



ST. MARY'S

CATHOLIC SCHOOL - MORRIS, MN

empowering lifelong learning

PERSONNEL
HANDBOOK

ST. MARY'S SCHOOL MISSION STATEMENT

The mission of St. Mary's School is to provide an environment that promotes Catholic Christian values for all. We work with parents, the parish community, and the community at large to empower our students to recognize God's presence in their daily lives and to be responsible lifelong learners who strive for academic excellence.

ST. MARY'S SCHOOL PHILOSOPHY

St. Mary's School is sponsored by The Church of the Assumption of Mary of Morris to pass on to students the Church's Catholic faith. Through Catholic morals and values St. Mary's School achieves a positive learning atmosphere for the development of the whole person. St. Mary's expresses the Catholic faith through faith formation classes, prayer, liturgical worship and Christian relationships. St. Mary's provides a solid academic experience for students. With current curriculum and technology St. Mary's meets the academic needs of students by differentiated instruction to develop independent problem solvers. Students' responsibility is fostered by promoting positive attitudes, acceptable behaviors, and a good work ethic. St. Mary's provides opportunities to facilitate growth toward a healthy self-image. A strong collaboration between students, parent, teachers, staff, parish and the larger community thrives at St. Mary's School. This bond promotes the dignity of each person.

Goals

1. St. Mary's strives to build Faith Community through strengthening the Christian life style.
2. St. Mary's strives to help students experience ongoing development of self-esteem through positive experiences.
3. St. Mary's endeavors to nurture open communication among parents, staff, students, parish and civic community.

Objectives

Our Christ-centered community expresses faith built in prayer, liturgical worship and Christian living. St. Mary's provides opportunities and situations to facilitate growth toward a positive and healthy self image. St. Mary's continues the close bond between families, school staff, students, parish and civic communities. St. Mary's provides a quality total curriculum.

Building a Faith Community

Prologue to Faith Community

By its very nature Catholic education is unique and different from public education in some of its expectations. It seeks not only to perform adequate public service for the society but also to instill religious values in agreement with Catholic doctrine, the Gospel and local parish traditions. Therefore the personnel who labor in the ministry of Catholic education are expected to give witness to this uniqueness and to recognize the demands for ongoing growth in themselves and with the faculty, students and parents with whom they work in a faith community environment. Who you are is as important as what you teach.

Teachers of children, whether in schools or Christian formation classes, should preferably be persons that are practicing Catholics. But, the persons employed should be persons whose adherence to Christian Faith principles is unquestioned regardless of the faith with which they are associated.

Teachers and administrators must maintain a life style and mode of action within the accepted guidelines of the Catholic faith, such as respect for the Church, participation in the sacramental life of the Church, etc. Faculty members and administrators are expected to participate in parent organizations and religious ceremonies which involve the welfare and educational experience of the children.

A Faith Community is something one experiences and is built upon good communications. It is a group of believers who know but are still searching for the Lord Jesus. In the process we share thoughts and help one another to know the Lord better.



INTRODUCTION

St. Mary's School extends an expression of gratitude to all those currently employed by the school, and welcomes new employees beginning service in the parish community. We depend on you for a service and an excellence that only you can give in your area of responsibility. As St. Paul so aptly says

"There are different gifts, but the same Spirit; there are different ministries, but the same Lord; there are different works, but the same God who accomplishes all of them in everyone. We are many members but one body."

FORWARD

The teaching of the Church binds together work, justice, and the reign of God. Personnel guidelines, justice, our local Church, and the reign of God must be bound together by the daily experience of those who work for and those who administer the work for the Church in our parish.

These guidelines attempt to apply the principles of justice derived from the Gospel, the consistent teaching of the Church, the 1983 Revised Code of Canon Law and principles derived from civil law to personnel who serve our parish.

DISCLAIMER

This employment policy shall not be construed by any employee as granting an employee a definite or indefinite employment contract. All employment and compensation with St. Mary's School is "at will" which means that an employee can be terminated with or without cause and with or without notice, at any time, at the option of either St. Mary's School or the employee, except as otherwise provided by law. This handbook is subject to revision at the discretion of the Pastor and personnel committee at any time they deem it necessary. Any such action shall apply to existing as well as future employees. Policy date: July 2002

DEFINITIONS

1. Board of Education. The term "Parish Board of Education" shall be the duly elected and organized Parish Board of Education of Assumption Church.
2. Church of Parish. The term "Church of Parish" shall mean the corporation of Assumption Church of Morris, Minnesota.
3. Corporate Officers of the Church. The corporate officers of Assumption church shall be deemed its Pastor (or in his absence, the Associate Pastor) and the two duly appointed trustees.
4. Employee. The term "Employee" shall mean any person regularly receiving wages or salary from the Employer in exchange for services rendered. An employee may be a full time employee; part time employee, casual employee, or school employees as these terms are defined herein.
5. Employer. The term "Employer" shall mean St. Mar's School of Morris, Minnesota.
6. Parish Council. The term "Parish Council" shall mean the duly elected and organized Pastoral Council of Assumption Church.
7. Pastoral Staff. The term "Pastoral Staff" refers to the Pastor, the Pastoral Associate and Deacons.
8. School. The term "school" shall mean St. Mary's School of Morris, Minnesota.
9. School Staff. The term "school staff" refers to all employees of St. Mary's School.
10. Faculty. The term "faculty" refers to all teaching staff at St. Mary's School.



PURPOSE AND USE OF THIS HANDBOOK

This handbook has been prepared to inform the employees of St. Mary's School of their responsibilities of the school to its employees. The principal, teachers, school secretary, cooks, aids and other employees of St. Mary's School are subject to the guidelines in St. Mary's Staff Handbook. This manual shall not be construed by any employee as granting an employee a definite or indefinite employee contract.

The purpose of this handbook is to provide an official, reliable source of information. The policies in this handbook are meant to be a guideline for the employees covered so that they can readily determine the rules, regulations, and policies of their employment. While this manual may not address every question concerning the church's policies and procedures, it should help orient new employees and serve as a reference for others. These policies shall supersede any other policies previously enacted by St. Mary's School. This handbook supplements the personnel policies of the parish.

St. Mary's School policies, benefits and rules, as explained in this manual, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when provisions are changed, employees will be given replacement pages for those that have become outdated. It is each employee's responsibility to make any changes in their manual as requested. If there is a specific question concerning a policy or procedure not addressed by this manual it should be referred to the employee's immediate supervisor.

CONFIDENTIAL NATURE OF OUR WORK

St. Mary's School expects its employees to follow a code of conduct covering confidentiality and ethics.

1. Matters that are of a sensitive nature may only be discussed with members of the school staff.

Matters that are of sensitive nature include, but are not limited to, the following.

- *Staff disagreements
- *Staff of student personal information
- *Rumor or innuendo
- *Personal opinion about school and parish programs or personnel
- *School and parish finances

2. Written documents of a sensitive nature that are to be discarded should be properly shredded.

These documents include, but are not limited to, the following:

- *Financial records
- *Correspondence from/to families



PERSONNEL POLICIES

401 CONTRACT FOR EMPLOYMENT

Each local Catholic School shall use a written contract hiring teaching personnel. It is expected that each local Catholic School will utilize the contract when hiring teaching personnel. It is expected that each local Catholic School will utilize the contract suggested and approved by the Minnesota Catholic conference/Catholic Education Ministries.

All personnel contracts shall be signed by the employee and then by the Pastor/canonical administrator who is the corporate legal entity of the parish.

Date must be affixed to contracts of acceptance, contracts unsigned and resignations.

Adopted November, 1993
Approved October, 2003
Approved November, 2005
Approved April, 2007

402 EMPLOYEE HANDBOOK

Upon employment, all employees will receive a copy of the Employee Handbook. All employees are expected to read and follow this during their employment. All employees will sign the Employee Handbook Acknowledgement form after they have received and read the documents. The signed copy of this form will be kept in their personnel file.

As additions and/or revisions are made to the handbook, all employees will be expected to sign the Employee Revision Form after they received and read the changes. The signed copy of this form will be kept in the employees personnel file. Policy date: July 2002

403 1-2 EMPLOYEE CLASSIFICATION

403 1-2.1 FULL TIME EMPLOYEES

An employee working a scheduled 40 hours a week on a continuing basis shall be deemed a full-time employee. Policy date: July 2002

403 1-2.2 PART -TIME EMPLOYEES

A part-time employee shall be defined as an employee who regularly works for the employer less than an average of 40 hours per week. Part-time employees shall not be entitled to receive any benefits, other than such benefits specifically granted within this Employee Handbook or those required by law. Employees who work 1000 hours or more per year may be eligible for some benefits as described in this Employee handbook. Policy date: July 2002

403 1-2.3 CASUAL EMPLOYEES

A casual employee is one who is hired on an hourly basis and whose work may fluctuate from one calendar week to the next. A casual employee is not entitled to receive any of the fringe benefits provided for herein. Policy date: July 2002

404 VOLUNTARY SEPARATION

Any employee of a local Catholic School who wishes to resign his/her position with the school shall submit a letter or statement of resignation. This letter or statement should include statement of voluntary separation, the name of the school, the effective date of the resignation, and be signed by the employee.

All letters/statements of resignation shall be retained by the employer in the personnel file of the employee.

In the absence of a written statement by a teacher, the principal shall document the resignation with the date and place document in employee's file.

Adopted November, 1993
Approved October, 2003
Approved November, 2005
Approved April, 2007



405 RESIGNATION

An employee who wishes to resign their position shall give the employer two weeks written notice of their voluntary termination. If two weeks advance notice is not given, the employer in its discretion may cause any unused accumulated vacation pay to be forfeited. The employer reserves the right to ask the employee to terminate employment immediately, rather than continue to work during the two-week notice period. Such request does not constitute discharge.

Any employee who is absent for three consecutive days without justification shall be deemed to have resigned his or her position. Policy date: July 2002

406 SUPPORT STAFF

Each local Catholic School should provide the necessary budgetary resources to employ adequate support staff for efficient management. This insures time for the principal and teaches to carry out their appointed work.

Adopted November, 1993
Approved October, 2003
Approved December, 2005
Approved April, 2007

407 SUBSTITUTE TEACHERS

All substitute teachers shall be qualified teachers holding a certificate from the Minnesota Department of Education.

Substitute teachers shall adhere to all the requirements of full-time teaching personnel.

Adopted November, 1993
Approved October, 2003
Approved December, 2005
Approved April, 2007

408 VOLUNTEER ASSISTANCE

Each Catholic School may seek volunteers to assist the school in its programs and activities. The volunteers are auxiliary to the teacher and should not assume any task delegated to teachers under state law or through contract. Volunteers shall be screened for their suitability to work with children in an educational setting. All volunteers and volunteer programs should operate under the directions and supervision of appropriate school personnel who have developed guidelines for a formation program.

The assistance of the volunteers should be recognized as a valuable asset to the school and its students. Schools are encouraged to find appropriate ways to give proper recognition to these volunteers.

Adopted November, 1993
Approved October, 2003
Approved December, 2005
Approved April, 2007

409 EVALUATIONS

Supervision and evaluation shall be an ongoing process between the principal and faculty members. A formal evaluation shall take place annually. The primary goal of evaluation is the improvement of instruction and the professional and spiritual growth of all teachers. The principal should devise an evaluation plan for the teachers and publish the plan in the Faculty Handbook. Written evaluations are to be signed by the principal and the teacher prior to placing the forms in the teacher's file.

Adopted November, 1993
Approved October, 2003
Approved December, 2005
Approved April, 2007

410 ANNUAL PERFORMANCE REVIEW

Annually, each employee shall be evaluated in writing by his or her supervisor. After the evaluation has been completed, the employee shall meet with his or her immediate supervisor to review the evaluation. The evaluation



is to be signed by the employee and his/her supervisor. If an employee disagrees with the evaluation, he/she may attach a written statement detailing in what respect he/she disagrees. The evaluation itself shall become a part of the employee's permanent personnel record.

The evaluation will provide an opportunity to set objectives and analyze areas in which the employee may need to improve, and to compliment and encourage them in areas in which they excel. Policy date: July 2002

411 RECORDS

Each local Catholic School shall maintain personnel records on all school employees. Care must be exercised to protect the privacy of these records as they are to be used solely by the school administration and, if requested, by the employee.

The personnel file should contain:

1. The completed application
2. The employee's signature indicating support of the Education Mission of the Church
3. The employee's signature indicating support of the sexual abuse policy of the Diocese of St. Cloud
4. Copies of all evaluations, which have been signed by employee
5. Copy of the current signed contract
6. Signed Employment Eligibility Verification Form I-9 (see copy in appendix) and, in the case of certified staff
7. Valid teaching/administrative certificate
8. Copy of college/university transcripts
9. Documentation of continuing ed. credits shall be added into records of each employee.

Revised October, 2003
Approved December, 2005
Approved April, 2007

412 CERTIFICATES

All professional employees shall be properly certified by the State Department of Education. A copy of the teacher's certificate is kept on file by the principal.

Adopted January, 1970
Revised January, 1993
Revised January, 1995
Approved October, 2003
Approved December, 2005
Approved April, 2007

413 PROFESSIONAL DEVELOPMENT

Each educational program (school) in the Diocese should have a staff development/continuing education plan on file. The plan will include both professional and spiritual growth elements.

In-service in theology, scripture, faith development and doctrine is to be required each year, and when possible, teachers are to attend the Ministry Formation Program offered in the diocese.

Guidelines: Professional Development

1. Principal will draft a professional development plan in collaboration with the staff.
2. The plan will include professional as well as spiritual growth elements:
 - a. Basic curriculum
 - b. Faith community development
 - c. Theology, scripture, faith development
3. The Ministry Formation Program will be part of the plan when this is possible.

Adopted November, 1993
Approved October, 2003
Approved December, 2005
Approved April, 2007



414 PROFESSIONAL LEAVE DAY POLICY

One per year per teacher, if so chosen to use for visiting classrooms, workshops, or to take classes to enhance teaching. Substitute to be paid by the school. Additional professional leave days must be approved by the Board (December 2006)

415 CONTINUING EDUCATION

Funds will be designated for Continuing Education each year in the annual St. Mary's School budget. The principal will disperse funds, based on the value of the education to the employee's ministry. Policy date: July 2002

416 COMPENSATION SALARY GUIDELINES

Justice mandates that salaries and benefits of personnel in Catholic Schools should be fair according to the communities they serve. Ultimately the local Board of Education shall establish the scale for payment of services. In arriving at a just salary schedule the Board must consider a variety of factors such as the following but not necessarily in this order:

- a. Realistic assessment of available resources in the community-both parish and parental and reasonable compatibility with other Church employees.
- b. Input from the teachers themselves through teacher association groups or individual representatives of the teachers charged with the responsibility of coming to agreements with the local Board of Education.
- c. Allowance for the attraction and retention of quality teachers.
- d. Future financial security of the school
- e. Comparison with salary scales in surrounding Catholic Schools and Catholic Schools in general.
- f. Salary and benefit policies already established.

Adopted February, 1973
Revised December, 1992
Revised January, 1995
Revised October, 2004
Approved February, 2006

417 EMPLOYMENT FOR PERSONS WITH AIDS INFECTION

The Church as Employer

1. Hiring
Persons seeking employment by Church institutions will not be discriminated against on the basis of AIDS, unless the nature and extent of the illness reasonably prevents such a person from performing the essential functions of the employment position or impairs any of the operations of the employing institution or poses a serious threat to the health or safety of others.
2. Continued Employment
Employment by a Church institution will not be terminated on the basis of AIDS, unless the nature and extent of the illness reasonably prevents such a person from performing the essential functions of the employment position or impairs any of the operations of the employing institution or poses a serious threat to the health or safety of others.

If a person is unable to continue his or her duties as a result of physical deterioration due to AIDS, benefits will be continued in accord with the policies pertaining to employees with any other disability or illness.

October, 2004
January, 2006

418 BENEFITS

Each Catholic School is required to provide a benefit package for its employees. These benefits include health insurance, group life insurance, LTD and retirement plan.

October, 2004
Revised and approved January, 2006

419 HOLIDAYS



Employees are not required to work on the following holidays. If the employer deems it necessary that any hourly employee work on any of these holidays, this employee shall work the holiday at 1 and ½ times their hourly rate. If the employer deems it necessary than any salaried employee work on any of these holidays, this employee shall choose another day as a paid holiday. Policy date July 2002.

Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day

420 VACATION DAYS

Full time hourly employees shall be entitled to paid vacation time as follows:

1. Until the beginning of the First Fiscal Year after the employee is hired, the employee will accrue vacation hours at a rate of ½ day per month. When the new fiscal year begins, the employee will be granted five (5) days of vacation to be used over the next year. Vacation hours may not be used until after six (6) months of continues employment.
2. During the Second Fiscal Year, employees will be granted five (5) days of vacation.
3. During the Third and Fourth Fiscal Years of employment, employees are granted ten (10) days of vacation.
4. During the Fifth and subsequent Fiscal Years, employees are granted fifteen (15) days of vacation.

Except for the hours accrued during the first partial Fiscal Year of employment, all vacation hours must be used within the calendar year earned, unless agreed otherwise in writing by the Pastor. Unused vacation days will be forfeited. Policy date: July 2002

421 BEREAVEMENT LEAVE

A full time employee is entitled to time off with pay for the death of a member of the employee's family as follows:

5 DAYS	3 DAYS
Spouse	Spouse's Parents
Parents/Step Parents	Son-in-law
Children/Step Children	Daughter-in-law
	Sister-in-law
	Brother-in-law
	Siblings
	Grandchildren
	Grandparents

Floating Bereavement Day: All staff will be allowed one floating bereavement day for a person not on the above list. This bereavement day must be approved by the employees direct supervisor.

For Religious Staff: A time of bereavement of three days for a fellow member of their religious community. Bereavement Leave for Part-time Employee working 1000 or more hours per year will prorated based on the employee's normal work week. Policy date July 2002.

Revised August, 2019

422 MATERNITY

Such leave may be for a period not to exceed six weeks. Maternity leave is without pay, except that sick leave may be used. Employment will continue as long as the employee desires, provided the employee is mentally and physically able to carry out the duties and responsibilities of the position. The leave should be requested at least 30 days prior to the beginning of it. At the time that it is requested, a written statement is made of the approximate date the employee intends to return to work. The employee shall notify the administrator two weeks prior to her return. This leave may be extended beyond the above stated time with Board approval.

423 DISABILITY LEAVE

Disability shall be defined as an unpaid leave of absence resulting from a physical, mental or emotional condition which prevents an employee from performing his/her duties. Disability leave may be put into effect at the request of the employee or after all accumulated sick leave has been used. Providing that an employee complies with the term and conditions as shall be established by the insurance company providing the coverage, the employee on



disability leave is eligible to participate in the health insurance or retirement plan, but must pay the entire premium for such benefits. The employee, who chooses to continue his /her participation in the benefit plans, will take the responsibility to pay the entire premium for health insurance/retirement as soon as he/she is placed on disability leave. While on disability leave no benefit shall accrue to the person except as specified in this policy.

424 LEAVE OF ABSENCE

Employees may apply for a leave of absence to the principal. The application shall specify the reason for the request and the length of the leave that is requested. The principal, after review, shall make recommendations to the Board of Education as to whether or not the leave should be granted, with or without modification. All such leaves of absence shall be without pay and shall be limited to six months. The employee can request an extension after the six month period by reapplying through this process. Leave will be granted only if it does not cause undue business hardship to the employer.

During the time that an employee is on a leave of absence, the employee's sick leave and vacation time shall not accumulate and the insurance coverage as provided for herein shall terminate unless the employee converts and pays for the insurance. The employee shall not be entitled to any other benefits as provided for herein while the employee is on an approved leave of absence. Policy date: July 2002

Deduction of sub pay:

In the event a person has used all of their personal, medical, or bereavement leave and more days are needed and have been approved by the Board of Education, no more than sub pay will be deducted from an employee's check per day unless the employee is paid less per day than sub pay.

425 SICK LEAVE

1. Full time staff members are granted 12 sick leave days/year, which include the faculty member and immediate family (husband, wife, children, mother, father). This sick leave may be used any time after the first day of classes.
2. Sick leave is cumulative up to a maximum of 40 days per school year. After five days of illness, a statement of medical proof of illness may be required.
3. Sick leave days include illness, hospitalization or emergency situations and doctor appointments.
4. Sick leave will be taken in increments of ½ days except in extreme circumstances (i.e. getting sick within the last hour of the day) under the discretion of the principal. (December 2006)

426 MILITARY LEAVE

Employees who serve in U.S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply unused earned vacation time to leave if they wish; however, they are not obliged to do so.

The employee is expected to notify the supervisor as soon as the dates of absence are known so arrangements can be made for replacement. Policy date: July 2002

427 PERSONAL DAY

A full-time teacher may be granted three paid days of personal leave per school year. Requests for such leave should be made in writing 48 hours prior to the day involved. Personal days will be taken in increments of not less than ½ days except in extreme circumstances under the discretion of the principal. The administrator may grant the leave based on the availability of a substitute teacher and the program requirements of the school. The school does expect the teachers to demonstrate professional responsibility in using and requesting this personal leave. Any additional leave beyond this shall be considered extended leave and must have prior Board approval. St. Mary's full time teachers are granted three personal days in a given school year.



Those days are to be taken and used at the teacher's discretion. Teachers are able to bank up to two unused personal days into sick days each school year. To bank a personal day means that it is no longer a personal day, it is now banked as a sick day for which each teacher receives 12 days/school year, cumulative to 40 maximum. There in a given year, if no sick days were used (12) and a personal day was banked, the teacher would have accumulated 13 sick days toward the 40 maximum. Policy date: August 2003 (December 2000)

Revised August, 2019

428 OVERTIME

Hourly employees shall be paid at one and one half times their regular hourly rate of pay for work performed in excess of 40 hours per week.

Before performing any work that would entitle the employee to overtime pay, the employee must acquire approval from his or her supervisor. Policy date: July 2002

429 DISABILITY

The employer, together with the employee, recognizes and decides when a disability leave of absence may be necessary when an employee is physically unable to perform the work required.

Guidelines: disability leave

1. The employee may use all accumulated sick leave and then disability leave will go into effect automatically.
2. The disability leave is an unpaid leave of absence after the accrued sick leave is used.
3. The request for disability leave shall be substantiated with a physicians' statement
4. The employee shall be reinstated upon returning to place of employment.

October 2004

January 2006

430 SEPARATION SALARY

When resignations or separations occur during the school year the resigning teacher shall be paid a sum pro-rated on the amount of time actually employed.

Adopted October 1, 1973

Revised February 9, 1993

Revised January, 1995

Revised October, 2004

Revised January, 2006

431 ASSUMPTION BOARD OF EDUCATION UNEMPLOYMENT POLICY

Be it resolved by the Board of Education of Assumption Parish as follows:

1. Whereas, St. Mary's School and the Faith Formation Department of Assumption Parish are non-profit religious education institutions under the sponsorship of Assumption Parish, as defined under the Unemployment Compensation Laws of the State of Minnesota, and
2. Whereas, the above education board, elect to put in place a severance pay system for employees hired and employed by the Assumption Parish Board of Education, where the employee has had a least three years of continuous service, a minimum of 720 hours per year, now
3. Therefore, the following policy is hereby adopted by the Board of Education of Assumption Parish;
 - a. Said employee shall be eligible for a severance payment of 25% of the monthly salary for up to three months, and if good faith is shown this severance payment shall be extended up to six months of employment.
 - b. For purposes of this resolution, the term "Termination" shall not include an employee who has voluntarily left the employment of the parish Board of Education, an employee who has been terminated for failure to perform the duties of the respective job description, an employee who shows blatant disregard of the moral requirements of the Catholic parish or the employee who position is eliminated due to the closing of the school or the Faith Formation Department.
 - c. For the purposes of this resolution, the term "Employee" shall mean any person who is employed by the school or the Faith Formation Department.



4. This policy shall take effect upon the adoption by the Assumption Parish Board of Education, and shall remain in effect until amended or rescinded.
5. This severance pay system shall be effective for all current and future employees of St. Mary's School and Faith Formation Department, as Assumption Parish Board of Education has elected not to be covered by the Unemployment compensation laws as of August 30, 1990.

Recommendation: leave as is
 Revised January, 1995
 Revised November 10, 1998
 October 2003
 January 2006

432 REPLACEMENT TEACHERS SALARY

A teacher hired during the course of the school year shall be paid a salary pre-rated on the amount of time remaining in the then current school year.

Adopted October 1, 1973
 Revised February 9, 1993
 Revised January, 1995
 Revised October, 2004
 Approved January, 2006

433 TRAVEL FOR EDUCATION

The Diocesan recommended rate per mile will be paid by the school for travel by staff when it is of direct benefit to the school. The principal will decide when this is to be paid. This will be adjusted annually at the Diocesan rate.

Adopted June 7, 1973
 Revised January, 1997
 Revised November, 1998
 Revised October, 2003
 Approved January, 2006

434 MILEAGE REIMBURSEMENT

Requests for mileage reimbursement shall be submitted for prior approval to the employee's immediate supervisor. Mileage reimbursement shall be at the current Diocesan rate. Policy date: October, 2003

435 MALTREATMENT OF MINORS

1. It is the policy of St. Mary's School/Assumption parish Faith formation to protect children whose health or welfare may be jeopardized through physical or sexual abuse or conditions of neglect. Realizing the important link schools have in identifying those children who are victims of abuse and neglect, a district commitment to staff development an in-service in the area of abuse/neglect is encourage.
2. It is the policy of St. Mary's School/Assumption Parish Faith Formation to comply with the law requiring the reporting of: knowledge of or reason to believe physical abuse, sexual abuse or conditions of neglect involving children. St. Mary's School/Assumption Faith formation also recognizes that they are also obligated to follow the St. Cloud Diocesan policy on sexual misconduct.
3. The reporting of maltreatment of minors shall be strictly in accordance with the provisions of MN Statutes Section 626.556.
4. All information concerning incidents of suspected abuse or neglect shall be treated in a professional and confidential manner.
5. It is the policy of St. Mary's School to provide prevention programs about abuse and neglect as a part of the curriculum.
6. A review of the regulations for the Policy of Maltreatment of Minors shall be done annually.

Regulations for maltreatment of Minors:

- I. Definition of Maltreatment
 - A. Maltreatment means physical abuse, sexual abuse or neglect of a child.
- Physical Abuse



1. "Physical Abuse" means any physical injury inflicted by a person responsible for the child's care on a child other than by accidental means or any physical injury that cannot reasonably be explained by the child's history of injuries. Such injuries may include but are not limited to:
2. Bruises and welts, burns and scalding, abrasions and lacerations, wounds or cuts, bites and punctures, bone fractures, malnutrition, concussions, failure to thrive, soft-tissue swelling.

Sexual Abuse

3. "Sexual abuse" means the subjection by a person responsible for the child's care, or by a person in a position of authority, as defined in section 609.341 subd. 10, to any act which constitutes a violation of sections 609.342 to 609.345 (any act of incest, rape, sodomy, intercourse, indecent liberties, and/or sexual contact or penetration) or sections 609.364 to 609.3644. Sexual abuse also includes any act which involves a minor which constitutes a violation of sections 609.321 to 609.324 (involvement of a minor child in prostitution) or section 617.246 (any act of sexual exploitation involving a minor child).

Neglect

4. "Neglect" means failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter or medical care when reasonably able to do so or failure to protect a child from conditions or action which imminently and seriously endanger the child's physical or mental health when reasonable able to do so. Nothing in this section shall be construed to mean that a child is neglected solely because the child's parent, guardian or other person responsible for his care in good faith selects and depends upon ease or remedial care of the child. Neglect as defined in section 260.015 subd. 10 means: children abandoned; habits, emotional, mental or physical disabilities of parent other custodian; children without necessary subsistence; education or their necessary care because parent neglects or refuses to provide it' and children under 18 living in an unlicensed facility.

II. Procedures for Mandated Reporting –M.S. 625.556, subd. 3

- A. Any professional employee of St. Mary's School/Assumption Parish Faith Formation who knows or has reason to believe a child is being physically or sexually abused or neglected shall, if possible, inform their building principal of their intent to report and shall immediately report the information to the local Social Services Agency, policy or county sheriff. The oral report shall be followed by a written report.
 1. "Immediately" means as soon as possible but in no event longer than 24 hours.
 2. The decision to report is the responsibility of the individual employee and may not be delegated to another person.
 3. There is no requirement for more than one report from a school; however, each professional should report in the absence of absolute certainty that a prior report has been made.
 4. As educators our only role in M.S. section 626.556 is to report. When a report is made the County Social Services personnel will assess the case and based on the case. Only the county attorney has the responsibility to charge or drop a case. Our role as educators we must report knowledge of or reason to believe abuse and/or neglect of children.
 5. If desired, the employee may request confidential support services from the building principal, school social worker, counselor, or school nurse.
 6. A reporter's identity is treated as confidential data during the course of the investigation or assessment; but after the conclusion, the same may become available by court order.
- B. An official oral report made to the appropriate social services agency or policy department by a person mandated to report shall be followed as soon as possible by written report. Any report shall be of sufficient content to identify the child' the parent, guardian, or other person responsible for the child's care; the nature and extent of the child's condition; as well as the name and address of the reporter.
- C. All incidents, actions taken and contacts shall be documented, including date(s). All comments shall be factual. A tentative file of the student, securely filed in the office of the building principal shall include a duplicate copy of any report made to Stevens County Child Protection Unit.



1. Reports of suspected child abuse or neglect which, after investigation by the Stevens County Child Protections personnel are found to be unsubstantiated shall be destroyed immediately.
 2. Reports of suspected child abuse or neglect which, after initial investigation by the Stevens County Child Protection personnel can neither be substantiated nor disprove, may be kept for one (1) year. If not substantiated within that time, the report shall be immediately destroyed.
 3. Reports of suspected child abuse or neglect that are substantiated by the Stevens County Child Protection Personnel may be kept for seven (7) years following the date of final case entry. The purpose of maintaining the file is to ensure (a) and long range adjustment and (b) a continuity of support services for the child and their family.
 4. The building principal is responsible for establishing and monitoring a procedure to ensure these practices.
- D. All school administration shall be appraised of the following provisions of M.S. 626.556:
1. Immunity from Liability (subd. 4)
6. The following persons are immune from any civil or criminal liability that otherwise might result from their actions, if they are acting in good faith:
 - a. Any person making a voluntary or mandated report under subd. 3 or assisting in any assessment under this section.
 - b. The employee of any public or private school or facility who permits access by local social service agency or local law enforcement agency and assists in an investigation or assessment pursuant to subd. 10.
 7. The subd. Does not provide immunity to any person for failure to make a required report or for committing neglect, physical or sexual abuse of a child.
 2. Falsified reports (subd.5)
 8. Any person who knowingly or recklessly makes a false report under the provisions of this section shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set up by the court or jury.
 3. Failure to Report (subd. 6)
 9. Any person mandated to report who knows or has reason to believe that a child is neglected or physically or sexually abused, as defined in subd. 2, and fails to report is guilty of a misdemeanor.
- III. Disposition and Closure
- A. An effective communication system facilitates both referral and reporting of findings and progress. Maintaining this communication network with the Stevens County Child Protection personnel facilitates sharing relevant information. Relevant information will be used to adjust the child's education program as indicated.
 - B. Disposition of the student's temporary file will be contingent on the findings of the Stevens County Child Protection personnel.
 - C. An effective communication network that provides accurate and timely feedback reinforces continued use of the system and resources.
- IV. Resources
- | | |
|-----------------------------------|----------|
| A. Stevens County Social Services | 589-7400 |
| B. Stevens County Sheriff | 208-6500 |
| C. Morris Police Dept. | 208-6500 |

Revised January, 1995
 Revised January, 1999
 Approved November, 2003
 Approved February, 2006

436 PERSONAL USE OF OFFICE EQUIPMENT

The schools' supplies, copy services, postage and support personnel are for the business of the school and all personal use by employees must be reimbursed to the school. Employees must seek prior approval before using any of the schools' supplies or support personnel for work that is not work related.



If personal long-distance telephone calls are necessary during the workday, the employee must reimburse the school. Policy date: August 2004

437 USE OF COMPUTER RESOURCES

All use of company provided computer resources must be appropriate and in accordance with policy. Inappropriate use may subject the employee to discipline, up to and including termination. Inappropriate use includes, for example:

- *use of the systems in violation of any company policy, including the Offensive Behavior Policy.

- *use of the systems to create, send, or receive messages, pictures, or computer files which are fraudulent, illegal, pornographic, obscene, sexually suggestive, insulting, sexist, racist, discriminatory, or harassing. If you receive such material you must immediately notify your supervisor.

- *use of the resources to conduct illegal activities.

- *loading of software that is not approved in advance by management

- *illegal copying of licensed software

- *use of software that is designed to destroy data, provide unauthorized access to the company's computer or communication equipment, or which would disrupt our computer or communication equipment in any way. Any message or file created, stored, and/or sent using the school's computer or communications equipment (including e-mail and voicemail systems) is our property. The employee should therefore have no expectation of privacy in any message that you store or send using the equipment.

Policy date: August 2004
Approved March, 2006

438 SMOKING

We have established our facility and business as a smoke-free workplace. All employees are expected to abide by this policy while at work.

Policy date: August, 2004
Approved: March, 2006

439 NOTICE OF INJURY

An employee, who is involved in a work-related accident, must submit a First Report of Injury Form as soon as possible after the injury occurs. Forms are available in the Parish and School offices. Policy date July 2002

440 WEEKLY TIME SHEETS

All hourly employees must complete a weekly time sheet. Time sheets should be turned into the employee's supervisor at the end of the last working day each week. Policy date: July 2002

441 WORKING HOURS

The working hours of an employee shall be established by the employee's immediate supervisor. The days and hours worked may vary from time to time as the employer's needs may vary. The teachers official school day is from 8:00 a.m. to 3:30 p.m. Extensions beyond these hours are to include staff meetings; student/parent meetings, school trips and school programs. Policy date: July 2002

442 PAY PERIOD

Employees shall be paid on the 20th of each and every month. The cut off date for hourly employees will be the 15th of each and every month. All deduction required by law shall be taken from the employee's paycheck prior to distribution. The employee shall be given a pay stub with each check that itemizes the deductions taken from the paycheck and such other information as is required by Minnesota law. Policy date: July 2002.

443 ABSENCE

If an employee knows that work arrival or departure will be different than their scheduled time, the employee should inform the secretary or supervisor in advance by telephone. The families of St. Mary's School expect the school's employees to be available during regular office hours. If the employee is not available the secretary or supervisor should know the employee's anticipated time of return. Policy date: July 2002



444 SEVERE WEATHER

Any school cancellations will follow Dist. 769 guidelines. In the event of severe weather, employees must use their own judgment as to whether or not they can get to work safely. Absences due to severe weather will be classified as personal leave unless St. Mary's School is closed. If the employee wishes to leave work early, they must notify their supervisor immediately and such an absence will be classified as personal leave. Revised: May, 2006

445 RECRUITMENT, SELECTION & APPT. OF SCHOOL PERSONNEL

The Diocesan Office of Schools will assist local schools in recruiting teachers, but the selection remains the responsibility of each school administration.

Personnel shall be hired without regard to race, ethnicity, gender, or national origin.

Because the distinctive and unique purpose of the Catholic School is to create a Catholic educational community, it would be normative practice to hire teachers of a Catholic faith background. In the event this is not practical or possible, the person hired should be of Christian orientation with an academic grasp of, although not necessarily a personal commitment to, the basic faith of Catholicism.

The employing entity, be it the Pastor or the canonical administrator, in collaboration with the Board of Education should formally approve of the hiring of all teaching and support staff upon the recommendation of the principal or school administrator. Official records should be kept of such recommendation and approval action.

446 OFFENSIVE BEHAVIOR

Any employee who engages in harassment on the basis of race, color, creed, religion, national origin, gender, sexual orientation, marital status, status with regard to public assistance, membership or activity in a local commission, disability or age; who permits employees under his/her supervision to engage in such harassment; or who retaliates or permits retaliation against an employee who reports such harassment is guilty of misconduct and shall be subject to remedial action which may include the imposition of discipline or termination of employment. Conduct may be considered harassment if it:

1. Has the purpose or effect of unreasonable interfering with the person's work or educational performance; or
2. Otherwise adversely affects that person's employment or educational opportunities.

The following are examples of prohibited harassment. Please note these are not the only forms of harassment.

1. Epithets, slurs or negative stereotypes;
2. Intimidating or hostile acts based upon protected classifications;
3. Written or graphic materials that denigrates or shows hostility or aversion to a person of a protected classification and that is posted or circulated on school property.

Sexual Harassment is also prohibited and includes any unwelcome sexual advance, request for sexual favor and other verbal or physical conduct of a sexual nature when:

*Submission to such conduct is made, either explicitly or implicitly, as a term or condition of employment;

*Submission to or rejection of such conduct is used as a factor in any employment decision affecting any individual; or

*Such conduct has the purpose or effect or unreasonably interfering with any employee's work performance or creating an intimidating, hostile or offensive working environment.

Although the intent of the person engaging in the conduct may be harmless or even friendly, it is the welcomeness of the conduct by the recipient that is relevant to whether the conduct is harassment.

Given the difficulty of judging whether the conduct is welcome or unwelcome in particular situations, the church prohibits all employees from engaging in any conduct of a sexual nature or amounting to harassment based on any protected category in the work setting.

This policy applies to everyone, including supervisors. No retaliation or intimidation directed towards anyone who makes a complaint will be tolerated.

If you believe you have been a victim of harassment, take the following steps:

*Discuss the matter with your supervisor



*If you believe your supervisor to be the source of or a party to the harassment or sexual harassment, talk to any other member of the pastoral staff or a member of the personnel committee. St. Mary's School will investigate and attempt to resolve your complaint promptly. Due to the nature of an investigation, it may not be possible to maintain confidentiality. If, for any reason, you believe this has not occurred within a reasonable period of time, refer the problem to a member of the personnel committee, up to and including the Pastor.

In addition to the previous, St. Mary's School follows the sexual misconduct policies laid out by the Diocese of St. Cloud. A copy of the Diocesan policy will be given to every employee for his or her review. The signed Acknowledgement of Receipt and Background Questionnaire will be kept in the parish office. Policy date: July 2002

447 INDEMNIFICATION

The Church shall indemnify and hold harmless any employee from any claim or cause of action that may arise against the employee as a result of any act done by the employee within the scope of the employee's employment. This shall not require the Church to indemnify or hold harmless the employee from any punitive damages or attorney's fees that may be assessed against the employee as a result of the employee's action or inaction when an employee acts in bad faith, personally benefits from the act, or commits a criminal act. Policy date July 2002

448 LAYOFFS

If the employer for any reason determines that it is necessary to lay off any employees, the employer in their sole discretion shall decide who shall be laid off and the length of time for the lay off. During the lay-off, an employee shall not be entitled to any benefits. The employer, likewise, shall retain the right to call back employees in any order it should choose. Policy date: July 2002

449 PERSONAL CONDUCT

All employees shall be mindful of the fact that they are employees of St. Mary's School and govern themselves accordingly. The employees' dress, appearance, speech and behavior shall at all times take into consideration that the employee is seen by the general community as a representative of the Church and school. Policy date: July 2002

450 DISCIPLINE

St. Mary's School encourages a supportive problem-solving approach to employment problems.

Disciplinary action may begin for several reasons, including but not limited to:

- *Violations of established work and safety rules
- *Insubordination
- *Theft and sabotage
- *Substandard job performance
- *Violation of a St. Mary's School or Diocesan policy

The response to an offense can range from informal counseling to immediate termination from employment. No employee is guaranteed the rights to progressive discipline, which may include oral reprimand, written reprimand, suspension and/or discharge. Supervisors may exercise judgment in determining if the severity of the employee's action should result in immediate dismissal. Policy date: July 2002

451 GRIEVANCE

1. In the public sector (e.g. public schools, governmental agencies) the term "due process" is regulated by law. However, in the private sector such legal and technical provisions do not necessarily apply. Consequently, in Catholic education it is important that truly Christian standards be adopted and followed to promote fairness and justice in the timely resolution of conflicts and disputes. Due process, therefore, calls for the opportunity for issues to be understood by the parties involved, for provision that all sides be heard, and for procedures of adjudication and appeal which are agreed upon mutually between the parties.
2. Complaints are defined as non-contractual problems or misunderstandings between the parties. Such complaints can arise between parent and teacher or administrator and Board or principal. The



Christian objective is for the complaining parties to solve these problems on the informal level as soon as possible.

- a. If a satisfactory resolution of a complaint is not affected with five (5) days after the oral discussion, either of the complaining parties may appeal for a hearing by the local Board and principal. The appeal is delivered in writing through the administration to the Board, and the Board hears the complaint in executive session with the parties and delivers its decision in open meeting. The decision of the Board is final. If the complaint is brought by the Board against the administrator, the arbitration provision outlined below shall be used.
3. Grievances are defined as any alleged violations of the application, meaning, or interpretation of the terms of educational contract and or any established personnel policies at the local or diocesan level. Before entering a formal procedure, as outlined below, every effort should be made to resolve such disputes in free and open discussion between the parties involved on the local level
 - a. Grievances against teachers:
 1. Grievances against teaches brought by the administrator and Pastor, written notice is given to the teacher and chairman of the local Board of Education. The Board informs the teacher in writing about the right to written appeal within ten (10) days and the procedures and timeline to be followed. The teacher's right to appeal is first to the administrator and principal and then in the event that the matter cannot be resolved in this fashion, the administrator may appeal for final settlement to the Board of Education.
 2. Education.
 - b. Grievances against Administrators:
 3. When a grievance is brought by a teacher or the local Board against an administrator, the procedures outlined above (section a) are followed, except that the administrator's right to appeal is first to the Pastor and then to the Board. The Board follows the same procedures as outlined above. In the event that the matter cannot be resolved in this fashion, the administrator may appeal for final settlement with the Pastor.

SOME SPECIAL NOTES ON GRIEVANCES:

1. Failure to respond within specified time limits, unless these are waived mutually by both parties, constitutes affirmation of the board's decision.
2. The term "days" shall mean days other than Saturday, Sunday, Holy Days, and legal holidays.
3. Parties to a dispute may be represented by counsel at a hearing conducted in executive session at the local board level or at arbitration sessions. They have specific rights to testify in person, to call witnesses on their own behalf, and to confront and cross-examine any opposing witnesses.
4. The function of the arbitrators is not to re-open all the background that has prompted the filing of a grievance. The primary role is to judge whether or not there is valid cause for the grievance and whether the decisions made or actions taken have been according to established policies and procedures.
5. Specific cases:
 - a. The decision to renew or not to renew a contract beyond the time stipulated in the contract does not constitute a grievable item, even though a board may choose to grant a hearing in such a case.
 - b. The decision to dismiss or terminate employment of a person during the contract period is grievable, and the board must grant the employee the right to hearing and arbitration is requested.

SOME SPECIAL NOTES ON CONCERNS BY PARENTS:

1. It is important that parents are informed annually, e.g. at registration time through parents handbook materials, about proper procedures to follow if they have concerns about teachers and administrators or anything else involving their children in the educational program of the school.
2. Christian standards dictate that complaints should be handled on the local level where they can be resolved. To circumvent the lines of communication is a negative influence in the Christian community.
3. The local board and administrator should spell out clearly the lines of communication regarding complaints by parents. Ordinarily the first contact should be with the "offending" party (e.g. teacher,



administrator) to resolve the problem. If a satisfactory solution is not achieved, the parent should next seek help from the administrator. If that fails, the parent may ask for a closed hearing with the administrator and boards.

452 JURY DUTY

If a full time or part time employee is required to serve on jury duty, the employee shall be excused for that time without pay.

453 INSURANCE

Life Insurance

The employer shall pay the premium on a \$15000 term life insurance policy for each full time employee and part time employee working at least 1000 hours in a calendar year. The employee may select his or her beneficiary. The employee shall not be eligible for this policy of insurance until the employee has completed his or her first calendar month of employment. Policy date: July 2002

Health Insurance

St. Mary's School provides a comprehensive health insurance plan to full time employees and part time employees working at least 1000 hours in a calendar year. The employer shall pay 75% of single or 50% of family health insurance upon request. The employee shall be eligible for the hospitalization coverage after his or her first calendar month of employment.

Policy date: July 2002

Revised: 2013

Other Insurance

St. Mary's School gives all employees the opportunity to participate in several other forms of insurance; including cancer, accident, disability, and dental. These are optional and are paid for entirely by the employee.

Policy date: July 2002

Flexible Benefit Plan

St. Mary's School gives all employees the opportunity to participate in a flexible benefit plan, which allows the employee to withhold pretax money to pay for health and daycare related expenses. Policy date: July 2002

454 OFFICE HOURS POLICY

The school office is open from 8:00 a.m. -12:00 noon and from 12:30p.m. to 3:30 p.m., Monday through Friday, except those days on which school is not in session.

DISCLAIMER

This employment policy shall not be construed by any employee as granting an employee a definite or indefinite employment contract. All employment and compensation with St. Mary's School is "at Will" which means that an employee can be terminated with or without cause and with or without notice, at any time, at the option of either St. Mary's or yourself, except as otherwise provided by law. This handbook is subject to revision at the discretion of the Principal and personnel committee at any time they deem it necessary to do so. Any such action shall apply to existing as well as future employees.



ACKNOWLEDGEMENT OF RECEIPT

Personnel Handbook

**St. Mary's School
Morris, MN**

I hereby acknowledge that I have received a copy of the St. Mary's School Personnel Handbook and that I have read it, understand its meaning, and agree to conduct myself in accordance with it.

Date: _____

Signed: _____

Print Name: _____

Position: _____

