<b>DIOCESAN REGULATION:</b> 4404R	
<b>DESCRIPTION:</b>	
Personnel: Process for Review of the Administrator's Service to the Advisory Council	
<p>The completed review form is discussed with the administrator as soon as possible after the review is completed. The administrator has the right to comment in writing about the summary review within ten (10) days; such comments will become part of the formal documentation.</p> <p>The administrator is required to co-sign the form, indicating that the form has been seen and discussed. This signature in no way indicates assent or disagreement.</p> <p>A copy of the fully executed Review Summary is forwarded to the Superintendent by the designated date.</p>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Contract/At Will Agreement	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  4500
	<b>AMENDED DATE:</b>  05/08/99	<b>DELETION DATE:</b>
<p>The Superintendent shall provide a systemwide contract to be used for all professionally licensed personnel in Catholic schools/centers as well as an “at will agreement” for all other employees.</p>		

<b>DIOCESAN REGULATION:</b> 4500R	
<b>DESCRIPTION:</b>	
Personnel: Professional Employee Contract	
<p>The school/center administrator shall notify a professional employee regarding employment for the following year by April 15<sup>th</sup>. The employee, in turn should notify the school administrator of the intent to return according to the time line set by each school/center.</p> <p>The schools/centers of the Diocese of Jackson do not provide for continuing employment based on tenure or seniority. Contract renewal offers are based upon professional competence, commitment to the principles of Catholic faith, and support for the philosophy and goals of Catholic education.</p> <p>Every full and part-time professional employee shall sign the Diocesan approved contract for one year. The professional employee understands that the contract is for the term expressed not to exceed one (1) academic year and the school/center expressly reserves the right not to renew the contract at the end of the contract year.</p>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Nonrenewal and Termination of Employment	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  4501
	<b>AMENDED DATE:</b> 06/21/01 08/01/06	<b>DELETION DATE:</b>
<p>The termination or nonrenewal of all employees shall be in accordance with the terms of the employment agreement and all Diocesan policies and regulations. The Superintendent shall <u>be notified and</u> approve all decisions to terminate or nonrenew employees, either professional or at-will, before this decision is communicated to the employee.</p> <p>The termination or nonrenewal of employees is not a grievable decision and is therefore not subject to the procedures outlined in policy #4601. However, an appeal of the termination or nonrenewal decision may be made in writing to the Superintendent. The decision on the appeal by the Superintendent is final and the employee shall not be entitled to any further appeals.</p>		

<b>DIOCESAN REGULATION:</b> 4501R(a)	
<b>DESCRIPTION:</b>	
Personnel: Administrative Procedure for Nonrenewal of Employees	
<p>All nonrenewal of employment, both professional and at-will, must receive approval of the Superintendent before the decision to nonrenew is communicated to the employee.</p> <p><b>Professional Employees</b></p> <p>The administrator shall inform the professional employee of nonrenewal of contract by April 15th. The administrator shall also communicate to the professional employee the procedures for appealing a nonrenewal decision to the Superintendent. A letter confirming this conversation shall be given to the employee and also placed in the personnel file.</p> <p><b>At-Will Employees</b></p> <p>An at-will employee shall be informed by the administrator of the decision to nonrenew his/her employment as soon as reasonably possible. A letter confirming the decision and the appropriate appeal procedures shall be given to the employee and placed in the personnel file.</p>	



**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>DIOCESAN REGULATION:</b> 4501R(b)
<b>DESCRIPTION:</b>
Personnel: Administrator Contract
<p>The contract for an administrator of a school/center is ordinarily issued for a period of three years. Written memorandums of understanding are issued by the school/center in the second and third years of this contract period.</p> <p>An administrator who does not plan to renew his/her contract must inform the Superintendent and Pastor/Canonical Administrator no later than February 15 of the year of expiration of the existing contract.</p> <p>After consultation and approval by the Superintendent, the Pastor/Canonical Administrator may likewise choose not to renew an administrator's contract. The administrator should be informed of this decision by March 15<sup>th</sup>.</p>

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
No-Reference/Non-Disclosure	11/30/98	4502
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Schools/centers in the Diocese of Jackson do not give references, whether favorable or unfavorable in nature, for former or current employees <u>unless the individual has signed a waiver and release.</u></p> <p><u>Without a signed waiver/release, the school/center will only verify dates of employment, final salary and job title of any current or former employee. All schools/centers will also abide by valid subpoenas, court orders, etc. for a request about employment information.</u></p> <p>Upon written request from any current or former employee, the institution will provide to the employee or former employee, a copy of the information released to third parties.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Reduction in Work Force	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 4503
	<b>AMENDED DATE:</b> 05/08/99 08/12/06	<b>DELETION DATE:</b>

It shall be the responsibility of the administrator, pastor/canonical administrator and Advisory Council to develop a procedure that addresses the question of reduction in force. This may be necessitated by such matters as changes in the educational program, declining enrollments and/or budget restraints.

<b>DIOCESAN REGULATION:</b> 4503R	
<b>DESCRIPTION:</b>	
Personnel: Procedure	
<p>Reduction in work force is a procedure used to lay off employees because of a decline in enrollment, variation in budget, change in curriculum and/or other related factors. Unlike terminations of employment and non-renewals of contracts, professional employees who are affected by a reduction in work force may be entitled to re-employment.</p> <p>Before implementing a reduction in work force, an administrator must receive prior approval from the Superintendent and pastor/canonical administrator.</p> <p>An administrator shall follow all written procedures for reduction in work force. A general statement on reduction in work force procedures is contained in the employment contract of professional employees.</p>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Employee Appeal Process	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  4600
	<b>AMENDED DATE:</b>  08/12/06	<b>DELETION DATE:</b>
<p>The employee appeal policy directs the establishment of appeal procedures which safeguard the rights and freedoms of individuals and groups in our educational system.</p> <p>Procedures for reconciling disputes are provided in Diocesan policy #4601 and subsequent regulations.</p>		

<b>DIOCESAN REGULATION:</b> 4600R	
<b>DESCRIPTION:</b>	
Personnel: Rights and Responsibilities	
<p>Each employee should be guaranteed fair and honest treatment in all aspects of her/his employment. Administrators shall treat each person with respect, shall not demonstrate personal prejudice or grant unfair advantage to one person over the other.</p> <p>Each employee shall have the right and the forum to express her/his views concerning school/center policy and practice. Each employee is responsible, however, for expressing those views in a professional and constructive manner. No employee shall be penalized, formally or informally, for voicing a constructive disagreement <u>to the proper authority.</u></p> <p>Each employee is responsible for following both Diocesan and local employment policies and practices. When an employee disagrees with another employee or with the administrator, the employee should appropriately express her/his disagreement to the appropriate individual.</p> <p><u>Parents or the local Advisory Council have no authority or control over employment matters and should not be involved by the employee.</u></p>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Settlement of Disputes/ Grievances	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  4601
	<b>AMENDED DATE:</b>  01/05/01	<b>DELETION DATE:</b>

The Diocese of Jackson is committed, within its given resources, to provide the best possible working conditions for its employees. Part of this commitment is to encourage an open and frank atmosphere in which any problem, complaint, dispute or grievance can be processed as quickly as possible.

To fulfill this commitment, the Office of Catholic Schools provides guidelines which reflect the goals of this policy. The purpose of the following procedure is to secure, at the lowest level, equitable solutions to disputes which may occasionally arise in areas connected to the management of schools/centers.

<b>DIOCESAN REGULATION:</b> 4601R
<b>DESCRIPTION:</b>
Personnel: Procedure for Dispute Resolution Guidelines Including Discrimination Complaints
<p>The Diocese appoints the Superintendent of Schools of the Catholic Diocese of Jackson (237 East Amite Street, Jackson, MS, 39201, (601) 969-2742) as the employee charged with coordinating the dispute resolution process. The Superintendent may delegate this responsibility to others on a case-by-case basis or appoint a Grievance Committee to aid in the processing of the grievance.</p> <p>The following dispute resolution procedures shall provide a process for filing, processing and resolving any employee disputes or grievances. Adverse employment action such as suspension, non-renewal or dismissal are not the subject of this procedure (see Policy #4501).</p> <p>Further, employees are granted equal opportunity and protected by both federal and state law from discrimination on the basis of race, color, national origin, disability or sex. Employees are also protected against sexual discrimination, including sexual harassment. (See Policy #4603) In summary, it is the policy of the Diocese to comply with all laws prohibiting discrimination on the basis of race, color, national origin, disability or sex.</p> <p><b>I. DEFINITIONS</b></p> <p>A. <b>Grievance:</b> 1) a claim that there has been a violation, misinterpretation, or misapplication of any provision of the employment agreement or of any employee rule, order or regulation with the exception of suspension, non-renewal or dismissal appeals (see Policy #4501); 2) a complaint by any employee which alleges that any Diocesan or school/center policy, procedure or practice discriminates on the basis of race, color, national origin, disability or sex including sexual harassment; 3) a complaint that any employee or student has subjected another to such discrimination.</p> <p>B. <b>Grievant:</b> any employee who submits a grievance.</p>

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

**DIOCESAN REGULATION:** 4601R (continued)

**DESCRIPTION:**

Personnel: Procedures for Dispute Resolution Guidelines Including Discrimination Complaints

C. **Respondent:** the person alleged to be responsible for the violation alleged on a grievance; the term may be used to designate persons with responsibility for a particular action or persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.

D. **Day:** a working day not including holidays and/or weekends.

**II. GENERAL PROCEDURES**

A. Since this dispute resolution procedure is administrative in nature, no attorneys or legal representatives shall be allowed to participate in an active manner.

B. It is important that grievances be filed and processed as rapidly as possible. The time periods set forth in Section III for the responses and decisions to be communicated to the Grievant or Respondent should be considered goals with each situation taken on a case-by-case basis. At any level in the grievance procedure the time limits may be extended when necessary.

C. If during any step there is a reasonable basis to believe that an employee has engaged in any sexual misconduct or involvement with any student under the age of 18 in violation of "Protection of Children – Catholic Diocese of Jackson", the administrator should follow procedures designated by Diocesan policy and Mississippi law. Referral to "Protection of Children – Catholic Diocese of Jackson" shall terminate the original grievance process initiated under this procedure. The Superintendent should be informed of such action as well.

D. Facts elicited during the grievance procedure are confidential. A copy of documents, communications and records dealing with the processing of a grievance will be filed in a separate file in the Superintendent's office.

E. Facts elicited during the grievance procedure that result in adverse disciplinary action against an employee become part of that employee's personnel file.

F. The failure of Grievant or Respondent to proceed from one level to the next within the set time limits, without being granted an extension of time shall be deemed to be an acceptance of the decision previously rendered and shall eliminate any future review concerning that particular grievance.

G. The failure of the reviewing parties to communicate their decision to Grievant or Respondent within the time limits shall permit Grievant or Respondent to proceed to the next level of appeal.

H. Grievant may withdraw his/her grievance at any step without reprisal. However, a grievant shall not be permitted to resubmit the same grievance once withdrawn.

I. There shall be no retaliation against a grievant for filing a grievance or against any person for participation in any way in the grievance process.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

**DIOCESAN REGULATION: 4601R (continued)**

**DESCRIPTION:**

Personnel: Procedures for Dispute Resolution Guidelines Including Discrimination Complaints

**III. PROCEDURES FOR PROCESSING A DISPUTE/GRIEVANCE**

**Level One**

Prior to filing a formal written grievance, and within three (3) days of the action or inaction resulting in the grievance, Grievant should visit with the principal/director. The parties should make a reasonable effort to resolve the grievance. If the grievance is against the principal/director, the Grievant may communicate directly with the local pastor/canonical administrator. If an informal resolution of the grievance cannot be reached through these procedures, Grievant may initiate a Level Two grievance.

**NOTE:** At any point during the appeal process, if Respondent is the principal/director or any other person designated to handle the appeal or issue a decision, Grievant should consult with the Superintendent of Schools for proper appeal submission procedures.

**Level Two**

If the grievance cannot be resolved at Level One, Grievant shall file with the principal/director of the school no later than five (5) days of the action/inaction resulting in the complaint, a written explanation with specific details including all procedures, policies, and actions or inactions upon which Grievant complains as well as any proposed remedies.

Within three (3) days, Respondent shall tender a written response to the grievance to the principal/director. The principal/director shall investigate the charges, and tender a written decision and resolution to Grievant and Respondent within five (5) days of receipt of the response.

**Level Three**

If unsatisfied with the decision and resolution proposed by the principal/director in Level Two, within five (5) days of receipt of the written decision, Grievant or Respondent shall submit the written grievance, the written response and written decision to the pastor/canonical administrator for his/her review. Within ten (10) days, the pastor/canonical administrator will meet with the Grievant, Respondent and principal/director in an effort to resolve the grievance.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>DIOCESAN REGULATION:</b> 4601R (continued)	
<b>DESCRIPTION:</b>	
Personnel: Procedures for Dispute Resolution Guidelines Including Discrimination Complaints	
<p><b>Level Four</b></p> <p>If unsatisfied with the resolution proposed by the pastor/canonical administrator in Level Three, Grievant or Respondent has five (5) days from the date of the meeting to submit a written notice of appeal to the Superintendent of Schools. Within ten (10) days of receipt of the appeal, the Superintendent shall appoint a Grievance Committee of three persons.</p> <p>The Committee shall receive copies of the grievance, the response, and the written decision of the principal/director. Within thirty (30) days of its appointment, the Committee shall conduct an evidentiary hearing. At the hearing, the Grievant shall present evidence and testimony in support of the grievance. Respondent shall then provide any rebuttal evidence and testimony. The Committee may ask questions of all witnesses, Grievant, Respondent and principal/director. The Committee shall make a tape recording of the proceedings and compile a list of witnesses and documents presented at the hearing.</p> <p>As noted in the General Procedures, no attorneys or legal representatives shall be allowed to participate in the hearing. Within ten (10) days of the hearing, the Committee shall issue a written decision and send copies to Grievant, Respondent, the principal/director, the pastor/canonical administrator and the Superintendent of Schools.</p> <p><b>Level Five</b></p> <p>If unsatisfied with the resolution proposed by the Grievance Committee in Level Four, Grievant or Respondent has five (5) days from the date of receipt of the Committee's decision to submit a written appeal to the Superintendent of Schools. The Superintendent shall review the grievance, the response, the written decision of the principal/administrator, the tape recording of the hearing, the documents presented at the hearing, and the written decision of the Committee. The Superintendent may at her/his discretion conduct an independent investigation and request additional evidence or information from the parties. Within fourteen (14) days of receipt of the appeal, the Superintendent shall issue a written decision and resolution. The decision of the Superintendent is final.</p>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Personnel: Child Abuse Involving School Personnel	08/15/92	4602
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
08/12/06		
<p>All employees within the Catholic Educational Institutions of the Diocese of Jackson are obligated to comply with the applicable laws of both the State of Mississippi and with Diocesan procedures (“<u>Protection of Children – Catholic Diocese of Jackson</u>”) regarding the filing of reports of alleged incidents of child abuse and neglect.</p> <p><u>See procedures as outlined in the Protection of Children policy book which each employee is given when initially employed.</u></p>		

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Personnel: Sexual Harassment involving School/Center Personnel	08/15/92	4603
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each Diocesan educational program maintain a learning and working environment free of any form of sexual harassment or intimidation of personnel.</p> <p>“Sexual harassment” means unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. “Unwelcome verbal or physical conduct of a sexual nature” includes, but is not limited to, the deliberate, repeated unsolicited gestures or comments, or deliberate display of offensive, sexually graphic materials which is not necessary.</p>		

<b>DIOCESAN REGULATION:</b> 4603R
<b>DESCRIPTION:</b>
Personnel: Grievance Procedure
<p>All incidents of <u>sexual</u> harassment <u>should</u> be reported to the immediate supervising adult <u>who then should inform the</u> administrator or pastor.</p> <p><u>If the supervising employer and employee, administrator, or pastor is the alleged harasser, a report should be made directly to the Superintendent of Schools.</u> The Superintendent needs to be informed of all sexual harassment allegation involving employees as soon as possible.</p>



**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Bullying/ Harassment	<b>ISSUE DATE:</b>  03/24/07	<b>SERIES:</b>  4604
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

Catholic educational institutions need to be havens where Gospel respect is paramount in the learning environment. Our schools and centers need to be places where students and employees feel safe and valued. The Diocese of Jackson, therefore, has a zero tolerance policy for harassment of any kind in its schools/centers.

Harassment includes any physical, psychological (including threats of extortion) or verbal action reflecting a lack of respect for another. Because harassment oftentimes can be construed as creating a *hostile environment* for another person or group, it cannot be tolerated in a Catholic school where respect for the human dignity of each person is a basic value.

Bullying is another form of harassment. It occurs when an individual takes advantage of another person. The bully perceives this individual as vulnerable and, by any of the actions noted above, seeks to gain control over his or her victim.

Bullying/harassment complaints or threats of extortion will be immediately investigated by the appropriate adult (i.e. classroom teacher) and referred to the administrator. Individuals making threats – seriously or in jest- either physically, verbally, in writing or on-line will be subject to immediate disciplinary action, up to and including expulsion or termination.

**Also see Policy #4603 on Sexual Harassment**

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Derogatory Words or Actions	<b>ISSUE DATE:</b>  05/01/07	<b>SERIES:</b>  4605
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

The good name, reputation, and personal safety of each student, faculty and staff member, as well as, the good name of each Catholic school and center in the Diocese of Jackson are vitally important. In order to protect students, employees, and the institution itself, each student, employee and parent is expected to treat the good name and reputation of each of the above with dignity and respect.

Derogatory words and/or actions against any of the above by a student, a parent, or an employee will be seen as an extremely serious matter, whether this is done orally, in writing, via e-mail or the web and whether it is done on a school or home computer, or by remote access during school time or after-hours. Examples include, but are not limited to text messages, blogs, images or other types of pictures, etc.

Any individual found to be participating in any derogatory activity will be subject to disciplinary action, up to and including expulsion or termination, by the school/center.

Likewise, because of the issue of copyright infringement, any unauthorized use of the school name or logo, the school website, pictures of school buildings, activities or other students is prohibited whether done in the printed word, through technology, or by any other communication format.

The school is not charged with monitoring a student's use of the internet, emails, text messaging, or similar communications. However, if a student's inappropriate use of these communication formats is brought to the school's attention, or if the school becomes aware of communications that reveal personal information of a student, the school will take appropriate action and notify the parents/guardians of its concern.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Personnel: Employee Responsibilities	08/15/92	4700
	<b>AMENDED DATE:</b> 08/12/06 03/24/07	<b>DELETION DATE:</b>
<p><u>Documents signed annually by employees, both professional and at-will, detail the responsibilities of the individual to the Catholic school/center and to their immediate supervisor. These include, but are not limited to, the employment agreement (professional educator contract or at-will agreement) and the Memorandum of Understanding.</u></p> <p><u>Other documents, including the Code of Ethics, the Diocesan Employee Handbook, the local Faculty Handbook and the Protection of Children policy are given to employees at the time of their initial hiring. Annually, employees sign a Receipt of Information form indicating that they have read and agree to abide by the these documents, expectations and responsibilities.</u></p> <p><u>Failure to fulfill the responsibilities set forth in the above contract documents is considered a breach of the employment agreement.</u></p> <p><u>If the institution incurs legal fees, costs, expenses or a judgment as a result of an employee's breach of these duties, or an employee's failure to follow school/diocesan policy, or because an employee acted outside the scope of the duties of employment, that employee may be required to reimburse the institution.</u></p>		

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Personnel: The Librarian/Media Specialist	08/15/92	4701
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>The librarian/media specialist works with teachers in providing learning materials - audio visual and print - needed for students. The librarian's responsibilities depend on the school's total program and may also include the use of technology.</p>		

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Personnel: Part-Time Teacher	08/15/92	4702
	<b>AMENDED DATE:</b>  03/24/07	<b>DELETION DATE:</b>
<p><u>An individual</u> who is employed for part-time teaching on a regular basis shall be licensed as defined in State regulations. As an integral part of the school staff, the part-time teacher should participate in faculty meetings and inservice programs. Duties <u>and teaching schedule</u> shall be determined by the administrator.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Substitute Teachers	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 4703
	<b>AMENDED DATE:</b> 05/08/99 03/24/07	<b>DELETION DATE:</b>
<p>The principal/director is responsible to provide substitute teachers when necessary. At the beginning of the year, the principal/director should make arrangements to secure a list of qualified substitutes.</p> <p>Substitute teachers should have a college degree, be licensed or be in the process of attaining this license. <u>Substitutes should also complete the required Protection of Children application.</u></p> <p>Salaries for substitutes should also be determined by the administrator and local Advisory Council and be included in the annual budget.</p>		

<b>POLICY DESCRIPTION:</b>  Personnel: Clerical Staff	<b>ISSUE DATE:</b> 05/08/99	<b>SERIES:</b> 4704
	<b>AMENDED DATE:</b> 08/12/06	<b>DELETION DATE:</b>
<p>Clerical assistance should be provided for the administrator through the employment of sufficient office staff. Duties and roles descriptions for all clerical positions shall be determined by the administrator.</p>		

<b>DIOCESAN REGULATION: 4704R</b>	
<b>DESCRIPTION:</b>	
Personnel: Secretary	
<p>Every school/center should employ a full-time secretary with duties as designated by the administrator. The secretary should be employed part-time during the summer months to care for on-going business.</p> <p>In the selection of a secretary, careful consideration should be given to moral character, competence, politeness, appearance, confidentiality and public-relations ability.</p>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Support Personnel	<b>ISSUE DATE:</b>  05/08/99	<b>SERIES:</b>  4705
	<b>AMENDED DATE:</b>  06/21/01	<b>DELETION DATE:</b>
<p>Job descriptions should outline and include all essential job duties for each support position on staff. All support personnel should receive an annual performance appraisal from the principal/director.</p> <p>Tutors, resource persons and, teachers' aides should have professional training in accordance with their job description and should complement the instructional program of the school/center.</p> <p>All support personnel (such as, cafeteria workers, custodial and maintenance staff, etc.) must meet standards set by the State of Mississippi and the State Department of Education/Health.</p>		

<b>POLICY DESCRIPTION:</b>  Personnel: Volunteer Personnel	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  4706
	<b>AMENDED DATE:</b>  08/12/06	<b>DELETION DATE:</b>
<p>The administrator is encouraged to establish a program of parish/community volunteers. It is the responsibility of the administrator to insure that all volunteers have <u>completed a Protection of Children application and have received the required training.</u></p> <p><u>While appraisal of a volunteer's work performance does not usually take place, it is important for the administrator to recognize and affirm the efforts made by volunteers.</u></p> <p>In addition, it is recommended that full-time volunteers receive a job description.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Employee Personnel Records	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  4707
	<b>AMENDED DATE:</b>  05/08/99	<b>DELETION DATE:</b>
All personnel records are to be kept in a locked file. These files are available only to the administrator.		

<b>DIOCESAN REGULATION:</b> 4707R	
<b>DESCRIPTION:</b>	
Personnel: Individual Files	
<p>Contents of the personnel file include:</p> <ol style="list-style-type: none"> <li>1) Employee application</li> <li>2) Transcript of college credits and post graduate studies (where applicable)</li> <li>3) Letters of recommendation secured prior to hiring</li> <li>4) Letters of employment verification secured prior to hiring</li> <li>5) Original or copy of professional license</li> <li>6) Evidence of compliance with health regulations (see #4304)</li> <li>7) Copies of all contracts/<u>at-will agreements</u> with the school/center</li> <li>8) A record of absence for previous year(s) in accord with the terms of the contract</li> <li>9) Prior evaluations signed by the administrator and the employee</li> <li>10) Acknowledgment form reflecting acceptance of pertinent employee documents.</li> </ol> <p>All of this material should be retained during the period of employment. When an employee leaves a school/center, the contents of the personnel file shall be destroyed except for the record of employment.</p> <p>A notice of employee separation should be sent to the Office of Catholic Schools when an employee leaves the school/center.</p>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Ethical Use of the Internet and Related Technologies	<b>ISSUE DATE:</b>  09/14/98	<b>SERIES:</b>  4800
	<b>AMENDED DATE:</b>  03/24/07	<b>DELETION DATE:</b>

It is the policy of the educational programs governed by the Diocese of Jackson to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth in the Telecommunications Use Agreement for the use of the Internet and related technologies. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal actions taken for any violations that are unethical and may well constitute a criminal offense.

*Internet Terms Conditions and Regulations*

1. Acceptable Use - The use of the Internet and related technologies must be in support of education and research consistent with the educational objectives of the Diocese of Jackson. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

2. Unacceptable Use - Transmission of any material in violation of any United States Department of Education or Mississippi State Department of Education regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat" or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, etc.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes but is not limited to the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts, and/or files is prohibited.

3. Privileges - The use of the Internet and related technologies is a privilege, not a right and inappropriate use may result in cancellation of those privileges. Any user who is provided access to Internet and related technologies must be properly briefed on the proper utilization of the network. A user's access to the Internet and related technologies may be revoked or suspended by the faculty, administration, staff or parent(s) because of unacceptable use.

4. Warranties - The educational programs governed by the Diocese of Jackson make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damage users suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions. Use of any information obtained via the Internet and related technologies is at the user's own risk. The educational program governed by the Diocese of Jackson specifically denies any responsibility for the accuracy or quality of information obtained through its services. The student or parent/guardian will be responsible for any financial obligation incurred through the use of the Internet and related technologies that is not previously approved as part of the local budget.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Copyright Law (P.L. 94-553)	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  4900
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
The Copyright Law of the United States (P.L. 94-553) shall be adhered to by all education personnel.		

<b>DIOCESAN REGULATION:</b> 4900 R
<b>DESCRIPTION:</b>  Personnel: Provisions of the Law
<p>All teachers and administrators shall observe the Copyright Laws of the United States. The provisions of Public Law 94-553 pertaining to schools are found in Sections 106 and 107.</p> <p>106. Exclusive rights in copyrighted works. Subject to sections 107 through 118, the owner of copyright under this title has the exclusive rights to do and to authorize any of the following:</p> <ol style="list-style-type: none"> <li>1. to reproduce the copyrighted work in copies of phonorecords;</li> <li>2. to prepare derivative works based upon the copyrighted work;</li> <li>3. to distribute copies of phonorecords of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease, or lending;</li> <li>4. in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works to perform the copyrighted work publicly; and</li> <li>5. in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work, to display the copyrighted work publicly.</li> </ol> <p>107. Limitations on exclusive right: fair use. Notwithstanding the provisions of section 106, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:</p> <ol style="list-style-type: none"> <li>1. the purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes;</li> <li>2. the nature of the copyrighted work;</li> <li>3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and</li> <li>4. the effect of the use upon the potential market for or value of the copyrighted work.</li> </ol>



**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Personnel: Electronics Communications	<b>ISSUE DATE:</b>  11/13/2010	<b>SERIES:</b>  4901
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

All staff members are agents of the Catholic school. To safeguard the trust parents give to our schools in educating their children, to teach our students safe procedures when using electronic communication devices, and to protect the reputations to staff members and the Catholic school, all electronic communications between staff and students must be able to be tracked by school officials.

<b>DIOCESAN REGULATION:</b> 4901R(a)	
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<b>DESCRIPTION:</b>  Personnel: Texting
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If a staff member receives a text message from a student on his/her personal communication device and the text does not concern a school activity, staff members are prohibited from responding to the student unless they “copy” their immediate supervisor or a school designee. The only exception to this policy of replying to a text message from a student will be when the school has provided the club moderator, coach, etc. with a school cell phone and records of all text messages can be easily accessed by the school.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>DIOCESAN REGULATION:</b> 4901R(b)	
<b>DESCRIPTION:</b>	
Personnel: Social Networking	
<p>Staff members are prohibited from communicating with students using social networking websites like Facebook.com, Twitter.com, or MySpace.com. Personal social networking profiles and blogs of staff must be private and inaccessible to students. Staff with profiles on social networking sites may not request to be “friends” with students or approve “friend requests” from students.</p>	

<b>DIOCESAN REGULATION:</b> 4901R(c)	
<b>DESCRIPTION:</b>	
Personnel: E-Mailing and Instant Messaging	
<p>Staff members are prohibited from sending instant messages to students and from e-mailing students using their personal e-mail accounts. All e-mail communications with students should occur from school e-mail accounts, and a copy of all e-mail communication sent to students must be sent to the staff member’s supervisor.</p> <p>If a student attempts to communicate with a staff member via the teachers’ personal e-mail account or instant message, staff members must notify their supervisor immediately.</p>	