

# MONTANA CATHOLIC SCHOOLS

*Diocese of  
Helena*



*Diocese of  
Great Falls-  
Billings*

## Policy Manual

# SECTION 11-000: VOLUNTEERS

2016-2017



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## **11-000 Volunteer Handbook**

### **11-002 Publication, Purpose and Limitations**

- This handbook is for general guidance and is not intended to be a contract. It is designed to acquaint volunteers in the Catholic school with the school and provide them with information about policies affecting their volunteering. The handbook also describes many of the volunteer's responsibilities.
- This handbook will be published and posted on the Diocesan website. School volunteers will be provided the URL to access this handbook at their convenience.
  - Upon receiving the URL, volunteers will sign a "Receipt of Volunteer Handbook Acknowledgement Form", which is to be filed in the volunteer's file.
- No 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 Volunteers.
- All volunteers 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.

### **11-006 Administration of Policies**

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

## **11-100 Volunteering**

### **11-102 Selection of Volunteer Personnel**

- When selecting people for Volunteer positions in the Catholic school, there will be equal treatment to all applicants for employment, promotion, transfer, layoff, and termination.
- All aspects of volunteering with the school will not be influenced by race, color, sex, gender, marital status, national origin, handicap, or veteran status.
- The school reserves the right to be the sole judge of merit, competence, and qualifications, and will take into consideration the applicants who are practicing Catholics when making decisions about volunteering at the school.

### **11-104 Requirements for Volunteering**

**11-104.1 Catholic Moral Standards**

- Volunteers 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.
- Volunteers are encouraged to concentrate their continued professional education and development in Catholic theology, history, and practice.

**11-104.3 Health Requirement**

- All Volunteers are expected to be in good health in order to fulfill and perform the essential functions of the employment position
  - Reasonable accommodations will be made for Volunteers with a qualified medical disability.

**11-106 Hiring Procedures****11-106.1 Selection Process**

- Applicants shall submit a completed Diocesan Volunteer Application.
- After screening the applications, the school administration will call those applicants selected for a preliminary interview
- Pre-employment tests may be used at any step in the employment process.

**11-106.2 References and Verification**

- Professional and personal reference checks will be conducted before any offer of volunteering opportunity is extended.
  - The applicant's most recent employment will be contacted and verified.
  - The applicant's education will be verified.
- A clear criminal record is a condition of employment.

**11-108 Volunteer Orientation**

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

**11-110 School Volunteers**

- The school is strongly encouraged to incorporate volunteers, especially parents, grandparents, parishioners, and civic resource personnel into the school programs for the benefit of the students and their learning.
  - Volunteers do not receive monetary compensation.
  - Volunteers in all school programs are responsible to the Administrator or his/her delegate.
- Men and women who volunteer for the Catholic school shall be afforded the following basic information:
  - The following is expected of volunteers before they are invited to volunteer at the Catholic school:
    - Submission of a completed Diocesan Volunteer Application
    - Participation in the school's Safe Environment program
    - Submission of a Criminal Background Check form
  - Volunteer personnel receive a basic statement of expectations including:

- They are covered by workers compensation only if conducting maintenance work
- They are expected to be covered by their own medical insurance
- They shall be provided a brief description of the functions they agree to perform
- They shall be aware of the period of time they are welcome to volunteer for the school
- They are entitled to training and supervisory assistance from the school

### **11-120 Religious Standards**

- It is the unique responsibility of a Catholic School to provide means and opportunities for religious education and development of students. For this reason, preference in hiring Volunteer will be given to persons who are not only Catholic but who also have an understanding of the Catholic faith and an active commitment to living that faith.

### **11-122 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.

## **11-200 Personnel Records**

### **11-202 Maintenance of Records**

- The School maintains the personnel records including, but not to be limited to, the Volunteer's application, resume, pre-employment material, and all major documentation concerning employment including, but not to be limited to, salary information, absences, insurance(s), and job performance appraisals.
- The following documents shall be included in the Volunteer's personnel file:
  - A signed copy of the Volunteer Handbook Acknowledgment Form
  - A record of absences, tardiness, and leaves.
  - All official certificates and licenses
- At the end of the volunteering opportunity, the volunteer's file will be kept on location indefinitely.

### **11-206 Security and Confidentiality of Volunteer Information**

- 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 Volunteers and strives to ensure confidentiality with regard to all Volunteer information and therefore, will not release any Volunteer information, without a written request to release information from the individual Volunteer.

### **11-210 Change of Volunteer Information**

- It is the responsibility of each Volunteer to inform the Administrator or his/her delegate of any changes in Volunteer information (e.g., name, address, telephone number).

## **11-300 Working Conditions and Expectations**

### **11-302 Volunteer Assignment**

- Volunteer Volunteers receive their assignment from the school administration.
- The school administration has the responsibility to determine all Volunteer assignments and reassignments based on the school's needs. It may be necessary to add or alter the duties of an Volunteer in lieu of reassignment.

### **11-304 School Office Hours**

- Catholic school offices are normally open on all school days from 7:30 AM – 3:30 PM.

### **11-306 Sign-In Procedure**

- School visitors (volunteers, parents, etc.) must come to the main office.
- For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason.
- All visitors and/or volunteers are required to wear a designated badge or sticker that may be picked up in the office.
- Visitors and/or volunteers are to return the badge and sign out at the time of departure.

### **11-308 Dependability**

- The school relies on the support of its volunteers. We ask that all volunteers follow through on tasks by attending to scheduled times and locations.
- When a volunteer is not available to meet his / her schedule, the school requests that the volunteer provide as much notice as of the pending absence, whenever possible.

### **11-312 Personal Appearance**

- Each Volunteer of the Catholic School represents the local Catholic community and the greater Roman Catholic Church in his or her appearance as well as by his or her actions. The appearance and dress of school Volunteers will be appropriate for such representation as well as for the working conditions, in accordance with the assigned responsibilities.
- The school administration is the final arbiter of appropriate professional dress.

#### **11-312.1 Professional Dress Expectations**

- For the purpose of this guideline, the basic definition of professional dress is clean, neat, pressed, appropriate fit, does not show more than minimum wear, does not distract from the professional appearance of the individual Volunteer, and is modest, not provocative.

#### **11-312.2 Professional Dress Exceptions**

- It is also understood, that from time to time, Volunteer Volunteers engage in activities that lend to a model of dress that does not fit the professional dress code. Examples may include hats, jeans, work boots for custodial / maintenance Volunteers.

### **11-314 Personal Gain/Conflict of Interest**

- Volunteers 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 Volunteers 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 a Volunteer is in a position to influence a decision that may result in a personal gain for the individual Volunteer 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 Volunteer is similar to that of persons who are related by blood or marriage.
- All Volunteers 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.

**11-316 Charitable Solicitation**

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

**11-318 Use of School Equipment**

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

**11-320 Safety and Health**

- The safety and health of all Volunteers is of vital concern to the school. No Volunteer is required to work at a job he/she knows is not safe or healthy.
- All Volunteers 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.

**11-322 Safe Environment Training**

- In compliance with the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People, all school Volunteers and volunteers who are regularly involved with minors shall be trained in the diocesan Safe Environment Program (<http://www.usccb.org/comm/envguide.shtml>)
- All school Volunteers 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
- All volunteers who have regular, unsupervised access to children 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 that they are current with the training.

#### **11-332.1 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 Volunteers and volunteers will:
  - Attend the required Diocesan Safe Environment training session within thirty (30) 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.

#### **11-322.2 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 Volunteers and volunteers will:
  - Attend the required Diocesan Safe Environment training session within thirty (30) 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.

#### **11-322.3 Reporting of Suspected Child Abuse or Neglect**

- All school Volunteers are required to report suspected child abuse or neglect immediately to:
  - The school administration
  - The Bishop's Office
  - Montana Child and Family Services Division – 866.820.511-37

#### **11-324 Work Related Injury or Illness**

- All accidents, injuries, or illness incurred by the Volunteer while on the job, must be reported to the school administration as soon as possible.
- The school and Volunteer must immediately initiate the Diocesan Workers Compensation procedures established by the Diocesan Department of Human Resources. This procedure includes providing the Volunteer the "Volunteer's Report of Injury" form.

- If medical treatment is required, the Volunteer will be required to provide a release from a physician before being allowed to return to work.
- If medical treatment is not required and there was no lost time from work, the incident will be considered a “near miss”. All “near misses” will be reported to the Diocesan Department of Human Resources.

### **11-326 Discrimination, Harassment, & Intimidation**

- The Catholic school and the diocese expect that all Volunteers 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 Volunteer to discriminate, harass, or intimidate another Volunteer. 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.

#### **11-326.1 Reporting and Investigation Process**

- Any Volunteer 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 Administrator 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 Volunteer under investigation, will be respected at all times.
  - If, after what the aggrieved Volunteer 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 Volunteer for filing a complaint. The School and the diocese prohibit retaliation by supervisors or co-workers against any Volunteer who makes a complaint regarding harassment or who cooperates in an investigation subsequent to a complaint.

**11-328 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.
- Volunteers 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.

**11-330 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 Volunteers, 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 Volunteer with a potential or actual drug and/or alcohol dependency will be encouraged to seek medical assistance through the Volunteer 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 Volunteers 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.

**11-332 Computer Technology Use and Access****11-332.1 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. Volunteers may use the technology at the level for which they have authorization.
- Volunteers may not use of 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.

**11-332.2 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.
- Volunteers are not allowed to install unauthorized software into school computers.
- Volunteers may only use software on local area networks or on multiple machines according to the software license agreements.

**11-332.3 Technology Use Agreement**

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

### **11-334 Technology Related Communication**

- School Volunteers must keep the language in posts and other electronic communication formal. An effective technique to maintain professionalism between students and Volunteer is to confine topics conveyed via electronic communication to school activities, class topics, or information that may clarify an assignment.
- School Volunteers must keep the language in posts and other electronic communication formal. An effective technique to maintain professionalism between students and Volunteer 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 Volunteers shall only use email accounts that are provided by the Catholic school to communicate electronically with students.
  - Blogs:
    - School Volunteers will only use technology related communication to communicate with students using a blog platform or system provided by the Catholic school.
  - Social Networking:
    - School Volunteers will decline or disregard invitations from students to interact one-on-one through instant messaging, texting, and social networking sites.
  - Texting:
    - School Volunteers should avoid using a personal communication device or email account to contact students. However, in the event this occurs (when a school Volunteer 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 Volunteer 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 Volunteers 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 Volunteer uploads a file to students or downloads a file from a student, the school administrator must also be copied along with the file that was uploaded.
  - Video Gaming:
    - School Volunteers may not knowingly participate in any type of online games with students.

- The Catholic school does not intended to interfere with private communications between individuals - nor deny access to recognized student organizations that wish to announce upcoming events that may be of interest to members of the school or community. Rather, the school would like its Volunteers to understand of boundaries with regard to technology related communication for its Volunteers.

### **11-336 Copyright Guidelines**

- Volunteers may copy media for personal and/or instructional purposes, in compliance with the Congressional copyright guidelines.
- Volunteers 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.
- Volunteers 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.
- Volunteers 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.

### **11-358 Purchase Orders and Purchasing Process**

#### **11-358.1 Responsibility and Authorization**

- The Administrator 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.
  - They 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 Volunteer as having been received in acceptable condition.

#### **11-358.2 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 Volunteer being held personally liable for the order.

### **11-358.3 Process**

- Prior to making an order, Volunteers will obtain and fill out a Purchase Order (PO) Form.
- The Volunteer 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 Volunteer or Business / Finance Office staff will make the purchase, using the information outlined on the PO.
- When the shipment arrives, the Volunteer will check the contents to be sure everything ordered was delivered.
- The Volunteer 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.

### **11-360 Reimbursement for Work Related Expenses**

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