

MONTANA CATHOLIC SCHOOLS

*Diocese of
Helena*



*Diocese of
Great Falls-
Billings*

Policy Manual

SECTION 10-000: ADMINISTRATION 2015-2016



Table of Contents

10-000 Administration Handbook..... 4

 3002 Publication, Purpose and Limitations.....4

 10-004 Nature of Employment4

 10-006 Administration4

10-100 – Employment 5

 10-102 Outside Employment5

 10-104 Employment Requirements.....5

 10-106 School Administration - Defined5

 10-108 Employment of Immediate Family6

 10-110 Immigration Reform and Control Act.....6

 10-112 Employment Orientation6

 10-114 Administrative License6

 10-116 Administrative Employment Agreements/Contracts6

 10-122 Equal Opportunity – Non Discrimination.....6

10-200 – Personnel Records..... 7

 10-202 Maintenance of Records7

 10-204 Review of Personnel File7

 10-206 Security and Confidentiality of Employee Information7

 10-208 References/Verification of Employment7

 10-210 Change of Employee Information.....7

10-300 – Terms of Employment..... 8

 10-302 Employment Status8

 10-304 Basic Work Day8

 10-310 Attendance.....8

 10-312 Personal Appearance and Professional Dress8

 10-314 Personal Gain/Conflict of Interest8

 10-316 Charitable Solicitation.....9

 10-318 Use of Telephones, Copiers, and Other School Equipment9

 10-320 Safety and Health.....9

 10-322 Safe Environment Training10

 10-324 Work Related Injury or Illness.....10

 10-326 Employee Social Events.....10

 10-328 Outside Employment & Activities.....11

 10-330 Discrimination, Harassment, & Intimidation.....11

 10-332 Confidentiality12

 10-334 Tobacco, Alcohol, and Drug Free Environment12

 10-326 Communications with the Media12

 10-338 Emergency Procedures / Required Roll Call.....12

 10-340 Computer Technology Use and Access13

 10-342 Technology Related Communication13

 10-344 Copyright Guidelines14

 10-358 Purchase Orders and Purchasing Process.....15

10-400 – Compensation 16

 10-402 Salaries16

 10-406 Pay Day16

 10-408 Advance Payment of Salary16

 10-410 Compulsory Deductions16

 10-412 Voluntary Deductions16

 10-414 Garnishments16

 10-416 Reimbursement for Work Related Expenses16

10-500 – Administration Employment Benefits 17

 10-502 Holiday Leave17

 10-504 Personal Leave.....17

10-506 Sick Leave..... 18

10-508 Child Care..... 18

10-510 Workers' Compensation Insurance..... 18

10-512 Time Off to Vote 19

10-514 Bereavement Leave..... 19

10-516 Employee Assistance Program (EAP) 19

10-518 Jury Duty 19

10-520 Benefits Continuation - FMLA 20

10-522 Parental Leave 20

10-524 Health Insurance 21

10-526 Life Insurance 21

10-528 Long-Term Disability 21

10-530 Savings Plan - 403(b) (7)..... 22

10-532 Flexible Reimbursement Plan 22

10-534 Family / School Leave 22

10-536 Tuition Assistance 22

10-538 Health Insurance Savings Account (HSA)..... 22

10-540 Retirement Incentive - Health Insurance Continuation 22

10-542 Military Leave 23

10-546 Leave Without Pay (LWOP) 23

10-600 – Performance Appraisal / Evaluation 23

10-602 Basic Beliefs..... 23

10-604 Accountability..... 23

10-700 – Disciplinary Action and Due Process 24

10-702 Disciplinary Action..... 24

10-704 Causes for Disciplinary Action..... 24

10-706 Criminal / Immoral Activity..... 25

10-708 Problem Resolution for School Personnel (Due Process) 25

10-800 – Termination, Planned Layoff, & Non-Renewal 26

10-802 Termination..... 26

10-804 Lay-Off (Reduction in Force / Reorganization) 27

10-806 Employment agreement Non-Renewal 27

10-808 Termination, Lay-Off, and Non-Renewal Authority 27

10-810 Appeal of Termination or Lay-Off..... 27

10-812 Reinstatement of Employment 28

10-814 Disposition of Benefits upon Termination 28

10-816 Final Paycheck & School Property 28

10-900 – Roles, Responsibilities, & Criteria, Code of Ethics, and Effective Schools 29

10-902 Spiritual Leadership..... 29

10-904 Educational Leadership..... 29

10-906 Managerial Leadership 30

10-908 Effective Catholic School Leader Personal Attributes 31

10-910 Catholic School Leadership Domains..... 31

10-912 Code of Ethics for Catholic School Educators..... 32

10-914 Effective Schools 34

10-000 Administration Handbook

3002 Publication, Purpose and Limitations

- This handbook is for general guidance and is not intended to be an employment agreement. It is designed to acquaint Catholic school employees with the diocese and provide them with information about policies affecting their employment. The handbook also describes many of the employee's responsibilities as well as outlines the programs developed by the diocese to benefit employees.
- This handbook will be published and posted on the Diocesan website. School Employees will be provided the URL and password to access this handbook at their convenience.
 - Upon receiving the URL, Employees will sign a "Receipt of Employee Handbook Acknowledgement Form", which is to be filed in the employee's personnel folder.
- No employee handbook can anticipate every circumstance or question about policy. Therefore, the diocese reserves the right to edit, amend, revise, supplement, or rescind any policies or portion of the handbook, as it deems appropriate, in its sole and absolute discretion.
 - The contents herein can only be altered by written statement issued by the diocese. When any changes are made to this handbook, the diocese will inform the school administration who are to inform school employees.
- All employees are expected to respect all the moral and religious teachings and beliefs of the Roman Catholic Church and not to engage in any personal conduct or lifestyle that would be at variance with or contrary to the policies of the diocese, its parishes and schools, or the moral and religious teachings of the Roman Catholic Church.
- This handbook replaces and supersedes all previous handbooks, handbooks, and other communications distributed by schools and takes precedence over all memoranda, job offers, or other written or oral statements that describe the terms and conditions of employment.

10-004 Nature of Employment

- The School and the Administrator are obligated to fulfill the terms and conditions of the Administrator's employment agreement.

10-006 Administration

- The Superintendent is responsible for implementing personnel policies, establishing necessary procedures, and ensuring compliance with approved policies and procedures.

10-100 – Employment

- The Catholic school administrator is the academic officer of the school, engaged by the Diocese and financially compensated by the Catholic school, as outlined in his/her employment agreement.

10-102 Outside Employment

- School Administrators may not engage in any outside employment or other activities that may interfere or conflict with their duties and responsibilities of the school or the interests of the school.

10-104 Employment Requirements

10-104.1 Catholic Moral Standards

- Employees will live a lifestyle compatible with Catholic moral values. They must exercise conduct consistent with Catholic teachings and not engage in any practice, whether in their personal life or their employed capacity that may be in conflict with the Catholic Church teachings on faith and morals.
- Administrators are encouraged to concentrate their continued professional education and development in Catholic theology, history, and practice.

10-104.2 Federal, State, and Diocesan Prerequisites

- The applicant must have a valid Social Security Number.
- The applicant must complete a W-4 form.
- The applicant must have completed a Diocese employment application.
- The applicant must submit a clear Criminal History Summary.
- The applicant must have appropriate documentation to establish his/her right to work in the United States as required by state and federal law. .
- The applicant must be and all employees must remain insurable under the Diocese's general insurance liability policy. Notice of insurability from the Diocese's insurance company will immediately cause the employee to be considered ineligible for further employment.

10-104.3 Health Requirement

- Prospective and current employees must assure the Diocese of their ability to perform the essential functions of the position with or without reasonable accommodation.

10-104.4 Educator License Requirement

- Prior to offering an employment agreement, prospective administrators must provide evidence that they hold or are eligible to hold the appropriate Montana State Educator License with an applicable school administration endorsement.

10-106 School Administration - Defined

- The Catholic school administrator is an academic and/or administrative officer of the school, engaged by the diocese and/or local council / board / commission and financially compensated by the Catholic school system / parish, as outlined in the administrator's letter of employment and corresponding job description. For greater detail, see Catholic Schools Policy 1404.

10-108 Employment of Immediate Family

- Employment of an Administrator's immediate family member is prohibited if the relative is working in the same location and/or supervised by the Administrator.

10-108.2 Family Definition

- For purposes of this Handbook, family is defined as spouse, parent, child, and sibling; the employee's spouse's parents, child, or sibling; the employee's child's spouse; grandparents, or grandchildren.

10-110 Immigration Reform and Control Act

- In compliance with Federal Immigration laws, the school only hires workers who are and continue to be eligible to work in the United States. All employees hired after November 6, 1986, will be required, as a condition of employment, to document their eligibility to work.

10-112 Employment Orientation

- All new employees shall be afforded an orientation and training to better acquaint them with the Catholic school, its protocol, processes, facilities, and employees.

10-114 Administrative License

- All school administrators are responsible for obtaining and maintaining a Montana administrative license.

10-116 Administrative Employment Agreements/Contracts

- The Catholic Schools Office will provide an official employment offer for each school administrator.
 - All employment offers are for one academic year.
 - The employment offer is issued with no assurance of renewal.
- There is no tenure of any kind in Catholic schools operated within the diocese.
- The Superintendent of Schools will ordinarily notify an administrator by March if there is no intent to offer continued employment.
- Upon receiving an offer of employment agreement the administrator has ten (10) calendar days to accept or decline the offer.
 - Failure by the administrator to inform the Superintendent within ten (10) calendar days shall constitute a rejection of the employment offer.

10-122 Equal Opportunity – Non Discrimination

- All Catholic schools under the jurisdiction of the Roman Catholic Bishop do not discriminate on the basis of age, sex, race, color, national, or ethnic origin in its employment practice.

10-200 – Personnel Records

10-202 Maintenance of Records

- The school will maintain personnel records that include original employment application, professional resume / curriculum vitae, pre-employment material, and all significant documentation concerning employment.
- The following documents shall be included in the employee's personnel file:
 - A signed copy of the Faculty Handbook Acknowledgment Form
 - Records of Social Security, name change, benefits, etc.
 - A signed resume of professional accomplishments, commendations, and acknowledgements
 - Signed copies of disciplinary actions
 - A record of absences, tardiness, and leaves
 - All official certificates and licenses
 - Official copies of the teacher's education file, including undergraduate diploma and all completed graduate course work after and beyond the undergraduate degree
- At the end of employment, employee's personnel records will be kept on location indefinitely.

10-204 Review of Personnel File

- Administrators may review their personnel files in the presence of another administrator.
- Employee personnel files and documents may not be removed from the school.
- Employees will be provided copies of personnel records upon written and signed request at the employee's expense.

10-206 Security and Confidentiality of Employee Information

- The School respects the privacy of its employees and strives to ensure confidentiality with regard to all employee information. The School will not release any employee information, without a documented written request to release information from the individual Employee.

10-208 References/Verification of Employment

- The school administration is responsible for the security and confidentiality of all personnel records. Access to personnel records may only be granted by the school administration.
- The Catholic school respects the privacy of its employees and strives to ensure confidentiality with regard to all employee information and therefore, will not release any employee information, without a written request to release information from the individual employee.

10-210 Change of Employee Information

- It is the responsibility of each employee to inform the administration or delegate of any changes in employee information (e.g., name, address, telephone number).

10-300 – Terms of Employment

10-302 Employment Status

- All Administrators are employed under the terms and conditions of an annual employment agreement, established for one academic year.
- The offering of Administrative employment with the Catholic School does not grant tenure, either by fact or by implication.

10-304 Basic Work Day

- The School will follow the provisions of the Federal Fair Labor Standards Act and any applicable state laws regarding compliance to the Basic Work Day.
- Administrators will be in school no less than **thirty (30) minutes before the school day begins and thirty (30) minutes after the school day ends**, unless specifically excused by the Administration.

10-310 Attendance

- Administrators are expected to maintain an excellent attendance record and to be present every day during the prescribed work hours.
 - By accepting employment with the school, individuals are indicating that they will take appropriate action to manage their personal affairs; take precautions against accidents, both on and off the job; maintain good health standards; and be at work promptly every scheduled workday.
- While some allowances will be made for occurrences beyond the control of an employee, absenteeism may be cause for corrective action, up to and including termination of employment.

10-312 Personal Appearance and Professional Dress

- The Catholic school Administrator represents the local Catholic community and the greater Roman Catholic Church in his or her appearance as well as by his or her actions. Therefore, the Administrator's appearance and dress will be professional, appropriate, and set the standard of professional dress expectations for all Catholic school employees.

10-314 Personal Gain/Conflict of Interest

- Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.
 - This guideline establishes only the framework within which the diocese requires schools to operate. It provides general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the administration for more information or questions about conflicts of interest, potential or real.

- A conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for the individual employee or for a relative, as a result of the Diocesan operations.
 - For the purposes of this section, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
- All employees and independent contractors engaged by the school will not use their position with the school for personal advantage or in a manner that would create a conflict of interest.

10-314.1 Duty to Disclose

- In connection with any actual or possible conflict of interest, an interested person must disclose the existence and nature of his or her financial interest and all material facts to the applicable council, board, commission, committee, or diocesan director

10-314.2 Gifts

- Employees of the diocese shall not furnish services to or seek or receive for personal or any other person's gain, any payment, loan (except from a lending institution), gift or discount of more than nominal value or entertainment which goes beyond common courtesies usually associated with accepted business practice, from any business enterprise which has current or known perspective dealings with the RCB as a supplier, customer, and after complete disclosure of the facts.

10-316 Charitable Solicitation

- Charitable contributions by employees may be given at their own discretion.
- It is anticipated that Catholic school employees will support their local Catholic school fundraisers.

10-318 Use of Telephones, Copiers, and Other School Equipment

- School equipment will be available for official use only.
- When using school equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.
- Employees will notify the school administration if any equipment, machines, or tools appear to be damaged, defective, or in need of repair

10-320 Safety and Health

- The safety and health of all employees is of vital concern to the school. No employee is required to work at a job he/she knows is not safe or healthy.
- All employees are expected to carry their share of the responsibility for a safe and healthy work environment including:
 - Cooperate fully with all aspects of the school's safety and accident prevention program;
 - Comply with all rules and regulations regarding safety practices;
 - Be alert to possible hazards, and report any hazards to the person responsible for the work area.

10-322 Safe Environment Training

- In compliance with the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People, all school employees and volunteers who are regularly involved with minors and/or who have regular, unsupervised access to children shall have on file shall be trained in the diocesan Safe Environment Program
 - All school employees shall have on file:
 - An approved background check indicating they have no criminal conviction of a crime against a person
 - Evidence that they have attended a Safe Environment Training offered by the diocese and are current with the training

10-322.1 Safe Environment Protocol

- In order to fulfill the expectations of the Charter for the Protection of Children and Young People and to establish a safe environment for all children, school employees and volunteers will:
 - Attend the required Diocesan Safe Environment training session within thirty (30) calendar days of the first day of employment or volunteer opportunity
 - Maintain the safe environment educational expectations
 - Earn the required certification, as determined by the diocese
 - Sign the required Diocesan forms that certifies they have read and understand Diocesan expectations for training, professional development, and certification for initial or continued employment in the school.
- Noncompliance with any portion of this policy is cause for immediate termination.

10-322.2 Reporting of Suspected Child Abuse or Neglect

- All school employees are required to report suspected child abuse or neglect immediately to:
 - The school administration
 - The Bishop's Office
 - Montana Child and Family Services Division – 866.820.5437

10-324 Work Related Injury or Illness

- All accidents, injuries, or illness incurred by the employee while on the job shall be reported to the school administration as soon as possible.
- The school and employee shall immediately initiate the Workers Compensation procedures established by the Diocese and/or local school.
- If medical treatment is required, the employee will be required to provide a release from a physician before being allowed to return to work.

10-326 Employee Social Events

- Attendance is voluntary at any school-sponsored social event for employees.

10-328 Outside Employment & Activities

- Employees may engage in outside employment as long as it does not occur during their assigned Basic Work Day or affect the quality of their work in the school.
 - When an employee is employed outside of their school employment, he/she will notify the school administration of the outside employment and include the employed responsibilities and activities.
- Catholic school employees may not maintain an outside interest or business or engage in any outside business or activities that may conflict with the doctrines of faith or morals of the Catholic Church.

10-330 Discrimination, Harassment, & Intimidation

- The Catholic school and the diocese expect that all employees will act responsibly to establish a pleasant working environment free of discrimination, harassment, or intimidation.
- The Catholic school prohibits all forms of discrimination, harassment, or intimidation because of age, race, creed, color, national origin, ancestry, physical or mental disability, or medical condition.
- The Diocese and the Catholic school prohibit any employee to discriminate, harass, or intimidate another employee. Examples include but are not limited to:
 - Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments, or threats
 - Visual conduct such as derogatory and/or sexually oriented brochures, posters, photography, cartoons, drawings or gestures
 - Physical conduct such as assault, unwanted touching, blocking normal movements or interfering with work
 - Retaliation for having reported or threatening to report harassment.

10-330.1 Reporting and Investigation Process

- Any employee who believes that he or she is being harassed, discriminated against, or intimidated, for any reason, by a supervisor, co-worker, student, parent, vendor or anyone else in the school workplace should promptly take the following steps:
 - Report the alleged act immediately to the Administration and/or Superintendent. The complaint should include details of the incident, names of the individual(s) involved and the names of any witnesses.
 - An investigation of all complaints will take place immediately.
 - The privacy of the aggrieved individual, as well as that of the employee under investigation, will be respected at all times.
 - If, after what the aggrieved employee considers to be a reasonable length of time, he/she believes inadequate action is being taken to resolve the complaint, he/she should go directly to the Superintendent or the diocesan personnel director with the complaint.
 - The Superintendent, the diocesan personnel director, or delegate will fully and effectively investigate the complaint.
 - Neither the school nor the diocese will retaliate against an employee for filing a complaint. The School and the diocese prohibit retaliation by supervisors or co-workers against any employee who makes a complaint regarding harassment or who cooperates in an investigation subsequent to a complaint.

10-332 Confidentiality

- Any information obtained in the course of employment with the school is considered the property of the school and should not be disclosed to anyone outside of the school or inside the school, unless approved by the school administration.
- All information relating to personnel matters or the personal matters of school personnel, students or families of students are the private domain of the school. Unless approved by the school administration, such information shall not be discussed with anyone unless approved by the school administration.
- Employees with access to confidential information are charged with the responsibility and obligation of protecting the information. Access, authorized or not, does not confer the right to disclose such information.

10-334 Tobacco, Alcohol, and Drug Free Environment

- Catholic schools in the diocese shall be tobacco and drug free.
 - Smoking shall be strictly prohibited within all school buildings for all employees, volunteers, visitors, and students. Though schools cannot enforce this rule at parish events, administrators should encourage this guideline for all events held in school buildings.
 - Any employee with a potential or actual drug and/or alcohol dependency will be encouraged to seek medical assistance through the Employee Assistance Program.
 - Possession of alcohol and/or drugs in the work place, as well as reporting to work under the influence of alcohol and/or drugs is grounds for immediate dismissal.
- All employees share in the responsibility for adhering to and enforcing this policy. Any problems should be brought to the attention of the appropriate supervisor and handled through the normal chain of command.

10-326 Communications with the Media

- The Administration or delegate is the sole media spokesperson for the school. .

10-338 Emergency Procedures / Required Roll Call

- The school shall have an Emergency Procedure Manual for all employees that will be annually updated and distributed.
 - It is expected that all school employees will read and become familiar with the Emergency Procedure Manual.
- The school shall comply with the disaster and exit drills as required by Montana law
 - Montana Codes Annotated 20-1-401.
 - Disaster drills to be conducted regularly -- districts to identify disaster risks and adopt school safety plan. (1) As used in this part, "disaster" means the occurrence or imminent threat of damage, injury, or loss of life or property. Disaster drills must be conducted regularly in accordance with this part.
 - A board of trustees shall identify the local hazards that exist within the boundaries of its school district and design and incorporate drills in its school safety plan to address those hazards.
 - A board of trustees shall adopt a school safety plan that addresses issues of school safety relating to school buildings and facilities, communications systems, and school grounds with

the input from the local community and that addresses coordination on issues of school safety. The trustees shall review the school safety plan periodically and update the plan as determined necessary by the trustees based on changing circumstances pertaining to school safety.

10-340 Computer Technology Use and Access

10-340.1 Hardware, Network, E-Mail, and Internet Use

- All school computers, files, servers, and e-mail, as well as school internet access and software are the property of the school and/or diocese and intended for official use only. Employees may use the technology at the level for which they have authorization.
- Employees may not use computers, files, servers, e-mail, and the internet in ways that are disruptive, offensive to others, harmful to morale, or that may be contrary to the Catholic moral standards.
- School equipment and email may not be used to solicit others for commercial ventures, political causes, outside organizations, or other matters that are not affiliated with the Catholic faith, diocese, or school.

10-340.2 Software Use

- The School shall obtain a license for each software program used in the school for school operational purposes. Unless authorized by the software developer, the School does not have the right to reproduce any software for use on more than one computer.
- Employees are not allowed to install unauthorized software into school computers.
- Employees may only use software on local area networks or on multiple machines according to the software license agreements.

10-340.3 Technology Use Agreement

- Prior to using or accessing the school computers, servers, network, Internet access, email system, and/or software, all employees will read and sign the Electronic Mail, Network, and Internet Use Agreement.

10-342 Technology Related Communication

- School employees shall keep the language in posts and other electronic communication formal.
 - An effective technique to maintain professionalism between students and teachers is to confine topics conveyed via electronic communication to school activities, class topics, or information that may clarify an assignment.
- In order to address the issue of electronic communication between adults and young people, the diocese has implemented the following guidelines.
 - Emails:
 - School employees shall only use email accounts that are provided by the Catholic school to communicate electronically with students.
 - Blogs:
 - School employees will only use technology related communication to communicate with students using a blog platform or system provided by the Catholic school.
 - Social Networking:
 - School employees will decline or disregard invitations from students to interact one-on-one through instant messaging, texting, and social networking sites.

Texting: School employees should avoid using a personal communication device or email account to contact students. However, in the event this occurs (when a school employee communicates with students involving schedule changes, cancelation of practice, weather cancelations, etc.), the following shall take place:

- If possible, the parent(s) and the school administrator must also be notified by including them in the communication.
- If the parent(s) and the school administrator cannot be included in the message, the employee shall note the date, time, and nature of the contact and inform the school administrator (in writing) on or before the next school day.
- Video Calls:
 - School employees will not use a web cam or Internet type of phone (telephony) that permits video transmission to communicate with students.
- File Uploads / Downloads:
 - Anytime a school employee uploads a file to students, the school administrator must also be copied along with the file that was uploaded.
- Video Gaming:
 - School employees may not knowingly participate in any type of online games with students.
- Engagement in technology related communication, including blogs and social networking, such as, but not limited to: Facebook, LinkedIn, Instagram, SnapChat, etc., may result in disciplinary action, if the content of the communication violates the confidentiality expectations or includes defamatory comments regarding the school, its employees, its students, the Catholic parishes, or the Catholic faith.

10-344 Copyright Guidelines

- Employees may copy media for personal and/or instructional purposes, in compliance with the federal copyright guidelines.
 - Employees may NOT:
 - Make multiple copies (not to exceed in any event more than one copy per pupil per course) of work for classroom use if it has already been copied for another course in the same school
 - Make multiple copies of an author's work more than once in a term or make multiple copies from the same collective work or issue more than three times in a term
 - Make multiple copies of works more than nine times in a term
 - Make a copy of works to take the place of an anthology
 - Make a copy of "consumable" materials, such as workbooks
 - Make a copy of any computer ware without the explicit consent of the author / owner
 - Employees MAY make a single copy, for use in scholarly research, or in teaching, or in preparation for teaching a course of the following:
 - A chapter from a book
 - An article from a periodical or newspaper
 - A short story, short essay, or short poem, whether or not from a collected work
 - A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper

- Employees MAY make multiple copies for classroom use only, and not to exceed one per student in a course of the following:
 - An excerpt of not more than 250 words from a poem which in its entirety is more than 250 words
 - An excerpt from a prose work of 10 percent of the work or 1,000 words, whichever is less, subject to a minimum, however of 500 words
- Each copy of the multiple copies permitted under one of the above provisions must include a notice of the copyright for the work.

10-358 Purchase Orders and Purchasing Process

10-358.1 Responsibility and Authorization

- The Administration or his/her delegate is responsible for all purchases in the name of the school and shall authorize payment for goods and services under the following conditions:
 - The proposed payment falls within the school's budget and within the budget limits.
 - The proposed payment complies with purchasing policies and regulations.
 - The proposed payment is for goods and/or services that have been inspected and certified by the responsible employee as having been received in acceptable condition.

10-358.2 Purchases

- All orders in which the school is expected make payment must be using the school's Purchase Order (PO) system and be pre-approved by the Administrator before an order is made.
 - Orders made without prior approval purchase order will result in the employee being held personally liable for the order.

10-358.3 Process

- Prior to making an order, employees will obtain and fill out a Purchase Order (PO) Form.
- The employee will present the PO to the appropriate administrator for approval.
- A signed copy of the PO will be presented to the Business / Finance Office.
- The employee or Business / Finance Office staff will make the purchase, using the information outlined on the PO.
- When the shipment arrives, the employee will check the contents to be sure everything ordered was delivered.
- The employee will mark the packing slip with the date received and give the packing slip to the Business / Finance Office staff.
- The Business / Finance Office staff will pay for the shipment.
 - The Business / Finance Office will not pay for merchandise until receipt of delivery is made available.

10-400 – Compensation

10-402 Salaries

- Salaries for Administrators in Catholic schools are adopted at a local level and socially just.

10-406 Pay Day

- If an employee is absent on payday and is not receiving payment through direct deposit, the check will be held for his/her return or upon request, mailed to the employee's home address. It is the employee's responsibility to keep his or her current address on file with the school.

10-408 Advance Payment of Salary

- Requests for salary advances should not be granted.

10-410 Compulsory Deductions

- Federal and state income taxes along with Social Security and Medicare taxes will be deducted from an employee's gross salary. This tax is forwarded to the Federal Government together with a matching amount paid by the school. Federal and state income taxes vary with the number of exemptions claimed by each employee.
- At the school's discretion, employees with children in the school may have their tuition obligation deducted from their pay.

10-412 Voluntary Deductions

- Employees may authorize deductions from their paychecks for dependent insurance and for other diocesan or school-approved reasons.

10-414 Garnishments

- In the event garnishment or similar proceedings are instituted against an employee, the school will deduct the garnished amount required by law.

10-416 Reimbursement for Work Related Expenses

- The School will pay all actual and reasonable school / education-related expenses incurred by Administrators in the performance of their job responsibilities.
 - Before the school provides reimbursement, the administrator will consult with the School Council/Board or Superintendent for expenses, including travel and materials expenses incurred in the wake of work-related responsibilities, in advance.
- Mileage reimbursement will be calculated at the IRS rate per mile.
 - Use of an employee's personal automobile on business requires prior approval of the administration. The employee shall possess a valid driver's license and minimum insurance coverage as required by the State of Montana and as required by the employee's insurance carrier for business use of a personal vehicle.

10-500 – Administration Employment Benefits

- Eligible employees are provided a wide range of benefits. A number of the programs cover all employees in the manner prescribed by law.
 - Employees working 0.75 FTE or greater are benefit eligible, pro-rated on their FTE status.
 - Employees assigned to less than 0.75 FTE are not benefit eligible.

10-502 Holiday Leave

- Annually, the following days will be considered paid holidays and days upon which school will not be in session.
 - Any changes to the Holiday Leave schedule will be approved by the Superintendent.
 - New Year' Day
 - Good Friday
 - Easter Monday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Thursday
 - Thanksgiving Friday
 - Christmas Eve
 - Christmas
 - After consultation with the local school governance, the local school may choose to include Washington's Birthday and/or Martin Luther King Day as Holiday Leave.

10-502.1 Calendar Conflicts

- A designated holiday that falls on a Saturday will be observed on the preceding Friday.
- A designated holiday that falls on a Sunday will be observed on the following Monday.
- If a designated holiday falls within an employee's vacation period, the holiday is not counted as a vacation day.
- If a designated holiday falls within an employee's sick leave, it is not counted as a sick day.
- If a designated holiday falls within an employee's personal time off, it is not counted as personal time.

10-504 Personal Leave

- The Diocese provides paid personal leave benefits to all eligible administrators for periods of temporary absence.
- Full-Time Administrators receive twenty-five (25) personal leave days per year to be used each year.
 - Administrators who anticipate taking Personal Leave shall inform his/her peers and supervisor at least one day in advance of their anticipated leave date.
 - Unused personal days do not accrue annually and are not reimbursed either annually or upon termination.
- Administrators will not take personal leave in the first two or last two weeks of a grading term.

10-504.1 Process

- Administrators who anticipate taking Personal Leave shall submit a request to their supervisor at least two days in advance of their anticipated leave date.
 - Request for Personal Days may be denied if the request dates are in the first two or last two weeks of a grading term or if a significant number of employees request leave for the same days.

10-506 Sick Leave

- Benefit eligible administrators are provided with 10 paid sick days annually for periods of temporary absence due to personal illnesses or injuries or illnesses or injuries of immediate family members and may not be used for any other absence.
 - Immediate family is defined as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.
 - Sick leave can accumulate 63 days.
 - Employees are not reimbursed for unused days either annually or upon termination.

10-506.1 Process

- Employees who are unable to report to work due to illness or injury should notify the Administration before the scheduled start of the school day.

10-506.2 Sick Leave Verification

- The school has the right to require employees to provide medical verification of an illness or injury if he/she has taken five (5) or more consecutive days of sick leave.
- The school has the right to request and receive confirmation from the appropriate licensed health/medical professional (e.g. physician, psychiatrist, and/or psychologist) that the employee is able to return to work if the employee has taken five (5) or more consecutive days of sick leave.
- Employees are to provide medical verification every month for a disabling condition that lasts for more than ten (10) consecutive calendar days.

10-508 Child Care

- Benefit eligible employees are provided with childcare assistance as outlined in the following paragraphs.

10-508.1 Cafeteria Plan / Flexible Spending Account

- Employees choose benefits (including childcare) from a list of options and contribute a part of pretax salaries to a childcare account. This option allows employees to minimize the federal and state tax they must pay on childcare dollars.

10-508.2 Flextime Scheduling

- Employees may request the opportunity to vary their work schedules (within the school-defined limits) to better accommodate childcare responsibilities.

10-510 Workers' Compensation Insurance

- All school employees are provided workers' compensation insurance. This program covers any injury sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.
 - Employees who sustain work-related injuries, regardless of how insignificant the injury may appear, should immediately inform the School Administration and/or Diocesan Human Resource Director, who will in turn, call the accident into the current insurance carrier.
 - No matter how minor an on-the-job injury may appear, it is important that it be reported immediately.
 - If more than 30 days have elapsed since the work-related injury is reported, neither the insurance carrier nor the diocese will cover the worker's job-related injury.
- Neither the school, the diocese, nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the diocese or the school.

10-512 Time Off to Vote

- Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, the schools will grant up to one hour of paid time off to vote.
 - Employees should request time off to vote from the Administration at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the class, whichever provides the least disruption to the normal work schedule.

10-514 Bereavement Leave

- Benefit eligible employees are provided Bereavement Leave benefits for periods of temporary absence due to a death of an immediate family member.
 - Up to five (5) work days of paid bereavement leave will be provided to eligible employees.
 - Immediate family is defined as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.
 - At the discretion of the Administration, employees may have time off to attend funerals of non-family members.
- Bereavement Leave days do not accumulate annually and are not compensable upon termination.

10-516 Employee Assistance Program (EAP)

- The diocese may provide an Employee Assistance Program (EAP) to all benefit eligible employees.
 - Additional information on the EAP is available from the Administration or his/her delegate.

10-518 Jury Duty

- The diocese encourages employees to fulfill their civic responsibilities by serving jury duty when required.

10-518.1 Salary Compensation

- If the employee on jury duty received compensation, the employee will present to the Administration his/her receipt of jury duty compensation.
 - Upon completion of jury duty service, the school may deduct from the employee's salary, the amount the employee received for jury duty compensation.

10-520 Benefits Continuation - FMLA

- Continuation of the health insurance benefit under this clause shall be in compliance with the US Family Medical Leave Act.
 - The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:
 - Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
 - Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

10-522 Parental Leave

- Parental leave is available for parents at the time of birth or adoption of a child.
- The intent of the Parent Leave Policy is for parents and their child to have the first three months of their new life together, without work interrupting this important bonding time.
- An employee may choose one of the following options for Parental Leave:

10-522.1 Parental Leave Option A

Beginning at the time of birth of adoption of a child, the school will grant three month's parental leave, with the first month fully paid and the second and third months unpaid.

- No employment rights will be lost because of parental leave.
- Vacation Leave may be used to extend the Parental Leave time.
- During the two months of unpaid parental leave, the school shall continue to pay the medical insurance premiums for an employee.

10-522.2 Parental Leave Option B

- Beginning at the time of birth of adoption of a child, the school will grant three month's parental leave for the employee, with the employee continuing to receive his/her salary, minus the gross cost to the school for the replacement / substitute employee.

- The gross cost for the replacement / substitute employee shall not exceed the net income for the parental leave employee.
- Vacation time may be used to extend the Parental Leave time.
- During the three months Parental Leave time, all employees benefit applications will remain in full.

10-524 Health Insurance

- Benefit eligible administrators shall be afforded access to a comprehensive health insurance plan on the first day of the month following their commencement of employment.
- Employees working 0.75 FTE or greater shall have health insurance provided by the school or receive a supplement.
- The amount paid will depend on the Diocesan plan.
- Employees assigned to less than 0.75 FTE are not eligible for the health insurance benefit.
- The health insurance benefit may be extended to include dependents (spouse and/or children) of benefit eligible-employees.
- A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation.

10-524.1 Health Insurance Premium Reimbursement

- The Catholic school may reimburse the spouse of a benefit eligible employee who chooses to participate in a spouse / family health insurance plan.
 - The spouse shall provide the Catholic school with evidence of financial payment to his/her health insurance plan for the Catholic school employee.
 - The total reimbursement to the spouse may not exceed what it would cost the Catholic school employee to participate in the Diocesan health insurance plan.

10-524.2 Medicare Health Service

- An employee of Medicare age has the choice of the Diocesan Health Insurance Plan and/or Medicare.
 - All financial obligations associated with the Medicare premium shall be paid by the employee.

10-526 Life Insurance

- The diocese may provide a basic life insurance plan for benefit-eligible employees.
 - Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between the diocese and the insurance carrier.
 - Details of the basic life insurance plan, including benefit amounts, are described in the Summary Plan Description provided to eligible employees.
 - Employees working 0.75 FTE or greater shall have their life insurance premium paid by the school, pro-rated on their FTE status.
 - Employees assigned to less than 0.75 FTE are not eligible for the life insurance benefit.

10-528 Long-Term Disability

- The diocese may provide long-term disability (LTD) insurance to benefit-eligible employees to cope with an illness or injury that result in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

- Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between the diocese and the insurance carrier.
- Employees working 0.75 FTE or greater shall have their LTD insurance premium paid by the school, pro-rated on their FTE status.
- Employees assigned to less than 0.75 FTE are not eligible for the LTD insurance benefit.

10-530 Savings Plan - 403(b) (7)

- The diocese may provide a 403(b) (7) Savings Plan to benefit eligible employees for future financial security for retirement.
 - The time line upon which an employee is eligible to join the Diocesan 403(b)(7) Savings Plan and the employer / employee contribution are determined by the Diocesan 403(b)(7) Savings Plan.
 - Employees assigned to less than 0.75 FTE are not eligible for the savings plan benefit.

10-532 Flexible Reimbursement Plan

- The diocese may offer a Flexible Reimbursement Plan (Flex Plan), where employees participating in the diocesan group medical plan can elect to reserve tax-free dollars to pay expenses incurred for medical insurance premiums, dependent care, and out-of-pocket medical care.

10-534 Family / School Leave

- Parents, grandparents, and legal guardians shall be allowed to take up to twenty (20) hours of paid leave per school year to observe or participate in their children's (grandchildren) activities at any Kindergarten through 12th grade level.
 - The employee is required to provide the Administration with at least five (5) calendar days advance notice when using this benefit.

10-536 Tuition Assistance

- Benefit eligible employees shall receive K – 12 tuition assistance for their children attending a Diocesan Catholic School.
 - The rate of tuition assistance shall be established by the administration after consultation with the school Council / Board / Commission.

10-538 Health Insurance Savings Account (HSA)

- The diocese may provide an HSA for school employees.
 - Complete details of the HSA will be available from the Diocesan Human Resource Director.

10-540 Retirement Incentive - Health Insurance Continuation

- An individual Catholic school / Catholic school system may offer a retirement incentive for employees as a retirement incentive with the following conditions:
 - The employee has twenty or more years of full-time service
 - The employee is at least 60 years old
 - The school administration consults with the school Council / Board / Commission and receives supportive consensus for a Retirement Incentive.

- The Retirement Incentive shall be approved by the Superintendent.

10-542 Military Leave

- A military leave of absence will be granted to employees who are absent from work because of service in the US uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).
 - Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

10-546 Leave Without Pay (LWOP)

- An employee may request LWOP for personal leave reasons only after his/her personal leave days are used.
- An employee may request LWOP for sick leave reasons only after his/her sick leave days are used.
- LWOP Provisions
 - Employees granted LWOP for more than 10 (ten) work days may be required to pay for all benefit insurance premiums (health, vision, dental, disability, life, etc.) while on LWOP.
 - Employees granted LWOP for more than 20 (twenty) work days shall be responsible to pay all benefit insurance premiums (health, vision, dental, disability, life, etc.) while on LWOP.
 - LWOP may not exceed 60 (sixty) work days. Upon the 61st work day of LWOP, the employee will either return to work or resign from employment.

10-600 – Performance Appraisal / Evaluation

10-602 Basic Beliefs

- The Diocesan employee evaluation and observation is predicated upon several basic beliefs.
 - The primary focus of an evaluation and observation process must be upon what is and what contributes to effective education in the spirit and principles of the Roman Catholic Faith.
 - The evaluation and observation process must promote improvement in education, professional growth, positive behaviors, Catholic principles, and attainment of Catholic School Leadership Roles, Responsibilities, and Criteria.
 - The evaluation and observation process must provide recognition for Administrators who are exceeding Catholic Schools Leadership Roles, Responsibilities, and Criteria.
 - The evaluation and observation process must provide assistance to Administrators who are failing to meet the Catholic Schools' Leadership Roles, Responsibilities, and Criteria
 - The evaluation and observation process must be applied uniformly and fairly.
 - The evaluation and observation process must be a continuous process, capable of yielding useful information and valid conclusions.

10-604 Accountability

- The purpose of an evaluation and observation process is to assess the Administrator and his/her effectiveness, promote professional growth, provide a basis for personnel decisions, and comply with the policies of the Diocese and laws of the State of Montana.

- The evaluation and observation process will assure a high quality of education for students, foster an environment for continual improvement in instruction, spirituality & education, promote employee growth and development, enhance employee - administration communication, and provide a basis for identifying sub-standard and/or unsatisfactory performance that may require appropriate personnel action, including termination or non-renewal of employment.
- The evaluation and observation process will ensure that all Administrators meet specific standards of performance expectations and that the school will comply with requirements established by the Diocese and State of Montana.
- The Superintendent or his/her delegate will conduct Administration evaluations.

10-700 – Disciplinary Action and Due Process

10-702 Disciplinary Action

- The Superintendent is responsible for taking disciplinary action to remedy Administration problems. These problems include, but are not limited to, work performance, attendance, or any action that may interfere with the mission of the school.
- Disciplinary Action may include:
 - Suspension with pay
 - Suspension without pay
 - Termination

10-704 Causes for Disciplinary Action

- Causes for disciplinary action include violation of the terms of the Administrator's employment agreement, failure to meet the expectations as articulated in a Plan of Improvement, and/or violation of the Diocesan policies.
- Examples of acts that may lead to disciplinary action are listed below. This list is not an exhaustive list of types of conduct that may result in disciplinary actions up to and including termination.
 - Inability to fulfill contractual expectations
 - Violating the terms of the employment agreement or Administration Handbook
 - Personal conduct or lifestyle at variance with or contrary to the policies of the Diocese, its parishes and schools, or the moral and religious teachings of the Roman Catholic Church
 - Insubordination
 - Violation of local, state, or federal law
 - Dishonesty
 - Falsification of records, information on employment application, or references
 - Working under the influence of intoxicants or illegal drugs, including legal drugs that are used in an unauthorized manner or by an unauthorized person
 - Unlawful harassment, hazing, or intimidation of students, parents, or employees
 - Unsatisfactory job performance
 - Unprofessional conduct in relation to parents, students, other staff, or visitors to the school or school event

- Breach of professional ethics
- Inability to work co-operatively with supervisors, peers, or subordinates
- Violation of employer rules
- Habitual or excessive tardiness or absence from work or from employee's work area
- Disclosure of confidential information
- Failure to meet expectations as outlined in a Plan of Improvement

10-706 Criminal / Immoral Activity

- Disciplinary action, including leave of absence, suspension with or without pay, or termination may be imposed for an employee against whom formal charges have been filed for the commission of a crime, committing immoral acts, or having been arrested or accused of same, pending outcome of investigation or adjudication of innocence or guilt.

10-708 Problem Resolution for School Personnel (Due Process)

10708.1 Purpose

- The Diocese is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response.

10-708.2 Basic Principles

- The Diocese strives to ensure fair and honest treatment of all employees. Employees and volunteers are expected to treat each other with mutual respect. All employees are encouraged to offer positive and constructive criticism.

10-708.3 Application

- If an employee disagrees with established rules of conduct, policies, or practices, he/she can express the concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing complaint with the school in a reasonable, business-like manner, or for using the problem resolution procedure.
- If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make sure of the following steps. The employee may discontinue the procedure at any step.
- It is expected that each step below will be completed in ten (10) working days, unless otherwise noted by the employee or administration.
 1. Within ten (10) working days of the incident occurrence, the employee will present the problem to the Local School Administration.
 2. The Administration will listen to the employee, seek a resolution, and formally respond to the employee.
 3. If, in the opinion of the employee, the Administration's initial resolution is unsatisfactory, the employee may request a re-evaluation of the resolution by formally requesting (in writing) a re-evaluation.
 4. The Administration will formally respond to the employee and submit a copy of this response to the Superintendent.
 5. If, in the opinion of the employee, the Administration's re-evaluation of the matter is unsatisfactory, he/she may formally present the matter to the Superintendent.

6. After receipt of the written documentation from the employee and Administration, the Superintendent will render a decision, stating findings of fact, and present his/her decision, in writing, to the employee and Local School Administration.
 - The Superintendent's decision is final, except as stipulated by canon or state law.

10-800 – Termination, Planned Layoff, & Non-Renewal

10-802 Termination

- Termination is the end of employment, which may be the result of an employee dismissal. Termination will be treated in a confidential, professional manner by all concerned.
- Terminated employees are not granted severance pay but will be paid for any earned pay and accrued vacation within fifteen (15) days of termination or the next payday, whichever one is closest to the termination day.
- No payment will be made for any accrued but unused sick leave.
- Non-renewal of an employment agreement is not considered termination of employment.

10-802.1 Voluntary Resignation

- Administrators who resign are those who choose to terminate their employment with the school prior to their official completion date as detailed in their employment agreement.
- The employment agreement is binding from the date of signature to the date of completion of the agreement. An Administrator who violates this agreement demonstrates unprofessional conduct and is penalized according to the terms stated in the agreement.
- Notification of such violation, with documentation of the same must be placed in the Administrator's personnel file, and a copy of the same be sent to the Superintendent.
- The administration may notify the State Attorney General's Office of the violation of the Administrator's failure to complete his/her employment agreement.
- The Superintendent will inform the School Advisory Council/Board of the resignation.
- Administrators who voluntarily resign are encouraged to provide the school with at least two-week's notice that includes the reasons for resignation and the date of termination.
- Administrators who fail to report to work for three consecutive working days without notifying the Superintendent will be considered as having voluntarily resigned from employment.

3802.2 Dismissal: Terminating the Employment Agreement

- When an Administrator violates the conditions and/or terms of his/her employment agreement, the policies of the Diocese and/or Catholic schools, or otherwise fails to perform the designated responsibilities; the Superintendent (and Pastor when applicable) may present him/her with a formal termination notice.
 - The termination notices will provide evidence where the Administrator has violated the conditions of employment, the conditions and/or terms of his/her employment agreement, policies of the Diocese and/or Catholic school, or otherwise failed to perform the designated responsibilities or meet professional expectations and will be dismissed.
- The termination will be effective upon receipt of termination notice.
- Upon termination, all personal affects shall be immediately removed from the school.
 - Preferentially, the terminated employee will leave the premises with his/her personal affects. Should the terminated employee need to return to the premises to pick up his/her personal belongings, the Superintendent (and Pastor when applicable) will accompany the terminated employee at all times.

10-804 Lay-Off (Reduction in Force / Reorganization)

- When a reduction in force is necessary or when positions are eliminated due to reorganization, the Superintendent (and Pastor when applicable) will identify the administrative positions to be eliminated, sustain an FTE reduction, and/or receive an FTE (full-time equivalency) reduction.
- Reasons for an administration Reduction in Force may include but are not limited to:
 - Student enrollment or projected student enrollment
 - State of the school's finances or projected finances
- During the course of a reduction in force and/or reorganization, the Superintendent (and Pastor when applicable) in consultation with the Advisory Council/Board, shall retain and assign administrators as deemed necessary and for the benefit of the School and its ability to fulfill its mission.
 - The Catholic school does not acknowledge seniority, either by fact or by implication, as reason for employment retention or lay-off.
- The Superintendent (and Pastor when applicable) will provide two (2) weeks' notice to the Administrator or provide two (2) week's severance pay in lieu of notice.

10-806 Employment agreement Non-Renewal

- The Catholic School Administration Employment Agreement applies for one year (July 1st to June 30th). Prior to March or upon the completion of the school year, the Superintendent (and Pastor when applicable) may or may not provide the Administrator with an Administration Employment Agreement for the preceding year.
- Under no circumstances does successful completion of a school year and/or fulfillment of an Administration Employment Agreement establish cause or reason for an Administration Employment Agreement renewal.
 - The offering of an Administrative Employment Agreement or employment with the Catholic School does not grant tenure, either by fact or by implication.
- Non-renewal of an employment agreement may not be appealed.

10-808 Termination, Lay-Off, and Non-Renewal Authority

- Termination, Lay-Off, and Non-Renewal authority rests with the Superintendent (and Pastor when applicable) of the school in consultation with the Advisory Council/Board, and Diocesan Director of Human Resources.

10-810 Appeal of Termination or Lay-Off

- The Administrator, by his/her acceptance of employment by the school agrees that, in the event of such disputes, he/she and the school agree to submit the matter to the employee problem resolution procedures. The Administrator agrees that such problem resolution procedures shall be the exclusive forum for any dispute arising out of termination.
- The provisions above regarding problem resolution procedures in the event of termination represent the final, express and complete agreement between the school and its employees regarding the terms and conditions of employment. Such terms and conditions may only be modified or changed in writing by the Roman Catholic Bishop of the Diocese.

10-812 Reinstatement of Employment

- Administrators who are terminated by the school and then reemployed by the school or any other School in the Diocese will lose their original anniversary date and be assigned a new date corresponding to their first day on the job after re-employment.
- The Superintendent (and Pastor when applicable) may choose to reinstate an employee with his/her original anniversary date based on the circumstances involved in the termination.

10-814 Disposition of Benefits upon Termination**3814.1 For Employees Subject to Voluntary Resignation or Dismissal,**

- All employee benefits are automatically canceled on the employee's effective date of termination of employment. Disposition of benefit plans for employees terminated are as follows:
 - Employees Retirement Income Plan: Any employee separating from the diocese will be referred to Diocesan Director of Human Resources for counseling regarding available retirement and vesting privileges, if appropriate.
 - Life Insurance: Group life insurance coverage ends on the last day worked.
 - Medical Insurance: Health care benefits for the employee and, if applicable the employee's dependents, terminate on the last day of the month of the employee's termination.

3814.2 For Employees Subject to Lay Off / Reduction in Force and Non-Renewal of their Employment Agreement

- All employee benefits are automatically canceled on the date that the former employee's final pay check is issued.
 - If the school completes its financial responsibilities for teaching contracts in August, the former employee benefits shall remain in effect through August 31.
- Disposition of benefit plans for employees terminated are as follows:
 - Employees Retirement Income Plan: Any employee separating from the diocese will be referred to Diocesan Director of Human Resources for counseling regarding available retirement and vesting privileges, if appropriate.
 - Life Insurance: Group life insurance coverage terminates with the distribution of the final paycheck.
 - Medical Insurance: Health care benefits for the employee and, if applicable the employee's dependents, terminates on the last day of the month of the employee's final paycheck.

10-816 Final Paycheck & School Property

- The final paycheck of a resigning employee who has given notice of at least five (5) working days will be available to the employee on his/her last day of work.
- When an employee resigns from employment without notice or notice is less than five (5) working days, the final paycheck will be available to the employee on the next regular payday.
- The employee will surrender all keys and any other school property in his/her possession prior to receiving his/her final paycheck.

10-900 – Roles, Responsibilities, & Criteria, Code of Ethics, and Effective Schools

- The following Roles, Responsibilities, and Criteria are recognized by the National Catholic Education Association (NCEA) and the United States Conference of Catholic Bishops (USCCB), as Catholic school leadership benchmarks for those employed as licensed school administrators. These are the standards upon which the Catholic school educational leaders in the Diocese are measured. Their annual professional growth and employment evaluations will use them to objectively and accurately provide constructive feedback and evidence for employment.

10-902 Spiritual Leadership

10-902.1 Faith Development

- Ensures quality Catholic religious instruction of students
- Nurtures the faith development of faculty and staff through opportunities for spiritual growth
- Provides opportunities for the school community to celebrate faith
- Provides time for employee prayer / liturgy
- Supports and fosters consistent practices of Christian service

10-902.2 Building Christian Community

- Enhances the Catholic School Identity
- Fosters collaboration between parish(es) and school
- Promotes Catholic community
- Recognizes, respects, and facilitates the role of parents as primary educators

10-902.3 Moral and Ethical Development

- Facilitates the moral development and maturity of children, youth, and adults
- Gives leadership for achieving the goals of Catholic education
- Integrates gospel values and Christian ethics into curriculum, policies, and life of the school

10-902.4 History and Philosophy

- Develops / Implements statements of school philosophy / mission that reflect the unique Catholic character of the school
- Is knowledgeable and applies the Catholic philosophy of education
- Knows the history and purpose of Catholic schools in the United States
- Promotes the charism of the founding fathers, brothers, and sisters of the school.
- Utilizes church documents and Catholic guidelines and directives

10-904 Educational Leadership

10-904.1 School Administration

- Applies a Catholic educational vision to the daily activities of the school
- Demonstrates symbolic and cultural leadership skills in developing a school climate reflecting Catholic identity
- Follows through on decisions
- Identifies and effects needed change
- Interprets and uses research to guide action plans

- Is available for consultation
- Is conscientious in implementing a safe school environment
- Is consistent in enforcing the handbook rules
- Is generally positive and cheerful
- Maintains composure in stressful and / or unexpected situations
- Maintains professional decorum in carrying out responsibilities
- Promotes healthy staff morale
- Provides orientation and in-service according to needs
- Recognizes and fosters leadership ability among staff
- Works toward a well-balanced academic / activity school environment for students

10-904.2 Curriculum and Instruction

- Assists employees to integrate Christian principles throughout curriculum and school
- Assists employees with improving instruction, methodologies, and school goals
- Demonstrates a knowledge of the content and the methods of religious education
- Demonstrates an understanding of a variety of educational and pedagogical skills
- Demonstrates an understanding of effective procedures for evaluating the learning of students
- Demonstrates the ability to evaluate the general effectiveness of the learning program of the school
- Is knowledgeable about instructional materials used in the classroom
- Is open to faculty assessment and development of curriculum
- Knows of the development stages of children and youth
- Provides for and guides student assessment
- Provides leadership in curriculum development, especially for the integration of Christian values
- Recognizes and accommodates the special learning needs of children within the inclusive classroom
- Recognizes and provides for cultural and religious differences
- Shows concern for meeting needs of students with varying abilities
- Supervises instruction effectively

10-906 Managerial Leadership

10-906.1 Personnel Management

- Conducts regular faculty and staff meetings
- Evaluates staff
- Involves employees in faculty and staff meetings
- Is fair and objective in dealing with others
- Is sensitive to the abilities, needs, and interests of the employees
- Knows and applies principles of adult learning and motivation
- Knows and applies the skills of organizational management, delegation of responsibilities, and communication skills
- Maintains communication with school employees, students, and parents
- Manages conflicts effectively
- Provides regular and on-going supervision
- Recruits, interviews, selects, and provides an orientation for school staff

- Respects confidentiality and safeguards privacy of others
- Supports the mission of the school by holding employees accountable
- Uses group process skills effectively with various school committees
- Works to achieve high standards and to unify employee expectations

10-906.2 Institutional Management

- Communicates ideas effectively and consistently
- Demonstrates the ability to organize and manage effectively
- Develops and communicates expected routine procedures and practices
- Is concerned with maintenance and cleanliness of the school facilities
- Knows civil and canon law as it applies to Catholic schools
- Provides for an orderly school environment and promotes student self-discipline
- Provides materials / resources necessary for employees to succeed
- Recognizes the importance of the relationship between the school and religious congregation(s)
- Recognizes the importance of the relationship between the school and the diocese office
- Takes necessary measures to maintain discipline in the school
- Understands Catholic school governance structures and works effectively with school councils and committees
- Understands state requirements and government funded programs
- Understands the usefulness of current technologies

10-908 Effective Catholic School Leader Personal Attributes

- Ability to inspire
- Awareness of ministry
- Commitment to social justice
- Empowerment delegation
- Entrepreneurial spirit
- Lifelong learning
- Passionate commitment
- Patience and flexibility
- Servant leadership
- Strong faith and morals
- Valuing of persons and relationships
- Vision for Catholic schools

10-910 Catholic School Leadership Domains

FAITH LEADERSHIP

- Articulates and model active faith and morals
- Builds school faith community

- Facilitates the systematic mission formation of school personnel
- Generates a positive Catholic culture and environment in the school
- Leads the community in worship and prayer

MISSION LEADERSHIP

- Communicates the Catholic identity and mission of the school verbally and in writing at every opportunity
- Conversant with Catholic teaching, especially in relation to current moral/ethical issues
- Knows the evolutionary story of Catholic schools locally, nationally, and worldwide
- Knows the fundamentals of Catholicism
- Understands the distinctive mission and philosophy of contemporary Catholic schools, as promulgated by Church documents and scholars

STRATEGIC LEADERSHIP

- Creates a development plan that explores additional sources of revenue (e.g. alumni giving, grants)
- Initiates, monitors, and evaluates the strategic planning process to fulfill the school's mission, actualize its vision, and position the school for the future
- Inspires all toward a shared vision for the future
- Knows the current trends and directions in Catholic school education
- Promotes innovation, change, and collaboration in achieving the Catholic educational mission

EDUCATIONAL LEADERSHIP

- Ensures that Catholic teaching and religious values are infused throughout the educational program
- Fosters a professional learning community that values life-long learning and involves families
- Inspires and leads the school community toward educational excellence
- Provides for a high quality religious education program staffed by qualified teachers
- Recruits, selects, supervises, and evaluates school personnel in light of mission

COMMUNITY & POLITICAL LEADERSHIP

- Advocates the support of Catholic schools by the entire Catholic community
- Collaborates and networks with others who share in the mission of Catholic education
- Mobilizes the school community to seek additional public funding
- Positively influences relationships between the school and its communities
- Uses public relations strategies to promote the school and its mission to all publics
- Works with the local Catholic diocese, local public school district, other government agencies, and school parents to access available public funds

ORGANIZATIONAL LEADERSHIP

- Demonstrates effective stewardship of school resources
- Promotes shared leadership in school administration and governance
- Understands Catholic school governance structures, e.g. the roles of the pastor(s), council(s), committee(s), diocese, and MT Office of Public Instruction
- Understands school law, public policy, and school safety as they apply to Catholic schools
- Understands site-based management in relation to Catholic schools

10-912 Code of Ethics for Catholic School Educators

- The professional conduct of every Catholic school educator affects attitudes about the teaching profession and Catholic education. Aware of the importance of maintaining the confidence of students, parents, colleagues, and the Church community, Catholic school educators strive to sustain the highest degree of ethical conduct.

10-912.1 Commitment to the Student

- Catholic education is an expression of the mission entrusted by Jesus to the Church He founded. Through education, the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action. Since the Christian vocation is a call to transform oneself and society with God's help, the educational efforts of the Church much encompass the twin purposes of personal sanctification and social reform in light of Christian values (To Teach as Jesus Did).
- As Catholic educators, we believe that students, like ourselves, are pilgrim people, making their journey through this life with a constant focus on the next. As Catholic educators, we have a special responsibility to encourage, protect, and support each student to achieve his/her maximum potential. We work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

10-912.2 Commitment to the Ministry of Teaching

- Education is one of the most important ways by which the Church fulfills its commitment to the dignity of the person and the building of community. Community is central to educational ministry as both a necessary condition and an ardently desired goal. The educational efforts of the Church must therefore be directed to forming persons-in-the-community; for the education of the individual Christian is important not only to his/her solitary destiny but also to the destinies of the many communities in which the [educator] lives (To Teach as Jesus Did).
- As Catholic school educators, we believe that professional excellence in Catholic schools directly influences our Church, country, and world. We strive to create a Christian environment that promotes sound moral and professional judgment. Through our spirit of joy and enthusiasm, we encourage others to join us in our apostolate of teaching in a Catholic school.

10-912.3 Commitment to the Community

- The success of the Church's education mission will also be judged by how well it helps the Catholic community to see the dignity of human life and the vision of Jesus and involve itself in the search for solutions to the pressing problems of society. Christians are obliged to seek justice and peace in the world. Catholic individually and collectively should join wherever possible with all persons of good will in the effort to solve problems in ways that constantly reflect Gospel values (To Teach as Jesus Did).
- As Catholic school educators, we believe that the Church's role is especially evident in Catholic schools. We believe it is the special function of the Catholic school to develop in the school community an atmosphere animated by a spirit of liberty and charity based on the Gospel. We believe that this enables young people, while developing their own personality, to grow at the same time in the new life that has been given them in baptism. We understand that the faith community so orients the whole of human culture to the message of salvation that the knowledge, which pupils acquire of the world, of life and of mankind, is illuminated by our faith. We believe the school community is both an agent of appropriate change and a preserver of basic tradition. We consider the school community an integral part of the wider Catholic community, and a vital force for preparing future civic and Church leaders.

10-912.4 Commitment to the Parents

- While it was relatively easy in more stable times for parents to educate their children and transmit their values to them, the immense complexity of today's society makes this a truly awesome task. Without forgetting, then, that parents are the first to communicate the faith to their children and to educate them, the Christian community must make a generous effort today to help them fulfill their

duty. Parents have a right to expect at least that the content of the school programs will be expressed in doctrinally adequate formulae as an assurance that all programs are indeed capable of transmitting the authentic Christian message. These efforts presuppose parental understanding and approval and require parents' cooperation with classroom Administrators. A parent component must be part of the education program (To Teach as Jesus Did).

- As Catholic school educators, we believe children are influenced by home, community, and societies in which attitude toward Christian values are often challenged. Parents, the source from whom children and youth derive their values, entrust their children to the Catholic school to instruct, complement and intensify the education and formation begun in the home. We are called to assist these parents in fulfilling their obligation for the Christian formation and education of their child.

10-914 Effective Schools

- While no universal blueprint for effective schools exists, there are specific traits found in the most outstanding schools. Catholic schools are committed to strengthening all aspects of the educational program that encompass effective schools. The Administration will support the school's efforts in attaining or surpassing traits found in effective schools.
- Effective Catholic schools:
 - Employ a professional staff that is committed to the belief that all students can learn.
 - Have high expectations for students.
 - Believe that their efforts make a difference in the lives of their students.
 - Have an administration who functions as the instructional and spiritual leader who is able to set high goals and inspire the professional staff to move toward these goals.
 - Have a safe and orderly school environment.
 - Employ a professional staff that is encouraged and facilitated to continue their professional development.
 - Are firm, consistent, and fair enforcement of appropriate student behavior. Disruptive and dangerous behavior is not tolerated.
 - Have rules and expectations that are clearly communicated.
 - Are a climate of cooperation that exists among the staff. The employees work as a team and collaboration is part of the school culture.
 - Exhibit a high level of school spirit that students identify with and feel good about attending their school.
 - Safeguard academic learning. Frivolous interruptions of class learning activities are minimized.
 - Have parents who feel welcome in the school.
 - Are supported by a larger community.
 - Have a systematic monitoring process of the academic progress for all students.
 - Educators are invited to contribute to the decisions that affect student instruction and learning.
 - Are a learning environment where the student level of "on task" behavior is very high.
 - Have a continuity of instruction from one grade level to the next.