

ADMINISTRATION

PERSONNEL

RECRUITMENT, SELECTION, AND APPOINTMENT OF SCHOOL PERSONNEL.

201

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.

Adopted November, 1993.

Approved October, 2003

Approved October, 2005

Approved March, 2007

ADMINISTRATION

WORKERS COMPENSATION SYSTEM

202

Under the Workers' Compensation System, it is the employers' responsibility to complete a First Report of Injury form for an injured worker, and to submit it to their insurance carrier. Some the First Report of Injury cases may qualify as recordable cases under the OSHA law, and may also be eligible for compensation as of the first day of lost time under the Workers' Compensation law.

The 1992 changes to the Workers' Compensation regulations now require that an employer with more than 25 employees must establish a safety committee.

NOTE: Minnesota OSHA requires that an employer with more than 10 employees in the preceding year must maintain an OSHA 200 Log (Log and Summary of Occupational Injuries and Illnesses) in the current year. The log is used to keep track of "recordable cases", that is, those injuries/illnesses that occur in the work environment, and result in greater than first aid treatment, restriction of work, transfer of duties, or a loss of consciousness.

Approved December, 2004
Approved October, 2005
Approved March, 2007

ADMINISTRATION

WASTE REDUCTION AND RECYCLING

203

Assumption Board of Education is to make resource conservation an integral part of its physical operation and curriculum.

Approved	October 1970
Revised	November 1992
Revised	January 1995
Revised	January 1999
Revised	December 2003
Approved	October, 2005
Approved	March, 2007

ADMINISTRATION

MONEY DRIVES

204

All fundraisers, news releases, and other information and communication must have the approval of the school Principal/Faith Formation Director prior to its release to the public, parents or parishioners. It may be appropriate that large fundraising efforts would seek consultation from the Diocese.

Revised: December 2003
Approved October, 2005
Revised, approved: March, 2007

ADMINISTRATION

ASBESTOS CONTROL

205

Relief from Liability for Program Manger

WHEREAS, federal rules and regulations published October 30, 1987, require local education agencies to implement a management program to deal with asbestos containing materials:

WHEREAS, the federal rules and regulations provided specific responsibilities for implementation of the Asbestos Management Program:

WHEREAS, federal rules require that St. Mary's School appoint an Asbestos Program Manager who is responsible to ensure proper implementation of St. Mary's School responsibilities as specified in the federal rules and regulations for asbestos:

NOW THEREFORE BE IT RESOLVED THAT, the principal of St. Mary's School be designated as St. Mary's School Asbestos Program Manager:

BE IT FURTHER RESOLVED THAT, the principal shall be indemnified by St. Mary's School against any and all liabilities arising by reason of any act or failure to act made in good faith pursuant to the provisions of the federal rules and regulations published October 20, 1987, regarding asbestos containing materials or the provisions of state rules and regulations regarding asbestos containing materials, including expenses reasonably incurred in the defense of any claim relating thereto.

Policy Adopted: October 13, 1988
Policy Reviewed and adopted: December 14, 2004
Approved October, 2005
Approved March, 2007