

**Saint Francis of Assisi Parish - St Norbert School
Faculty Handbook**

401 Vineyard Street
PO Box 525
Hardin, Illinois 62047
(618) 576-2514

TABLE OF CONTENTS

WELCOME

MISSION & EDUCATIONAL PHILOSOPHY

- About the Parish and Catholic School
- School and Parish Facilities
- Mission Statement
- Philosophy, Objectives, and Purpose of Program

GENERAL PERSONNEL POLICIES

- Administration
- At-Will Employment for Noncontractual Employees
- Hiring and Orientation Policies
 - Conflicts of Interest
 - Disability Accommodation
 - Equal Employment Opportunity
 - Hiring Process
 - Job Descriptions
 - Licensure Requirements
 - Posting of Openings
 - Staff Health and Personnel Records

Wages

- Accommodations for Nursing Mothers
- Attendance
- Direct Deposit
- Garnishment and Child Support
- Gifts
- Job Abandonment
- Meal and Rest Periods
- Overtime
- Pay Advances
- Pay Period
- Pay Raises
- Pay Rate

- PaycheckDeductions
- RecordingTime
- RecordTimeKeepingProblems
- WageDisclosureProtection

Benefits

- Insurance
 - Dental Insurance

Health Insurance
Life Insurance
Unemployment Compensation Insurance
Vision Care Insurance
Worker's Compensation Insurance
Paid Leave for All Workers
Sick Days and Personal Days
Bereavement Leave
Family Medical Leave
Domestic and Sexual Violence Leave
Jury Duty Leave
Military and Emergency Services Leave
Voting Leave
Election Judge Leave
Witness Leave
Blood and Organ Donation Leave
School Conference and Activities Leave
Personal Leave
Parental Leave
Pension
403(b) Plan
Section 125 Plans
Performance, Discipline, Layoff, and Termination
Child Abuse and Sexual Abuse
Code of Professional Conduct
Confidentiality
Criminal Activity and Arrests
Customer, Client, and Visitor Relations
Disciplinary Process
Drug and Alcohol Policy
Employer Sponsored Social Events
Exit Interview
Failure to Fulfill Contract
Gender Identity
Grievance and Conflict Resolution Procedures
Harassment
Loyalty

Mandated Reporting
Non-Tenure and Contract Renewal
Outside Employment
Performance Improvement
Performance Reviews
Personal Appearance

- Post-Employment References
- Professionalism
- Resignation
- Termination
- Transfers and Promotions
- Workforce Reductions (Layoffs)
- Workplace Smoking
- Workplace Violence
- Faith's Law

BUILDING OPERATIONS

- Access to Personnel and Medical Records Files
- Attendance, Arrival and Departure Times
- Bulletin Board
- Business Closure and Emergencies
- Document Retention
- General Safety
- Mail Use
- Maintenance and IT Requests
- Media Usage
 - Cell Phones and Other Electronics
 - Computer Security and Copying of Software
 - Internet Usage Policy including Email and Social Media
 - Telephone Use
- Personal Data Changes
- Security
- Solicitation and Distribution
- Student Illness
- Third Party Disclosures
- Use of Employer Property or Premises
- Workplace Privacy and Right to Inspect

INSTRUCTIONAL DUTIES

- Catholic Instruction
- Lesson Plans
- Parent Communications
- Parent Conferences
- Record-Keeping and Grading
- Selection of Educational Materials
- Substitute Teachers

- Supervision of Students
- Transfer of Records

NON-INSTRUCTIONAL DUTIES

- Attendance at Meetings and Conferences
- Crisis Management Plan

Extra-Curricular Activities

Extra Duties

Field Trip Policies and Procedures

STUDENT DISCIPLINE

Conflict Resolution

Corporal Punishment

Firearms, Drugs, Battery, and Student Information Reporting System

Student Discipline

Student Grievance Procedures

Student Search and Seizure

Welcome!

You have joined the staff of **St Norbert School - Hardin** in the Diocese of Springfield in Illinois for this school year.

Each of us serving here is truly blessed to be advancing the mission of the Catholic Church. We are called to be good stewards of the gifts and talents God provided each of us as we strive to perform our job responsibilities to serve the Catholic Church and **St Norbert School - Hardin** communities. Living a life of true discipleship to Jesus Christ begins with our actions and the manner in which we perform our jobs and interact with those we serve. How we conduct ourselves in our work, in our personal life, and in our spiritual life should exhibit our deep love of Christ and of His Church. By living a life dedicated first to Jesus our Savior, performing charitable acts, growing in our faith life, and loving one another as He loved us, we can best serve one another, the Bishop, Pastor, Principal-Minister, and those in the **St Norbert School - Hardin** community.

This employee handbook contains information about the employment policies and practices of **St Norbert School - Hardin**. Please take time to read this Handbook carefully as it is a valuable reference for understanding your job and **St Norbert School - Hardin**. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment.

4

The Pastor and/or Principal-Minister reserve the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other communications, whether oral or written, are intended to create a contract of employment (this Employee Handbook does not guarantee that you will be employed for any specific time period). Any agreement to employment for a specified period of time will be put into writing and signed by the Pastor of **St Norbert School – Hardin**.

Please understand that no employee handbook can address every situation in the workplace. The Pastor and/or Principal-Minister retain the right to make decisions involving employment as needed in order to conduct the work of serving students and families in a manner that is beneficial to the employees and **St Norbert School – Hardin**. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks for faculty and staff serving Catholic schools in the Diocese of Springfield in Illinois.

St Norbert School - Hardin complies with all applicable federal and state law.

This handbook generally reflects those laws where appropriate. **St Norbert School - Hardin** also complies with any applicable local laws, even though there may not be an express written policy contained in the handbook.

If you have any questions about your employment or any provisions in this handbook, please contact the Pastor and/or Principal-Minister.

May God bless you as you journey with the staff of **St Norbert School - Hardin**.

MISSION & EDUCATIONAL PHILOSOPHY

School and Parish Facilities

St Norbert School – 401 Vineyard Street, PO Box 525, Hardin, Illinois 62047

Mission Statement

We believe that St Norbert School is vital in providing our students with a deeper understanding of the Catholic Church. To develop the 'whole', our educators create a Christian environment where human knowledge is enlightened by Faith. By participating in worship and giving of themselves through Stewardship, our student's Catholic education will result in the development of sound Christian values and provide a foundation for continued learning.

Philosophy, Objectives, and Purpose of Program

This handbook explains St Norbert School policies and the general operations of St Norbert School. Policy statements are necessarily general, and the administration reserves the right to make a specific application as circumstances arise. We ask that you read this booklet carefully and please keep it for reference during the school year.

St Norbert School – Hardin is a Catholic elementary school with grades Pre-K-8. The curriculum is arranged to contribute to the total development of the child; spiritually, academically, socially, and physically.

St Norbert faculty is composed of Lay Teachers who are committed to Catholic Education. They endeavor not only to teach the Christian doctrine and values, but also to help the students live the Christian message in their daily lives.

The faculty spares no efforts in providing the best quality education for each child. A fundamental requisite for success in relation to the child's individual ability is that he/she has a good self-image. A child must be totally convinced that because God made him/her to His own image and likeness and he/she is of great value. If this self-image has been developed from infancy, his/her formal education will be built on a sturdy foundation, one which will not be easily shattered when academic or social obstacles are encountered.

Education belongs by right to the family, but it is left to the school to fulfill the need of a professional society and the families to help each child develop to his/her greatest potential. So, we are here to help you in the God given task of educating your children.

Section 1: HIRING AND ORIENTATION POLICIES

GENERAL PERSONNEL POLICIES

1.1 Administration

Full responsibility for the catechetical mission in the Diocese of Springfield in Illinois belongs to the diocesan Bishop. Policies of the catechetical mission are enacted and thereby formalized by the diocesan Bishop. The Bishop of the diocese is the chief administrator of all parishes in the diocese.

The pastor, under the authority of the Bishop, is the shepherd, teacher, primary spiritual leader, and administrator of the parish community and, therefore, has final authority. The Principal-Minister is the delegated administrative officer of the school and is responsible to the pastor for the effective operation of the school within the apostolic mission of the parish or sponsoring organization.

1.2 At-Will Employment for Noncontractual Employees [required]

St Norbert School - Hardin is an “at-will” employer. This means that regardless of any provision in this Employee Handbook your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave **St Norbert School - Hardin** at any time, with or without notice and with or without cause. Nothing in this Employee Handbook or in any document or statement, written or oral, shall limit the right to terminate employment “at-will.” No officer, employee, or representative of **St Norbert School - Hardin** is authorized to enter into an agreement—express or implied—with any employee for employment for a specified period of time unless such an agreement is in a written contract signed by the Pastor.

1.3 Conflicts of Interest

St Norbert School - Hardin in the Diocese of Springfield in Illinois is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of morality, confidentiality, and safety. No employee shall have a direct or indirect interest or activity which directly or indirectly conflicts with employment at **St Norbert School - Hardin** or the teachings of the Catholic Church. No employee shall publicly engage in behavior or make

statements which are inconsistent or potentially contradict the teachings and mission of the Catholic Church.

A conflict of interest or responsibility may arise where the employee has interests, employment commitments or responsibilities outside of **St Norbert School - Hardin**. Any other job interest or activity from which the employee seeks monetary payment or other financial gain during the employee's regular or assigned working hours shall be a conflict of interest. This definition does not prohibit any employee from holding other employment so long as these hours do not overlap or coincide with required time set forth by **St Norbert School - Hardin** and so long as the employee's work performance is not affected by outside employment.

Every employee has the responsibility for the general well-being of **St Norbert School - Hardin**. During the period of employment, no employee shall disclose or use for personal profit any information acquired in the course of duties. No employee shall use or attempt to use his or her position with (Catholic School Name) to gain anything of personal value that would not ordinarily accrue to the employee in the performance of official duties when the activity makes a substantial and improper influence upon the employee's duties or responsibilities with **St Norbert School - Hardin**.

Before engaging in work outside the office which may result in a conflict of interest, employees must obtain written consent from the Pastor and Principal-Minister, if applicable. A conflict may exist if the other employer espouses beliefs inconsistent with the teachings of the Catholic Church or if the other employer often performs services or supplies for **St Norbert School - Hardin**. Under no circumstances may an employee engage in outside employment that would be inconsistent with living a life of witness to the Gospel or any of the performance and conduct standards set forth in the employee's contract. Therefore, failure to secure written approval prior to engaging in interest-conflicting work outside the office, for which pay, or other income is provided, may result in disciplinary action, not excluding termination of employment.

Any materials, which may include but are not limited to any kind of computer, audio-visual, written materials, which are developed by an employee either during working hours or with parish or school facilities, equipment, materials shall be the property of **St Norbert School - Hardin** unless otherwise negotiated between **St Norbert School - Hardin** and the employee.

1.4 Disability Accommodation

St Norbert School - Hardin in the Diocese of Springfield in Illinois, in accordance with Catholic Social teaching on the respect and dignity of human life, will provide appropriate accommodations to qualified individuals where suitable to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on **St Norbert School – Hardin**.

If an employee requires accommodation because of a disability, it is his or her responsibility to notify the Pastor or Principal-Minister. The employee may be asked to include relevant information such as:

- The reason the accommodation is needed.
- A description of the proposed accommodation.
- How the accommodation will help the employee perform essential job functions.

After receiving the request, the Pastor or Principal-Minister will engage in an interactive dialogue with the employee to determine the precise limitations of the disability and explore potential appropriate accommodations that could overcome those limitations. Where appropriate, it may be requested that the employee obtain additional information from his or her medical provider to indicate fitness for duty. All medical information received by the school in connection with a request for accommodation will be treated as confidential.

St Norbert School - Hardin St Norbert School - Hardin encourages all employees to suggest specific and appropriate accommodations that the employee believes would allow him or her to perform the job. However, **St Norbert School - Hardin** is not required to make the specific accommodation requested by the employee and may provide an alternative accommodation, to the extent any appropriate accommodation can be made without imposing an undue hardship on the Catholic school. If leave is provided as an appropriate accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

St Norbert School - Hardin will not discriminate or retaliate against the employee for requesting an accommodation.

1.5 Equal Employment Opportunity

St Norbert School - Hardin shall assure equal employment opportunity in all its employment policies and practices in accord with Catholic Church teachings (please refer to Diocesan Policy Book Two: The People of God, Policy 600 Recruitment). Entities in the Diocese of Springfield in Illinois reserve the right to consider Catholic Church teachings in employment decisions. Applicants or employees whose behavior or lifestyle is in violation of Church teaching will not be considered for employment or will have their employment terminated.

Every effort shall be made to employ catechists who live and share the Catholic faith. Non-Catholic Teacher-Ministers may be employed only if they can support and cooperate with this effort. Persons teaching religion or theology must be “practicing Catholics who participate fully in the communal worship and life of the Church and who have been prepared for their apostolate by appropriate catechetical training.” As an integral part of the Catholic catechetical mission which seeks to integrate religious truths and values with the rest of life, most importantly by the presence of catechists who express an integrated approach to learning and living in their private and professional lives, prospective Teacher-Ministers shall be questioned whether or not they can support and cooperate with this effort.

1.6 Hiring Process

The hiring process shall not be complete without an official Diocese of Springfield in Illinois Employment Application, whether or not a candidate has submitted a detailed résumé. No candidate for employment shall be hired for any position without having been properly interviewed at all appropriate levels. A candidate's employment history, academic preparation and references shall be carefully checked prior to being offered a position.

1.7 Employment Authorization Verification: In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, new hires will be required to complete Section one (1) of federal Employment Eligibility Verification Form, (Form I-9), on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with **St Norbert School - Hardin** in the Diocese of Springfield in Illinois. If you are currently employed and have not complied with this

requirement or if your status has changed, inform the school office. If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by **St Norbert School – Hardin**.

1.8 Background Check: Any individual who accepts a paid or volunteer position with a diocesan parish, Catholic school, or agency shall submit to a criminal background check. If any criminal background information is revealed for any new or current employee or volunteer, that information shall be referred to the Diocesan General Counsel for review and consultation with the Director of the Office for Human Resources. Information generated in connection with the process set forth shall be maintained in a confidential manner and shall only be disclosed in accordance with diocesan policy and applicable state and federal law.

1.9 Contracts: Contracts or agreements shall only be offered to qualified Teacher-Ministers and Principal-Ministers, or members of religious institutes, unless there are specific circumstances, such as a temporary need, to warrant a different agreement. All other employees are “at-will” and may obtain information regarding this status through the parish office or in diocesan policies. Any offer of employment is contingent upon the truthfulness and accuracy of information provided by the candidate during the application or interview process. An offer of employment shall be revoked if any falsification or omission of material facts is discovered. Furthermore, if such falsification or omission is discovered after a candidate has been hired, he or she shall be subject to immediate discharge as provided in diocesan policy.

Prior to hiring, the prospective applicant must sign the Certification and Authorization form that accompanies the Lay and Religious Employees and Volunteers Sexual Abuse of Minors: Policies for Education, Prevention, Assistance, and Procedures, for Determination of Fitness for Ministry, Employment or Volunteer Service and the Policy on Working with Minors which are provided by the diocesan Office for Safe Environment, and other papers as appropriate.

1.91 Job Descriptions

Every position in the Diocese of Springfield in Illinois shall have a position description. **St Norbert School - Hardin** maintains a job description for each position, located in each personnel file and reviewed with the employee. If you do not have a current copy of your job description, you should request one

from the administration of the Catholic school (see Diocesan Policy Book Two: The People of God, Policy 600 Recruitment). Job descriptions describe the essential duties and responsibilities of your position and serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your job description. Furthermore, the Pastor or Principal-Minister may have to revise, add to, or delete from your job duties per the needs of the parish and/or Catholic school. On occasion, the parish and/or Catholic school may need to revise job descriptions with or without advance notice to the employee.

If the employee has any questions regarding his or her job description or the scope of his or her duties, the employee should speak with the Pastor or Principal-Minister.

1.92 Licensure Requirements (aside from Teacher-Ministers and Administrators)

Each individual employed in a field requiring licensure (i.e. school psychologist, counselor, nurse, cook, etc.) holds a relevant license and practices within the scope of that license. This item does not apply to Teacher-Ministers or administrator licenses.

1.93 Staff Health and Personnel Records

All personnel shall conform to current state laws regarding physical fitness and freedom from communicable disease and present evidence as required. In a school where preschool children are enrolled, all employees must present evidence of a TB test as required by state law.

All personnel shall submit to school administration all required documents for his or her personnel file and complete all safe environment requirements and required staff training as instructed. Evidence of completion will be kept in the individual's personnel file.

Section 2: WAGES

St Norbert School - Hardin allocates human and financial resources in a responsible manner that takes into account the needs of the parish and school as well as the obligation to provide a just compensation and benefit program for employees. Compensation for each employee depends on a wide range of factors, including pay scale surveys, individual effort, available operating income to pay employees, etc. If an employee has questions about compensation, including matters such as paid time off, overtime, benefits, or paycheck deductions, the employee should speak with the Pastor or Principal-Minister, who may direct questions to the appropriate individual at the Diocese of Springfield in Illinois Catholic Pastoral Center.

2.1 Accommodations for Nursing Mothers

St Norbert School - Hardin will provide nursing mothers reasonable paid break time to express milk for their infant children for up to one year following the child's birth. Nursing mothers will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from co-workers and the public. Expressed milk can be stored in a personal cooler. Nursing time should, if possible, be taken concurrently with any other break time already provided. Nursing mothers are encouraged to discuss the length and frequency of these breaks with the Pastor or Principal-Minister. No provision of this policy applies, or will be enforced, if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law, or regulation.

2.2 Attendance

Attendance and Punctuality are important for your success with **St Norbert School – Hardin**. Please refer to the Diocese of Springfield in Illinois §Policy 500: Employment Relationships, 501.5 Attendance and Tardiness. [Book-II-500-Employment-Relationships.pdf \(dio.org\)](#)

An employee should notify the Pastor or Principal-Minister of an absence or tardiness as soon as possible. The employee should relay the circumstances for the tardiness or absence no later than one hour after the start of the workday.

The employee may be required to provide documentation of any medical or other excuse for being absent or late. Continued, unaccountable and unnecessary tardiness or absence from work may result in disciplinary action, not excluding termination from employment.

St Norbert School - Hardin reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences. Absences resulting from approved leave, personal, sick, vacation, or legal requirements are exceptions to the policy.

2.3 Garnishment and Child Support

When an employee's wages are garnished by a court order, **St Norbert School - Hardin** is legally bound to withhold the amount indicated from the employee's paycheck following applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

2.4 Gifts

Gifts cannot be expected or demanded by any employee, nor can the gift cause a conflict of interest. All gifts or honoraria received with a value of over \$100 must be reported to the Pastor or Principal-Minister.

2.5 Job Abandonment

If an employee fails to report for work or fails to call in with an acceptable reason for the absence for a period of three consecutive days, the employee will be considered to have abandoned his or her job and voluntarily resigned from **St Norbert School - Hardin**.

2.6 Meal and Rest Periods

Hourly, non-exempt employees should work with the Pastor or Principal-Minister to schedule breaks appropriately. **St Norbert School - Hardin** requests that all employees accurately observe and record meal periods. The standard employee break schedule is two 15-minute paid breaks, one in the morning and one in the afternoon, and one 30-minute unpaid meal period. This schedule can be flexible and modified with approval of the Pastor or Principal-Minister. Any hourly employee working or anticipating working at least 7.5 hours must take a meal period. Hourly employees are required to clock out and not perform any work during the meal period. If the employee knows in advance that he or she may not be able to take a scheduled break

or meal period, the employee must let the Pastor or Principal-Minister know.

2.7 Overtime

There may be times when non-exempt employees will need to work overtime to meet the needs of the job responsibilities. Overtime occurs when a non-exempt employee works more than 40 hours in a work week. All overtime work hours must be approved in advance by the Pastor or Principal-Minister. At certain times, the Pastor or Principal-Minister may require non-exempt employees to work overtime. The Pastor or Principal-Minister will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including termination.

Following federal and state law, non-exempt employees will be paid at a rate of time and one half their regular hourly rate of pay for hours worked in excess of 40 hours in a workweek. Only actual hours worked count in computing weekly overtime hours. Observed holidays,

Holy Days, and employee vacation days, personal paid-time-off, and sick leave days do not count as time worked for computing overtime hours. Any questions regarding overtime should be directed to the Pastor or Principal-Minister.

2.8 Pay Advances

Pay advances are not granted to employees.

2.9 Pay Period

At **St Norbert School – Hardin**, the standard pay period is biweekly for all employees. Pay dates are issued to all employees prior to each new calendar year. If a pay date falls on a holiday, when banking institutions are closed, employees will be paid on **the preceding or proceeding workday**. Special provisions may be required from time to time if holidays fall on pay dates.

2.91 Pay Raises

All pay raises are at the discretion of the Pastor. Factors that may affect pay raises are changes in financial circumstances of **St Norbert School – Hardin**, change in job position, and employee job performance.

2.92 Pay Rate

Job classification and pay of lay exempt and non-exempt employees is

determined by the Pastor and/or Principal-Minister in consultation with the Parish Finance Council or School Board. At the start of employment and at the time of pay change, an employee will receive in writing from the Pastor a notification of the pay rate change and the effective date.

2.93 Paycheck Deductions

St Norbert School - Hardin is required by law to make certain deductions from each employee's pay each pay period. This includes income and unemployment taxes, Federal Insurance Contributions Act (FICA) contributions (Social Security and Medicare), and any other deductions required under law or by court order for wage garnishments. The amount of tax deductions will depend on each employee's earnings and the information listed on the employee's federal form W-4 and state withholding form. The employee may also authorize voluntary deductions from each paycheck, including contributions for insurance premiums, retirement plans, or other services. Deductions will be reflected in wage statements.

St Norbert School - Hardin will not make deductions to pay that are prohibited by federal, state, or local law. If an employee has any questions about deductions from his or her pay, the employee should contact the **bookkeeper, office manager**. The employee will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, the employee will receive an adjustment paid no later than the next regular payday. **St Norbert School - Hardin** will not retaliate against employees who report erroneous deductions in accordance with this policy.

2.94 Recording Time

St Norbert School - Hardin is required by applicable federal and state laws to keep accurate record of hour work by all employees. **Pastor, secretary, Principal-Minister** provides new employees with training and instructions for the electronic or paper record keeping system as part of the new hire orientation. Please refer to the Diocese of Springfield in Illinois §Policy 500: Employment Relationships, 504.4 Time Sheets and Work Schedules. Book-II-500-Employment-Relationships.pdf (dio.org)

The work week is typically that described below unless otherwise indicated by the Pastor or Principal-Minister.

Non-Exempt (Hourly) Employees

To ensure **St Norbert School - Hardin** has complete and accurate time records

and non-exempt employees are paid for all hours worked, non-exempt employees are required to record all working time using the designated time keeping application. Time must be recorded as follows:

- Immediately before starting a shift.
- Immediately after resuming work, before a meal period.
- Immediately before resuming work, after a meal period.
- Immediately after finishing work for the day.
- Immediately before and after any other time away from work.

Non-exempt employees should clock in no more than five minutes ahead of the start time and clock out no later than five minutes after quitting time. Time sheets and payroll are processed every other week; all time worked must be entered prior to payroll processing.

Exempt Employees

Exempt employees are also required to have their time worked recorded. However, the timekeeping system will be programmed with the assumption that the exempt employee work 8 hours per day for a total of 40 hours per week. It is recognized that exempt employees receive a predetermined salary that is related not to the hours they spend at work, but rather, to the job responsibilities and requirements to be accomplished. The predetermined compensation cannot be reduced because of variations in the quality or quantity of the employee's work, nor can exempt employees receive overtime pay for hours worked over 40 in a work week. Exempt employees receive a flat salary for all or any portion of work performed in a work week. Deductions of exempt employee's salary are permissible for the following: full-day or half-day absences for personal reasons, sickness, or vacation, offset amounts for jury pay, witness fees or military pay, disciplinary suspensions of one or more full days imposed in good faith for serious workplace conduct rule infractions, or absences under the Family and Medical Leave Act.

Exempt employees are expected to review their time sheet weekly to ensure their time has been calculated appropriately. Any exempt employee is free to record time under the same process as a non-exempt employee.

2.95 Record Time Keeping Problems

Notify the **Pastor, Principal-Minister, bookkeeper** of any pay discrepancies, unrecorded work hours, errors, or any involuntary missed meal or break periods. Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If an employee falsifies his or her own time records, or the time

records of co-workers, or if the employee works off the clock, the employee will be subject to discipline up to and including termination. Any employee should immediately report to the **Pastor, Principal-Minister, bookkeeper** any employee who falsifies a time entry or encourages or requires someone to falsify their time entry or work off the clock.

2.96 Wage Disclosure Protection [required]

In accordance with Illinois law, **St Norbert School - Hardin** will not discharge or in any manner discriminate or retaliate against an employee for inquiring about, disclosing, comparing, or otherwise discussing wages or the wages of any other employee. However, if an employee has access to or knowledge of the compensation information of other employees as a part of his or her essential job functions, the employee may not disclose that information to individuals who do not otherwise have access to it, unless the disclosure is:

- In response to a formal complaint or charge;
- Part of an investigation, proceeding, hearing, or action, including an investigation conducted by **St Norbert School - Hardin**
- Consistent with the legal duty of **St Norbert School - Hardin** to furnish information. Employees who use unauthorized techniques to gain access to confidential employee salary information will be subject to disciplinary action up to and including termination of employment. If an employee believes that he or she has been discriminated or retaliated against in violation of this policy, the employee should immediately report any concerns to the Pastor or Principal-Minister.

Section 3: BENEFITS

3.1 Insurance

Dental Insurance [THIS IS BASED ON THE DIOCESAN POLICY]

St Norbert School - Hardin offers dental insurance to eligible full-time employees. Employees may enroll in one of the dental insurance coverage options immediately upon hire. Dental insurance cost is shared between **St Norbert School - Hardin** and the employee. Dental insurance plan benefits and information are available from the Office for Insurance and Benefits at the Diocese of Springfield in Illinois Catholic Pastoral Center.

Health Insurance [THIS IS BASED ON THE DIOCESAN POLICY]

St Norbert School - Hardin offers group health insurance benefits to all eligible full-time employees scheduled and working **[30 hours per week IS THE DIOCESAN MINIMUM]**. Employees meeting eligibility requirements may enroll in one of the plan options immediately upon hire. Eligibility may also be determined by state law and/or by the terms of the insurance plan. Information pertaining to the details of the health insurance such as the summary plan description, eligibility requirements, and enrollment may be obtained from the insurance representative in the parish, Catholic school, or the Office for Insurance and Benefits at the Diocese of Springfield in Illinois Catholic Pastoral Center. These documents are controlling.

If an employee or dependent becomes ineligible for benefits due to a change in work hours through a life event where the employee leaves employment with the parish or Catholic school, the employee may be entitled to continuation or conversion of the group medical insurance in accord with the terms of the policy and or applicable state and federal law. The employee has the right to apply for health insurance under the terms of the Affordable Care Act at healthcare.gov. Minute benefits may be cancelled or changed at the discretion of the Diocese of Springfield in Illinois, unless otherwise prohibited by law.

Life Insurance [THIS IS BASED ON THE DIOCESAN POLICY]

Eligible full-time employees are automatically enrolled in the basic term life insurance immediately upon hire. It is up to the employee to designate a beneficiary for their term life insurance. Retired employees have the option to maintain their basic term life insurance and are responsible for payment of the monthly premiums.

Full-time employees have the option of purchasing additional voluntary term life insurance (VTL) through the Diocese of Springfield in Illinois group plan. Participating employees may also be covered under the plan's accidental death and dismemberment rider. Complete details of this plan may be obtained from the BAS representative or the Office for Insurance and Benefits at the Diocese of Springfield in Illinois Catholic Pastoral Center.

Unemployment Compensation Insurance

Please refer to the Diocese of Springfield in Illinois §Policy 1150: Employment Issues, 1154.4 Unemployment Compensation. Book II-1150-Employment-Issues.pdf (dio.org)

Vision Care Insurance [THIS IS BASED ON THE DIOCESAN POLICY]

St Norbert School - Hardin offers vision care coverage to eligible full-time employees. Employees may enroll in one of the vision care plan options immediately upon hire. Vision care coverage is paid for by the employee. Vision care plan benefits and information are available from the Pastor, Principal-Minister, or Office for Insurance and Benefits at the Diocese of Springfield in Illinois Catholic Pastoral Center.

Worker's Compensation Insurance

On-the-job injuries are covered by the Workers' Compensation Insurance Policy. The insurance is provided at no cost to employees. If an employee is injured on the job, no matter how slightly, report the incident immediately to the Director of the Office for Insurance and Benefits. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize an employee's claim for benefits. If the employee's injury is the result of an on-the-job accident, the employee must provide a written statement of the incident, including date, time, the context of the event, and the injury. An employee absent due to an on-the-job injury will be required to submit a medical release before returning to work.

We ask for the assistance of all employees to alert the secretary, Principal-Minister, or Pastor of any condition that could lead to or contribute to an employee accident and possible injury.

3.2 Paid Leave for All Workers Act

Effective January 1, 2024, the State of Illinois has mandated that all paid employees are to receive Paid Leave. Since **St Norbert School - Hardin**

[vacation/personal] day policy is greater or equal to the State's Paid leave Act, the first 40 hours of (vacation/personal) time given to an employee is designated as paid leave each year for full-time employees, full-time as defined in Diocesan Policy Book Two: The People of God, Policy 500 Employment Relationships. Employees who are regular part-time employees, non-regular part-time employees, or temporary employees as defined in Diocesan Policy Book Two: The People of God, Policy 500 Employment Relationships will earn paid leave at a rate of at least 1 hour for every 40 hours worked. The maximum amount of paid leave under this Act that can be accrued is 40 hours in a year. Paid leave under this Act may be used for any reason. Paid leave must be requested at least two weeks prior to the use of the time. However, if there is an emergency situation, notification at the time the paid leave is needed is allowed. An emergency situation is defined as anything within reason that is unforeseen and requires the employee to interrupt his or her normal work schedule, i.e. illness of self or child, illness of daycare provider, transportation issues, etc. Paid leave as defined above may be denied due to a conflict with time off requests of another employee in the parish or Catholic school or when it has an impact on the operating needs of the parish or Catholic school.

Paid leave under this Act may not be cashed out. When an employee leaves employment, for any reason, the balance of paid leave under this act will not be paid out unless defined as vacation time.

3.3 Sick Days, Personal Days, and Leave

Bereavement Leave

Per the Illinois Family Bereavement Leave Act, eligible employees are allowed up to two weeks (10 working days) of unpaid bereavement leave over and above the paid bereavement leave to attend the funeral (or alternative service) of a covered family member, make arrangements necessitated by the death of the covered family member, grieve the death of the covered family member, or be absent from work for reasons including a miscarriage, a failed adoption match or an adoption that is not finalized because it is contested by another party, a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth. In the event of the death of more than one covered family member in a 12-month period, the employee will be given up to a total of six weeks of unpaid bereavement leave in a 12-month period. Per the Child Extended Bereavement Leave Act, eligible employees are allowed up to twelve weeks of unpaid bereavement leave if the employee experiences the loss of a child by

suicide or homicide. This leave may be taken in a single continuous period or intermittently in increments of no less than 4 hours, but leave must be completed within one year after the employee notifies the employer of the loss. Please refer to the Diocese of Springfield in Illinois §Policy 524: Leaves of Absence, 524.01 Family Bereavement Leave. Book-II-524-Leaves-of-Absence.pdf (dio.org)

Family Medical Leave Act (FMLA)

The Diocese of Springfield in Illinois and its agencies shall allow a continuous family or medical leave of absence of up to 12 weeks within any calendar year for all employees who have at least one full year of service, worked 1,250 hours in the previous year, and who are certified by their doctor to be unable to work due to medical reasons for themselves or immediate family members, or require the leave of absence for child care, including: birth, adoption, or foster care. Please refer to the Diocese of Springfield in Illinois §Policy 524: Leaves of Absence, 524.02 Family/Medical Leave (FMLA). Book-II-524-Leaves-of-Absence.pdf (dio.org)

Domestic and Sexual Violence Leave

Under the Victims' Economic Security and Safety Act (VESSA), eligible employees are allowed unpaid domestic or sexual violence leave for a qualifying reason, with a guarantee of restoration to the same or an equivalent position on return from leave. Eligible employees may take up to 12 weeks of unpaid domestic violence leave within a 12-month period. Please refer to the Diocese of Springfield in Illinois §Policy 524: Leaves of Absence, 524.03 Domestic/Sexual Violence Leave. Book-II-524-Leaves-of-Absence.pdf (dio.org)

Jury Duty Leave

Please refer to the Diocese of Springfield in Illinois §Policy 524: Leaves of Absence. Book-II-524-Leaves-of-Absence.pdf (dio.org)

Military and Emergency Services Leave

The Diocese of Springfield in Illinois and its agencies shall allow unpaid leave of up to 12 weeks within any calendar year for all employees who have at least one full year of service, worked 1,250 hours in the previous year, and who have a qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member on active duty in support of a contingency operation.

The Diocese of Springfield in Illinois and its agencies shall allow unpaid leave of

up to 26 weeks within any calendar year for all employees who have at least one full year of service, worked 1,250 hours in the previous year, and who need to provide care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

Under the Illinois Family Military Leave Act, eligible employees who are the spouse, child or grandparent of a person called to military service are entitled up to 30 days of unpaid military leave during the time federal or state deployment orders are in effect.

Under the Illinois Civil Air Patrol Leave Act, employees who serve as a member of the Civil Air Patrol and who are called to perform a civil air patrol mission are entitled up to 30 days of unpaid leave.

The agencies of the Diocese of Springfield in Illinois will comply with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and all applicable state law.

Under the Illinois Volunteer Emergency Worker Job Protection Act, employees who serve as an unpaid "volunteer emergency worker" are entitled to an unpaid leave when absent from work in order to respond to an emergency call received prior to the time the employee is scheduled to report to work. Please refer to the Diocese of Springfield in Illinois §Policy 524: Leaves of Absence, 524.04 Family Military Leave. [Book-II-524-Leaves-of-Absence.pdf \(dio.org\)](#)

Voting Leave

St Norbert School - Hardin may request voting leave prior to the day of any election if his and her working hours begin less than two hours after the opening of the polls and end less than two hours before the polls close. Employees may take two hours of leave during the polling period for the purpose of voting. The time when an employee can go to vote will be at the discretion of the Pastor, consistent with applicable legal requirements.

Election Judge Leave

Appointed election judges will be granted unpaid leave on the day of an election. Employees must provide at least 20 days' written notice of the need for leave and provide documentation demonstrating the appointment and the

dates of the required service.

Witness Leave

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. Employees should notify the Pastor or Principal-Minister of the need to take witness leave as far in advance as is possible. **St Norbert School - Hardin** reserves the right to require proof of the need for leave to the extent authorized by law.

Blood and Organ Donation Leave

Upon request, an eligible employee will be provided with up to one hour of paid leave to donate, or attempt to donate, blood every 56 days in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other nationally recognized standards. Upon request, an eligible employee may use up to 10 days of leave in any 12-month period to serve as an organ donor.

School Conference and Activities Leave

An employee will be provided with up to eight hours of unpaid leave during any school year to attend school conferences, behavioral meetings, or academic meetings related to his or her child (including a biological, adopted, foster, or stepchild) if the conference or meeting cannot be scheduled during nonwork hours.

Personal Leave

The Diocese of Springfield in Illinois may allow a personal leave of absence of up to six (6) months, subject to prior approval by the pastor, parochial administrator, Principal-Minister, or agency director, for all full-time and eligible regular part-time employees where other forms of leave are not applicable (please see the diocesan Book of Policies and Procedures for full details).

Parental Leave

Employees of the Diocese of Springfield in Illinois and its agencies will receive at least two weeks of paid leave in the event of childbirth or adoption of a child. This policy will run concurrently with Family and Medical Leave of Absence (FMLA), if eligible.

3.4 Pension [THIS IS BASED ON THE DIOCESAN POLICY]

St Norbert School - Hardin provides eligible employees with a defined benefit

pension plan. This plan is intended to be used in combination with Social Security benefits and personal resources to provide the employee with supplemental income upon retirement. After a specified period of employment, this plan provides the employee with supplemental income upon retirement. After a specified period of employment, this plan provides the employee with a vested interest related to his or her length of employment. **St Norbert School - Hardin** contributes on the employee's behalf to the plan.

Eligibility and benefit plan provisions are available from the Director of the Office for Insurance and Benefits. In the event of any conflict in the description of any plan, the official plan documents, which are available for the employee's review, shall govern. If the employee has any questions, or needs to obtain more information about the pension program, he or she may consult the Director of the Office for Insurance and Benefits at the Diocese of Springfield in Illinois Catholic Pastoral Center.

3.5 403(b) Plan [THIS IS BASED ON THE DIOCESAN POLICY]

St Norbert School - Hardin provides eligible employees with a 403(b) Qualified Retirement Plan. Employees are eligible for plan benefits from their date of hire. To participate in the plan, an employee must be at least 18 years of age and work a minimum of 20 hours per week. Employees can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from the Office for Insurance and Benefits at the Diocese of Springfield in Illinois Catholic Pastoral Center. This benefit, as well as other benefits, may be canceled or changed at the discretion of the Diocese of Springfield in Illinois unless otherwise required by law.

3.6 Section 125 Plans [THIS IS BASED ON THE DIOCESAN POLICY]

St Norbert School - Hardin offers a pretax contribution option for employees. This employee benefit is known as a Section 125 Plan. A Section 125 Plan is a benefit plan that allows employees to make contributions toward premiums for medical insurance, dental insurance, and vision care insurance on a "before tax", rather than an "after tax" basis. Employee premium contributions are deducted from your gross pay before income taxes and Social Security is calculated. To participate in this Plan, complete an election form and return it to the Office for Insurance and Benefits at the Diocese of Springfield in Illinois Catholic Pastoral Center.

Employees cannot make any changes to the pretax contributions until the next

open enrollment period, unless your family status changes, or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child, or discharge of employment of your spouse. A change in election due to a change in family status is on the date of the qualifying event.

Section 4: PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION

4.1 Child Abuse and Sexual Abuse

All Church and Catholic school personnel and volunteers, as defined in BK3§101 shall certify to their understanding of the Policy on Working with Minors and the Lay and Religious Employees and Volunteers Sexual Abuse of Minors: Policies for Education, Prevention, Assistance, and Procedures, for Determination of Fitness for Ministry, Employment or Volunteer Service by signing the appropriate Certification and Authorization Document. All Church and Catholic school personnel and volunteers shall comply with Safe Environment policies in the Diocese of Springfield in Illinois.

4.2 Code of Professional Conduct (Faith's Law) St Norbert School - Hardin

located in the Diocese of Springfield in Illinois will conduct business honestly and ethically at all times. We strive to improve the quality of our services provided to parishioners, students, and the greater community of the diocese and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound moral and ethical judgment that reflect our faith and the teachings of the Catholic Church in conducting business. Our employees are expected to adhere to high standards of business and personal integrity as a representation of our parish and diocesan business practices, always consistent with their duty of loyalty to **St Norbert School - Hardin** and to the Diocese of Springfield in Illinois.

Every employee of the Diocese and diocesan agencies shall act in an honest and forthright manner in all workplace concerns; treat co-workers, supervisors, volunteers, parishioners, students, and visitors with respect; and conduct themselves in a moral and ethical manner consistent with Catholic principles. Every employee, as a representative of the Catholic Church to the faithful and to the outside world, has a ministerial calling. For this reason, every position has a ministerial aspect. Personnel must, therefore, conduct themselves in a way that does not contradict the doctrine and moral teaching of the Catholic Church.

We expect that employees of **St Norbert School - Hardin** will not knowingly misrepresent **St Norbert School - Hardin** and will not speak on behalf of **St Norbert School - Hardin** unless specifically authorized to do so. The confidentiality of proprietary information, and similar confidential and sensitive

information (i.e. financial records and reports, or business strategies and plans, development, member, or donor lists) about **St Norbert School – Hardin** or operations, or that of **St Norbert School - Hardin** or members of **St Norbert School - Hardin**, is to be treated with discretion and only disseminated on a need-to-know basis.

Violation of the Code of Professional Conduct can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

To better understand the Standards of Conduct, please refer to the Diocese of Springfield in Illinois §Policy 503: Standards of Conduct Book-II-503.Standards-of-Conduct.pdf (dio.org)

Sexual Misconduct

St Norbert School - Hardin employees must follow the Illinois Code of Ethics for Illinois Educators. This provides a foundation for the responsibilities and commitments of educators within the State of Illinois. The following are the five core principles:

- Responsibility to Students
- Responsibility to Self
- Responsibility to Colleagues and the Profession
- Responsibility to Parents, Families and Communities
- Responsibility to the Illinois State Board of Education

The success of students in school relies on safe learning environments and healthy relationships with school personnel. It is important for staff to maintain a professional relationship with students at all times and to define staff-student boundaries to protect students from sexual misconduct by staff and staff from the appearance of impropriety. As bystanders, educators may have knowledge of concerning behaviors that no one else is aware of, so they need to understand the definition of “sexual misconduct.”

Sexual misconduct means any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee or agent of the Catholic school with direct contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student. Such an act includes, but is not limited to, any of the following:

- A sexual or romantic invitation.
- Dating or soliciting a date.
- Engaging in sexualized or romantic dialog.
- Making sexually suggestive comments that are directed toward or with a student.
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
- A sexual, indecent, romantic, or erotic contact with the student.

“Grooming” as now defined in Section 11-25 of the Criminal Code is “when [a person] knowingly uses a computer on-line service, Internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice a child, a child’s guardian, or another person believed to be the person to be a child or a child’s guardian, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child. As used in this Section, ‘child’ means a person under 17 years of age.”

All employees at **St Norbert School - Hardin** must maintain professional relationships with students at all times and follow the expectations for staff-student boundaries. Employees must also follow the guidelines below:

- Employees are representatives of the Catholic school at all times and will maintain professional relationships with students at all times, recognizing the age and developmental level of the students served. This includes meeting with a student or contacting a student outside of the employee’s professional role.
- While the Catholic school does not provide transportation on a regular basis, special circumstances (i.e. field trips) create the need for private transportation for students. While it is preferred to utilize volunteer adult chaperones to provide transportation for students, sometimes employees are also needed to provide this service. Employees are to follow the same guidelines as volunteer chaperones when transporting students, and it is recommended that an employee refrains from transporting a single student, and rather has a group of students, unless an emergency arises. In this case, the employee should notify the school office of the transportation needs before leaving.

- In addition, employees will take particular care in taking or possessing a photo or a video of a student. Parents or guardians should first give permission for photos and videos to be taken by employees of the Catholic school. Photos and videos of students should serve an educational purpose, and the employee should only maintain those photos and videos for as long as the educational purpose requires. Once the purpose is met, the employee should no longer maintain the photos and videos.

All employees will receive required employee training that is related to child abuse and educator ethics that are applicable under State and federal law. Mandated reporters must notify DCFS **immediately** when a mandated reporter has reasonable cause to believe a child is an abused or neglected child under the Abused and Neglected Child Reporting Act (325 ILCS 5/3), including reasonable cause to believe that a child was a victim of grooming as defined by 720 ILCS 5/11-25.

The Catholic school will comply with all sexual misconduct allegation notification requirements under Section 22-85 of the School Code. A violation of the employee code of professional conduct may subject an employee to disciplinary action up to and including dismissal from employment. Failure of an employee to report a violation of the employee code of professional conduct policy by another employee may subject that employee to disciplinary action up to and including dismissal from employment. 105 ILCS 5/22-85.5(f).

If the report of sexual abuse involves Church Personnel as described in BK2§100 Clerical Sexual Abuse of Minors: Policies for Education, Prevention, Assistance, and Determination of Fitness for Ministry, the Principal-Minister and/or Teacher-Minister shall also report the incident or suspicion to the Facilitator as described in BK2§107.2 Reporting Requirements of the above-mentioned policy.

Faith's Law

A resource guide is available which includes guidance for pupils, parents or guardians, and teachers about sexual abuse responses and prevention resources available in their community, including the contact information of entities that provide services for victims of child sexual abuse and their families. These standards, in part, define appropriate conduct between school employees and students. The resource guide can be found here:

4.3 Confidentiality

Employees of the Diocese and diocesan agencies are not to disclose without proper authorization, or outside the normal execution of their job responsibilities, any confidential matters which come to their attention as a result of their employment with the Diocese of Springfield in Illinois. Disclosure to anyone of such information without proper authorization, or outside the normal context of one's job, may be cause for disciplinary action, up to and including termination.

4.4 Criminal Activity and Arrests

St Norbert School - Hardin will report all criminal activity in accordance with applicable law. All misdemeanors or felonies that occur during employment should be reported to the Office for Human Resources. Involvement in criminal activity while employed by **St Norbert School -**

Hardin, whether on or off **St Norbert School - Hardin** property, may result in disciplinary action including suspension or termination of employment.

Employees are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

4.5 Customer, Client, and Visitor Relations

As members of **St Norbert School - Hardin**, all employees provide services and assistance to parishioners, students, and other members of the Diocese of Springfield in Illinois. The nature of the work at **St Norbert School - Hardin** requires employees to communicate in person, by phone and electronically. Employees must always exhibit professional conduct when interacting with those who are served. Employees are expected to treat every interaction with our visitors, callers, or those who contact by email with the utmost respect and courtesy. An employee should never argue or act in a disrespectful manner towards anyone.

4.6 Disciplinary Process

A violation of the policies and procedures of **St Norbert School - Hardin** located in the Diocese of Springfield in Illinois may result in disciplinary action, including demotion, transfer, leave without pay, or termination of employment. **St Norbert School - Hardin** encourages a system of progressive discipline depending on the type of prohibited conduct. However, **St Norbert School - Hardin** is not

required to engage in progressive discipline and may discipline or terminate an employee who violates the standards of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an “at-will” basis consistent with applicable law. Note that the specific terms of your employment relationship, including termination procedures, are governed by the laws of the state in which you are employed.

4.7 Drug and Alcohol Policy

Employees shall not be under the influence of illegal substances, alcohol, or other intoxicants while on the job. Employees shall not possess, manufacture, distribute, sell, or purchase an illegal substance during working hours, while on paid time, or while on the employer’s premises, while in employer provided vehicles (whether owned, leased, or rented), or while engaged in employer-related activities. The consuming of alcoholic beverages during working hours, including meal and break periods, shall be prohibited. Violation of this policy can result in discipline, up to and including termination of employment. Please refer to Diocese of Springfield in Illinois §Policy 611: Alcohol and Other Intoxicants. Book-II-611-Alcohol-and-Other-Intoxicants.pdf (dio.org)

4.8 Employer Sponsored Social Events

St Norbert School - Hardin holds social events for employees. Be advised that an employee’s attendance at these events is voluntary and does not constitute part of his or her work-related duties. Any exceptions to this policy must be in writing and either signed or issued in electronic form by the Pastor or Principal-Minister prior to the event. Alcoholic beverages may be available at these events. If an employee chooses to drink alcoholic beverages, he or she must do so in a responsible manner. Please refer to the Diocese of Springfield in Illinois §Policy 4800: Alcoholism and Chemical Dependency. Book-II-4800-Alcoholism-and-Chemical-Dependency.pdf (dio.org)

4.9 Exit Interview

An employee may be asked to participate in an exit interview when he or she leaves **St Norbert School - Hardin**. Please refer to the Diocese of Springfield in Illinois Policy §1150: Employment Issues, 1154.3 Exit Interview. Book-II-1150-Employment-Issues.pdf (dio.org)

4.91 Failure to Fulfill Contract

The salaried employee who has signed a contract may not terminate

employment during the term of the contract except by written mutual agreement of the pastor, parochial administrator or priest moderator, appropriate catechetical administrator, as suitable, and the employee. Documentation of same will be placed in the person's personnel file.

4.92 Gender Identity

It is the policy of the Diocese of Springfield in Illinois that all Catholic agencies, including parishes, Catholic schools, institutions, departments, or other entities, shall respect the biological sex with which a person is born and shall apply all policies and procedures in relation to that person according to that person's biological sex at birth. Employees and volunteers are expected to live virtuous lives guided by Gospel values and the teaching of the Church. Employees and volunteers shall conduct themselves in accord with their biological sex at all times. Likewise, all employees and volunteers shall perform their duties, and tailor their interactions with other persons, in accord with the Diocese's general policy concerning gender identity.

4.93 Grievance and Conflict Resolution Procedures

The Diocese of Springfield in Illinois treats all employees and persons with dignity and respect, as being children of God and made in His image and likeness. To this end, employees should bring any problems, concerns, or grievances about the workplace to the attention of the appropriate school administrator and, if necessary, to the pastor. For more information about conflict resolution please refer to the Diocese of Springfield in Illinois §Policy 1150: Employment Issues. [Book-II-1150-Employment-Issues.pdf \(dio.org\)](#)

4.94 Harassment

The Diocese of Springfield in Illinois forbids all types of workplace harassment. Please refer to the Diocese of Springfield in Illinois §Policy 1300: EEO Statement and Non-harassment [Book-II-1300.EEO-Statement-and-Non-harassment.pdf \(dio.org\)](#) or §Policy 600: Recruitment, 602.1 Equal Employment Opportunity. [Book-II-600.Recruitment.pdf \(dio.org\)](#). Per Public Act 101-0221, the school provides sexual harassment prevention training at least once a year to all employees.

4.95 Loyalty

Loyalty to **St Norbert School - Hardin** is expected. A positive, supportive, and constructive relationship must exist among faculty and staff for the Catholic school to function at its fullest potential. A staff member who is dissatisfied over

a matter is expected to discuss the matter with the person directly involved (see Grievance and Conflict Resolution). The Principal-Minister or pastor may be asked to serve as a mediator. Discussion of school matters outside the Catholic school setting is not appropriate.

4.96 Mandated Reporting

According to the Abused and Neglected Child Reporting Act, school Principal-Ministers and Teacher-Ministers are mandated to report suspicion of abuse or neglect to the Department of Children and Family Services. When a Teacher-Minister reports such suspicion to the Department of Child and Family Services, he or she shall inform the Principal-Minister of his or her report. If the report of sexual abuse involves Church Personnel as described in BK2§100 Clerical Sexual Abuse of Minors: Policies for Education, Prevention, Assistance, and Determination of Fitness for Ministry, the Principal-Minister and/or Teacher-Minister shall also report the incident or suspicion to the Facilitator as described in BK2§107.2 Reporting Requirements of the above-mentioned policy.

4.97 Non-Tenure and Contract Renewal

The Diocese of Springfield in Illinois and all Catholic elementary and secondary schools do not have a policy of tenure for personnel in the catechetical mission of the diocese, therefore tenure shall not be granted at the local level. All personnel contracts must be annual contracts and do not imply automatic renewal.

4.98 Outside Employment

Please refer to the Diocese of Springfield in Illinois §Policy 1150: Employment Issues. Book-II-1150-Employment-Issues.pdf (dio.org)

4.99 Performance Improvement

The Pastor or Principal-Minister may develop a process improvement plan for any employee when appropriate. Also, an employee may specifically request that their supervisor assist in developing a performance improvement plan at any time. The plan should help the employee and their supervisor mutually discern the best path for the employee and the organization going forward.

The performance improvement process is a means for increasing the quality and value of work performance. An employee's initiative, effort, attitude, job knowledge, and other factors will be addressed. Copies of performance improvement plans or work performance reviews will be retained in the employee's personnel file.

4.991 Performance Reviews

All personnel, both paid and volunteer, and their positions shall be evaluated annually. Catholic School personnel shall be supervised and evaluated by the Principal-Minister at least once each school year. The summative instrument by which Teacher-Minister supervision and evaluation shall take place will be defined by the Office for Catholic Schools. The results of an employee's evaluation shall be shared only with the respective employee and the pastor. It is the policy of the Catholic school to appraise the progress, performance, ability, attitudes, and potential of each employee uniformly and objectively through this evaluation. This is done so that the employee, under the Principal-Minister's guidance, may develop plans and goals that will lead to professional growth and development. A positive job performance review does not guarantee a pay raise, promotion, or continued employment. Please refer to the Diocese of Springfield in Illinois §Policy 1150: Employment Issues. Book-II-1150-Employment-Issues.pdf (dio.org)

4.992 Personal Appearance

St Norbert School - Hardin employees represent the parish, Catholic school, and its ministry in their appearance as well as by their actions. Accordingly, the personal appearance of all employees is governed by the following standards:

Employees are expected to dress in a manner that is normally acceptable in the business environment and must also practice good grooming and personal hygiene. Hair and facial hair should be clean, combed, and neatly trimmed or arranged and be a color that is a natural shade and conservative. Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The wearing of the following items is not permitted:

- athletic clothing including dress shorts (unless approved by the Principal-Minister); ● baseball caps;
- clothing with slogans (unless they are school shirts or shirts that represent school events);
- tank tops;
- slack, tops, dresses, skirts, etc. that are too tight, too sheer, or too revealing; ● torn, unkempt or excessively faded apparel or similar items that are not appropriate for a professional work environment.
- Clothes which would be deemed unprofessional in the work place such

as pajamas (except during school spirit days)

Employees may direct any questions about the dress code to the administration of the Catholic school. Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

4.993 Post-Employment References

Please refer to the Diocese of Springfield in Illinois Policy §1150: Employment Issues, 1154.9 References. Book-II-1150-Employment-Issues.pdf (dio.org)

4.994 Professionalism

Staff members agree to serve the Catholic school in a professional manner and to act in accordance with the norms and dictates of the Roman Catholic Church. Staff must maintain a professional relationship with students and their parents. No improper actions or any type of impropriety is acceptable and may be cause for dismissal. Each staff member further agrees to perform all duties reasonably assigned to him or her by the parish. Staff acknowledge that not following such policies, and directives and/or engaging in conduct prohibited by the Roman Catholic Church, and/or living a lifestyle inconsistent with the Roman Catholic Church doctrine, whether occurring during or outside the workday or whether occurring on or off the Catholic school premises, may result in adverse employment action, including immediate termination. At all times staff shall act in compliance with their contracts (if applicable) and the Human Resource Manual. Failure to do so is cause for termination.

4.995 Resignation

In order to provide quality service on a continuous basis, it is beneficial for the Catholic school to obtain prior knowledge of the employee's desire to resign. Staff members must submit written notice of their intentions to resign, and employees are encouraged to submit a notice of resignation as far in advance as possible in order to facilitate the replacement process. The desired amount of notice is a minimum of two weeks for noncontractual staff. Contractual staff should refer to the Failure to Fulfill Contract section of this handbook.

4.996 Termination

If it becomes apparent that a catechist's performance does not meet the religious or professional standards required, every care must be taken by the appropriate supervising catechetical administrator to document his or her

deficiencies and to ensure the catechist is treated with fairness. The catechist shall be told of the problem and given an opportunity to discuss the problem and to improve or change within a specified time frame.

Grounds for dismissal during the contractual year or not offering a new contract for a subsequent year must be in accord with established diocesan and local policies and current contract obligations after appropriate evaluations. Reasons for dismissal during the year or not offering a new contract for a subsequent year, include, but are not to be limited to:

- Violation of accepted academic or professional standards of conduct
- Failure to perform duties in a satisfactory manner
- Lack of continuing professional growth and performance
- Consistent non-observance of diocesan and local policies
- Violation of other provisions of the catechist's contract
- Failure to act in accordance with or advocating positions contrary to the doctrinal and moral teachings of the Catholic Church
- Failure to provide leadership in forming the Christian catechetical community
- Gross misconduct

4.997 Transfers and Promotions

St Norbert School - Hardin may transfer an employee from one position to another with or without notice as required by the needs of the parish or Catholic school, or upon request by the employee and with the approval of the Pastor or Principal-Minister. Please refer to the Diocese of Springfield in Illinois §Policy 1150: Employment Issues. Book-II-1150-Employment-Issues.pdf (dio.org)

4.998 Workforce Reductions (Layoffs)

If necessary, based upon business needs, **St Norbert School - Hardin** may decide to implement a reduction in force (RIF). Every effort will be made to make sound business decisions while acknowledging the needs of **St Norbert School – Hardin**. Please refer to the Diocese of Springfield in Illinois Policy §1150: Employment Issues, 1154.7 Staff Reductions or Closing. Book-II-1150-Employment-Issues.pdf (dio.org)

4.999 Workplace Behavior

Smoking

St Norbert School - Hardin complies with the Smoke-free Illinois Act and prohibits smoking of tobacco products in any building owned by **St Norbert School –**

Hardin. Smoking is prohibited 15 feet from the entrances, exits, windows that open, and ventilation intakes on the premises of **St Norbert School – Hardin**. Employees in violation of this act may be subject to disciplinary action up to and including termination of employment. **St Norbert School - Hardin** prohibits discrimination against employees based on their off-premises, off-duty tobacco usage.

Workplace Violence

The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to **St Norbert School - Hardin** property in the event someone, for whatever reason, may be unhappy with a **St Norbert School - Hardin St Norbert School - Hardin** decision or action by an employee. Employees should not engage in either physical or verbal confrontation with a potentially violent individual. If an employee encounters an individual who is threatening immediate harm to an employee or visitor on the premises, the employee should contact an emergency agency (such as 911) immediately.

Section 5: BUILDING OPERATIONS

5.1 Access to Personnel and Medical Records Files

St Norbert School - Hardin maintains separate medical record files and personnel files for all employees. All files are kept confidential in compliance with applicable laws. Only those with a need-to-know basis have access to the appropriate file. Medical files are stored in an inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Personnel records can include any personnel documents that are or have been intended to be used in determining an employee's qualifications for employment, promotion, transfer, additional compensation, termination, or other disciplinary action. Certain records can be excluded in accordance with state law, such as letters of reference, testing documents, pending claims, and investigations.

If an employee disagrees with any information in the personnel record, the employee can submit a written statement explaining his or her position attached to the disputed part of the personnel record. The inclusion of such a statement does not mean **St Norbert School - Hardin** agrees. If any employee wishes to review his or her personnel or medical records file, the employee may do so after submitting a written request and returning it to the Pastor or Principal-Minister. After submitting the request, the employee will be able to review his or her personnel and/or medical documents within seven working days. Inspection must occur in the presence of the Pastor, Principal-Minister, or another designated leadership member.

Employees who wish to obtain a copy of their personnel or medical records may do so; a fee may be charged for the cost. All requests by an outside party for information contained in an employee's personnel file, and/or for copies, will be directed to the Director of the Office for Human Resources at the Diocese of Springfield in Illinois Catholic Pastoral Center.

5.2 Attendance, Arrival and Departure Times

An employee is to be at work on time as scheduled. If an employee is sick or is going to be delayed in reporting to work, he or she is responsible for contacting the immediate supervisor as soon as possible. The employee may be required to provide documentation of any medical or other excuse for being absent or

late. Continued, unaccountable and unnecessary tardiness or absence from work may result in disciplinary actions, not excluding termination from employment.

St Norbert School - Hardin reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences. Absences resulting from approved leave, personal, sick, vacation, or legal requirements are exceptions to the policy.

5.3 Bulletin Board

St Norbert School - Hardin maintains an official bulletin board located in the office for providing employees with official notices, including wages and hour laws, and other employment-related notices. At times **St Norbert School - Hardin** may also post information of general interest to employees on the bulletin board. Each employee is responsible for being informed about this material by periodically reviewing the bulletin board. Only authorized personnel may add and remove notices from the bulletin board.

5.4 Document Retention

St. Norbert School shall retain permanent student records the required 60 years after the departure of the student. Employee records will be retained for 5 years.

5.5 Media Usage

Cell Phones and Other Electronics

While **St Norbert School - Hardin** permits employees to bring personal cell phones and other mobile devices (i.e. smart phones, PDAs, tablets, laptops) into the workplace, an employee must not allow the use of such devices to interfere with his or her job duties or have a negative impact on workplace safety and health. Personal communications on personal devices should primarily be during nonworking time, such as breaks and meal periods. During work time, use of such devices should be used for work purposes or minimally and limited to emergency use only. Cell phones can only be operated in compliance with applicable state laws while operating a vehicle on work time. No Catholic school or diocesan information or data should be stored on personal devices. An employee using his or her personal device for work related purposes, upon termination from employment, is obligated to remove access to Catholic school or diocesan systems from his or her device.

Computer Security and Copying of Software

Please refer to the Diocese of Springfield in Illinois §Policy 675: Copyright and Intellectual Property Book-II-675-Copyright-and-Intellectual-Property.pdf (dio.org), the Diocese of Springfield in Illinois §Policy 4500: Electronic Communications Book-V-4500-Electronic-Communications.pdf (dio.org), and the Diocese of Springfield in Illinois Information Technology Policy.

Internet Usage Policy Including Email and Social Media

All students, Teacher-Ministers, and staff are bound to the Diocesan Information Technology, Electronic Communications, and Social Media Policies in addition to all school policies. These policies are available online through the diocesan website, and all staff must review these policies at least annually. See these full policies as well as Book 5 - The Temporal Goods of the Church (Administrative, Financial, and Legal), Policy 4500 Electronic Communication Policies.

Students, faculty, and staff are responsible for good behavior and conduct while using the Internet or e-mail (see student and family handbook). Failure to follow the rules of good conduct and behavior will result in disciplinary action up to and including termination of access to the computer system or dismissal from school or employment. The system administrator will review Internet activity, files and communication stored on the network or a stand-alone computer system on the school property to maintain integrity and to ensure that students, faculty, and staff are using the system responsibly. The system administrator reserves the right to check any files or communications and Internet activity at any time.

Telephone Use

Please refer to the Diocese of Springfield in Illinois §Policy 4500: Electronic Communications. Book-V-4500-Electronic-Communications.pdf (dio.org)

5.6 Personal Data Changes

An employee should submit updates to his or her current mailing address, telephone number, and tax withholding status in the Catholic school or diocesan payroll and time keeping system. Employees should inform the **secretary, bookkeeper, etc.** of any changes to his or her marital status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings.

5.7 Security

All employees are responsible for helping to make the Catholic school a secure work environment. Upon leaving work, all employees should lock all doors protecting valuable or sensitive material in their work areas and report any lost

or stolen keys, ID badges, or similar devices to the school office immediately. Refrain from discussing specifics regarding the school security systems, alarms, passwords, etc. with those outside of the Catholic school's personnel. Do not prop open school doors to the outside or let visitors into the school from any unapproved entrance points. Immediately advise the school office of any known or potential security risks and/or suspicious conduct of employees or guests of the school.

5.8 Solicitation and Distribution

To avoid disruption of business operations, **St Norbert School - Hardin** discourages solicitation and distribution of related materials. "Solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support of an organization. Solicitation performed through verbal, written, or electronic means is included in this prohibition. Employees may conduct solicitations during lunch periods, coffee breaks, or other authorized nonworking time, only when the other employees are also on nonworking time.

Literature that violates the teachings of the Catholic Church, is knowingly and recklessly false, or is immoral, is never permitted. Non-employees are not permitted to distribute materials on Catholic school or diocesan premises at any time.

5.9 Student Illness Procedures

If a student is feeling ill, the teacher should call the office or send the student to the office with a note indicating the nature of the illness. (If necessary, another student should accompany the ill student to the office.) The office staff will evaluate the student. Either the office staff will allow the student to return to class with the staff's evaluation documented on the note, or the student's parent or guardian will be contacted. If the child is going home, the child will be temporarily cared for in the school office until the parent or guardian arrives to take the student from school. In the event of an emergency, the school will follow the parent or guardian instructions on the student's emergency form kept in the school office.

5.91 Third Party Disclosures

From time to time, the Catholic Church may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, members of the diocese, and other outside persons may contact employees

to obtain information about the incident of the actual or potential lawsuit or news story. Please refer to the Diocese of Springfield in Illinois §Policy 2400: Legal Services. Book-V-2400-Legal-Services.pdf (dio.org)

If contacted, an employee should not speak on behalf of the diocese or **St Norbert School - Hardin** unless designated to do so and should refer any call requesting statements and information to the Director of the Office for Communications at the Diocese of Springfield in Illinois Catholic Pastoral Center.

5.92 Use of Employer Property or Premises

No employee may use **St Norbert School - Hardin** property for personal use unless given permission by the Pastor or Principal-Minister. The employee is responsible for returning **St Norbert School - Hardin** property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes the use of copy machines, computers, or office supplies.

5.93 Workplace Privacy and Right to Inspect

St Norbert School - Hardin property, including but not limited to phones, computers, tablets, desks, workplace areas, vehicles, or machinery, remains under the control of **St Norbert School - Hardin** and is subject to inspection at any time, without notice to any employee, and without their presence. **St Norbert School - Hardin** assumes no responsibility for the loss of, or damage to, personal property maintained on **St Norbert School - Hardin** premises including that kept in secured cabinets and desks.

Section 6: INSTRUCTIONAL DUTIES

6.1 Catholic Instruction

St Norbert School - Hardin is deeply committed to helping students see and understand the ways in which faith and reason complement and reinforce one another in the life of the virtuous man or woman. This motivation animates our rigorous academic curriculum and is at the heart of our earnest efforts to shape the character and cultivate the spiritual life of our students. For this reason, **St Norbert School - Hardin** provides regular activities and lessons focused on worship and praise of God, spiritual reflection, catechesis, and service to the wider parish and regional community. The primary goal of the program of instruction in the Catholic schools of the diocese shall be to provide those learning experiences which are suitable and appropriate for developing the values, attitudes, knowledge, and skills necessary for the student's moral, intellectual, social, emotional, and physical development.

Each Catholic school in the diocese must provide daily instruction in the Catholic faith for every student. In accord with the Christian philosophy and goals of the Catholic schools, religion classes and courses in Christian family living are essential and integral components of the curriculum and shall be aligned with the Roman Catholic Church in the Diocese of Springfield in Illinois. Liturgical celebrations (especially Mass and Reconciliation), in accord with approved liturgical norms, and service opportunities shall be an integral part of the catechetical program, and all students and staff members shall participate as appropriate.

6.2 Lesson Plans

The Teacher-Minister's daily lesson plan for every subject (learning objective, instructional strategies and means of assessment) shall be carefully recorded prior to the week of the instruction. Such a record will be regularly reviewed by the Principal-Minister or his or her delegate to ensure that the instruction offered meets both the individual needs of the students served and the stated curriculum requirements.

6.3 Parent Communications

The school works with parents and guardians for the education of students. Teacher-Ministers are obligated to share information about educational objectives and expectations with parents on a regular basis. When a parent

contacts a Teacher-Minister and requests information, every effort should be made to provide the information by the next school day or provide a time frame for when the parent can expect the information. Teacher-Ministers should provide written information that is sent home the first week of school that includes information about curriculum, instruction, homework, grading policy and activities for the grade level or subject taught. Teacher-Ministers will provide parent or guardian communication on a weekly or monthly basis, or when units of study change. This communication can take the form of emails, newsletters, or a class webpage. A paper copy will be sent to parents who do not have internet access.

All parent and guardian communication must be professional in nature. Teacher-Ministers will spell check and proofread documents that are sent home. A copy of these documents should also be shared with the Principal-Minister.

6.4 Parent Conferences

Parent and teacher conferences are scheduled annually for all parents. Teacher-Ministers should keep track of conference attendance and document any necessary information. Teacher-Ministers should be prepared to share insights and documentation of each child's progress. Every effort should be made to meet face-to-face with every family. Alternate dates and times should be offered if the parent or guardian is not available at the scheduled date and time. Teacher-Ministers should continue to maintain communication with parents throughout the school year and may set up additional conferences with parents, by phone or in person, as needed.

6.5 Record-Keeping and Grading

Teacher-Ministers are required to keep records of students' progress through a variety of assessments, which could include evaluation of homework assignments, quizzes, tests, projects, classroom participation, etc. Teacher-Ministers will report on students' progress through **school grade reporting system**, required parent signatures on written work, progress reports, conferences, and report cards. **School grade reporting system** should be updated each week by the end of the day on Sunday with grades for normal assignments and assessments. Teacher-Ministers will follow the grading scale as outlined in the student handbook.

Teacher-Ministers should make every effort to contact parents or guardians and as soon as a concern arises. Teacher-Ministers should document each contact

or attempt to contact on a conference form. Teacher-Ministers should encourage parents and guardians to contact them as soon as a concern arises.

Grades must be recorded in **school grade reporting system** by the deadline for each report card period. Teacher-Ministers are responsible for student progress report sheets and permanent records at the end of each year as directed by the school administration.

6.6 Selection of Educational Materials

The selection of instructional materials for the classroom is a very important process. Quality materials may be ineffective if used at the wrong time or in the wrong way. A Teacher-Minister should consider the following questions when considering instructional materials:

1. What are the specific concepts that are being presented?
2. What is the context of the presentation and how does it incorporate the Catholic faith?
3. Is the material relevant to the subject being taught?
4. Is the material appropriate for the age and experience of the students?
5. Is administrative approval required for the material?

6. Will the presentation of the material allow for the expression of a variety of views? 7. Can a positive reaction be expected from the students and parents? It is not always possible to arrive at complete agreement on the selection of instructional materials. Parents are urged to contact individual Teacher-Ministers when there is a legitimate question as to why a certain material is being used. If an agreement regarding

39

the use of the material cannot be reached, parents and Teacher-Ministers may explore alternatives for individual students. Teacher-Ministers are expected to have a thorough knowledge of any instructional materials that they use in their classroom. The excellent quality of particular materials does not excuse the Teacher-Minister from the responsibility of thorough preparation.

6.7 Supervision of Students

The school administrator shall be responsible for ensuring adequate supervision of students during the entire time they are in the care of the Catholic school. All staff and Teacher-Ministers share this responsibility with the school administrator. A student shall not be asked nor allowed to leave the premises,

e.g. for field trips or errands, without parental or legal guardian authorization.

6.8 Grading Scale

St. Norbert School will use the following grading scale

94-100 A 84 C+ 65 D

93 A- 76-83 C 64 & below F

92 B+ 75 C

86-91 B 74 D+

85 B- 66-73 D

Section 7: NON-INSTRUCTIONAL DUTIES

7.1 Meetings, Conferences, Continuing Education

St. Norbert School staff shall attend monthly after school staff meetings to address concerns, discuss upcoming events, and maintain an open line of communication with coworkers. Staff shall also make every effort to attend education conferences which may further their professional educational development. Staff will also further their religious education by participating in Evermode online education and Diocesan professional development.

7.2 Crisis Management Plan

St Norbert School - Hardin maintains a crisis management plan. All personnel are expected to review the plan frequently and follow the procedures outlined in the plan should a crisis occur or during any school drills.

7.3 Extra-Curricular Activities

School-sponsored extracurricular activities shall be guided by the general curriculum goals of the Catholic school and should in no way detract from the academic and religious goals of the school. Faculty and staff members are expected to support, organize, and assist with co-curricular and extracurricular activities. These are activities that are provided outside of the regular curriculum or classroom. These activities help provide a well-rounded educational experience for the students. Activities include, but are not limited to, athletics, service organizations, music programs, specific clubs, etc.

7.4 Extra Duties

Employees may be required to supervise students outside of the instructional time in the classroom, including students in the cafeteria, on the playground, in study hall, or during homeroom periods. Employees should follow the guidelines for behavior expectations for students in these areas, if provided, or the behavior guidelines for students in the regular classroom setting, if special expectations are not provided.

7.5 Field Trip Policies and Procedures

The school administration shall authorize only those field trips that are appropriate educational or catechetical experiences. All Catholic school and diocesan policies are in effect during participation in and transportation

to and from all field trip activities. Participants shall treat all field trip locations as though they are on Catholic school grounds. Furthermore, children, adolescents, and accompanying adults attending field trips or other parish sponsored trips shall be informed that participation in such events requires that they adhere to a code of behavior. This code of behavior, which applies to both minors and accompanying adults attending said functions, is as follows:

1. Each person will respect his or her individual dignity, self-worth, and value in God's eyes.
2. Each person will respect the dignity, self-worth, and value in God's eyes of other persons.
3. Each person will respect the physical property and possessions of other persons and institutions.
4. Each person has a duty to report violations of the conduct code.

On field trips there shall be an adequate number of adult chaperones (age 21 or older) for students, and all chaperones must abide by the Policy on Working with Minors for the Diocese of Springfield in Illinois. An acceptable ratio of chaperones is 1 adult (age 21 or older) for every 8 students, but the number of chaperones depends on the age of the children and the nature of the event.

Section 8: STUDENT DISCIPLINE

8.1 Conflict Resolution for Students

The faculty, administration, and pastor teach and support peaceful and non-violent conflict resolution. Students are not to utilize violent, threatening, or bullying behaviors to resolve conflicts. If a conflict arises, the faculty and administration will handle the situation as appropriate, utilizing the necessary conflict resolution skills. The pastor may also assist with situations as appropriate. Parent or guardian contact will be made as necessary.

8.2 Corporal Punishment

Persons shall neither employ corporal punishment nor inflict physical abuse with respect to those entrusted to their care.

8.3 Firearms, Drugs, Battery, and Student Information Reporting System St Norbert School - Hardin will report any qualifying incident to the appropriate authorities within a timely manner. The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel, and the chief school administrator shall notify the Illinois State Police within 3 days of each incident of battery through the School Incident Reporting System (SIRS).

The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian. The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. Both types of incidents will also be reported to the Illinois State Police through the School Incident Reporting System (SIRS).

8.4 Student Discipline

All persons in the employ of or working on behalf of the Catholic school and parish shall:

- Respect the dignity of the student at all times—avoid personal indignities such as striking, pulling hair or ears, sarcasm, ridicule, nagging, name-calling and public humiliation
- Provide a classroom that is conducive to learning—order and discipline are an outgrowth of good teaching
- Deal with individual student discipline problems—avoid indiscriminate punishment of all in the class for the misconduct of one or some

student(s)

- Help the student to see clearly the consequences of various behaviors and to realize that choosing certain behaviors means accepting the responsibility for the consequences of these behaviors—the consequences should always be logical and appropriate to the behavior
- At the beginning of the year make clear to students and parents or legal guardian the catechetical program and classroom regulations and procedures, as well as the consequences of violating these regulations and procedures—the consequences of violating regulations should always fit the offense

Discipline will first be handled by the classroom Teacher-Minister. More serious discipline problems will be referred to the school administration.

8.5 Student Grievance Procedures

Complaints from students, parents, and other legitimate sources about the operation of the Catholic school will be treated courteously (anonymous complaints will not be addressed). In order to help a parent or student resolve a grievance with a Teacher-Minister, administrator, or the school in general, and to do so in an effective, efficient manner with mutual consultation, it has been established that the following order of people are those to whom the grievance should be brought: 1. The Teacher-Minister involved; 2. The Catholic school Principal-Minister; 3. The pastor. In fairness to both parties, the Principal-Minister and/or pastor will meet with all parties involved, document the grievance or complaint, document the answer to the grievance or complaint, document the agreement reached or not reached, and read the report to both parties. If the grievance is not satisfactorily resolved at one level, either party may appeal to the next level, as listed above. The pastor's decision will be binding and final on all concerned.

8.6 Student Search and Seizure

In order to maintain order, safety and security in schools, Catholic school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these

places or areas or in their personal effects left there. The building Principal-Minister may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other Catholic school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Student Searches

Catholic school authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the Catholic school's student rules and policies. The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Catholic school officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the Catholic school's disciplinary rules or diocesan policy. In the course of the investigation, the student may be required to share the content that is reported in order for the Catholic school to make a factual determination. Catholic school officials may not request or require a student or his or her parent or guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the Catholic school's policies or rules, evidence may be seized and impounded by Catholic school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Faculty and Staff Handbook Acknowledgement and Pledge

Name of Staff Member: _____

Faculty and Staff Acknowledgement

By signing below, I acknowledge receiving and/or being provided electronic access to the Faculty and Staff Handbook, the Student and Family Handbook, and Diocesan policies for employees of **St Norbert School - Hardin** in the Diocese of Springfield in Illinois and that I have read it, understand it, and agree to comply with it. I understand that **St Norbert School - Hardin** has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by the Pastor, Principal-Minister, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the Pastor and/or Principal-Minister. I also understand that any delay or failure by the **St Norbert School - Hardin** to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of **St Norbert School - Hardin** or effect the right of the **St Norbert School - Hardin** to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other individual, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by the Pastor, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

I understand that this handbook refers to current benefit plans maintained by **St Norbert School - Hardin** and that employees must refer to the actual plan documents and summary plan documents as these plans are controlling.

If I am covered by a written employment agreement (signed by the Pastor), that conflicts with the terms of this handbook, I understand that the terms of the employment agreement are determinative.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by **St Norbert School - Hardin**.

If I have any questions about the content or interpretation of this handbook, I will contact the Pastor and/or Principal-Minister. I understand that my failure to return this acknowledgement will not relieve me from being responsible for knowing or complying with Catholic School and Diocesan rules, policies, and procedures.

Faculty or Staff Signature Date