

**SECTION
4000**

PERSONNEL

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Revised and approved:

2/
2/5/92
3/4/93
1/8/04
1/11/05
5/23/05
2/13/07
3/7/08
16/08
23/09

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POLICY 4000

OCCUPATIONAL EXPOSURE TO BLOOD-BORNE PATHOGENS

The schools within the Diocese of Charlotte (in accordance with the Federal Register 29 CFR Part 1910.1030, Department of Labor and OSHA) will limit or eliminate occupational exposure of school employees to blood, other bodily fluids and other potentially infectious material which may contain pathogens.



REGULATION 4000

OCCUPATIONAL EXPOSURE TO BLOOD-BORNE PATHOGENS

All school employees are covered by the OSHA Blood-borne Pathogens Standards.

A written Exposure Control Plan must be in effect at each school and include exposure determination levels for the positions of each employee.

Employees who could “reasonably anticipate” exposure to blood or other potentially infectious materials, as a result of performing required job duties, will receive appropriate training.

“Occupational exposure” includes any blood, bodily fluid or other potentially infectious materials which comes in contact with unprotected skin, eye, mucous membrane or parentally (brought into the body through some way other than the digestive tract)-resulting from the performance of an employee’s required duties.

“Good Samaritan” acts, such as assisting a co-worker or student, would not be considered “reasonably anticipated occupational exposure”.

In order to eliminate occupational exposure to blood-borne pathogens, the following precautions will be in force at all times and procedures strictly adhered to.

1) **UNIVERSAL PRECAUTIONS:** In all cases when dealing with injured students or staff, or the cleaning or decontamination of any blood or bodily fluids—all blood and/or bodily fluids which are visibly contaminated with blood, shall be handled as if infectious. This shall include deciduous teeth which are lost during any school function.

2) **PERSONAL PROTECTIVE EQUIPMENT:** The equipment, including gloves but not limited to just gloves, will be available to all personnel and must be used in any instance where there is contact with blood or bodily fluids. Worksites must be maintained in clean and sanitary conditions.

3) **HEPATITIS B VACCINE:** The vaccine will be offered to employees identified as “at risk” for occupational exposure. Training will be conducted within 10 days of assignment to a job position, listed in the Exposure Control Plan.

4) **PROGRAM STANDARDS:** The program standards for the control of potential exposure to HIV and HBV, as outlines in OSHA Standard 1910.1030, or the most current standard available, will be followed.

5) **SCHOOL RESPONSIBILITIES:** The principal will ensure the following:

- A. All elements of the Exposure Control Plan, including but not limited to exposure determination, work practice standards, Hepatitis B vaccination series, annual training requirements, work area restrictions, waste disposal, records keeping and inspections are met.
- B. All employees will have access to a copy of the Federal Register, this Diocesan policy and the Exposure Control Plan.

6) **DIOCESAN BOARD RESPONSIBILITY:** The Diocesan School Board and Superintendent of Schools will review this regulation annually and update if needed.

An employee who suspects that he/she has an occupational exposure, must report the incident to his/her principal within 48 hours, with the documentation of the incident in a written format. The employee will be referred to a physician, tested and given post-exposure treatment at the school's expense, provided that the suspected exposure poses a significant risk of transmission as defined in the rules of the Commission of Health Services.

The HIV and HBV testing of a person who is the source of an exposure that poses a significant risk of transmission, will be conducted in accordance with 15A NC Administrative Code 19.A0202 (4) (HIV) and 19.0203 (b)(3) (HIV).

The school will strictly adhere to existing confidentiality rules and laws regarding employees and communicable diseases, including HIV or HIV-associated conditions.

All records will be maintained in accordance with OSHA Regulations.



POLICY 4112

NON-DISCRIMINATION OF PERSONNEL

Personnel shall be employed without regard to age, race, sex, national origin or religion. All qualifications being equal, Catholic teachers will receive first consideration in appointment.



REGULATION 4112

NON-DISCRIMINATION OF PERSONNEL

A non-discrimination policy for personnel will be published in the application information in advertising positions, as well as in the Personnel Handbook. The policy on non-discrimination will be published on the Diocesan Schools web-site.



POLICY 4121

PERSONNEL RECORDS

Complete personnel records for each school employee will be maintained at the local school level. Maintenance and use of the personnel files will be in compliance with legal statutes and Diocesan Employee Handbook guidelines.

See Diocesan Employee Handbook-Section 222 Personnel Files.



REGULATION 4121

PERSONNEL RECORDS

Diocese of Charlotte Personnel Files

Personnel files will be established for all employees. Personnel files are the property of the diocese and are to be kept in a locked and secure place. Access to the information they contain is restricted. (Diocese of Charlotte Personnel Policies Handbook, Section 222)

Personnel files should contain records related to employment, such as:

- Employment application
- Resume (if applicable)
- Background check documentation
- College transcripts
- Job description-(if unique such as “campus minister”)
- Hiring, promotion, demotion, transfer, layoff, and rate of pay documentation
- Acknowledgement of Receipt of Personnel Policy Handbook
- Acknowledgement of Receipt of Sexual Misconduct Policy (copy – original to diocese)
- Education and training records
- Letters of recognition
- Disciplinary notices or documents (signed)
- Performance evaluations
- Test documents used to make employment decisions
- Exit interviews
- Termination records
- Also required for Diocesan Central Administration files:
 - Request to Fill a Vacancy
 - Payroll Status Change forms
 - Employee History Report
 - Emergency Contact data

The following records will be maintained in separate files;

- **Medical records** – The Americans with Disabilities Act requires employers to keep all medical records separate. This includes physical examinations, TB test results, medical leaves, workers’ compensation claims, and drug and alcohol testing documentation.
- **Immigration (I-9) files** – Keeping this information in a separate file reduces the opportunity for an auditor to review and investigate unrelated information.



POLICY 4122

CONTRACTS FOR SCHOOL PERSONNEL

Any contract entered into by a school/parish with teachers and/or principals and assistant principals shall be the Diocesan-approved contract. School employee contracts shall be only for teachers, principals, deans, counselors, certified librarians and assistant principals.



REGULATION 4122

CONTRACTS FOR SCHOOL PERSONNEL

Contracts for Principals will be offered annually. The offer of contract shall be completed no later than March 31st. Contracts for Principals shall be for 12 months.

Contracts for teachers and assistant principals will be offered annually. The offer of contract shall be completed no later than April 30th. Contracts for teachers shall be for the number of instructional and professional work days as set by Diocesan Policy and approved by Superintendent of Schools. Contracts for assistant principals are for 11 months.

An offered contract shall become null and void, if not returned within fourteen (14) working days of receipt, unless an extension of time has been specifically agreed to, in writing, by the teacher and principal and/or Superintendent.



POLICY 4123

CERTIFICATION OF SCHOOL PERSONNEL

Educators employed by the schools of the Diocese of Charlotte shall possess certification for their positions as required by the State of North Carolina or Diocesan Department of Education.

The current certificate is to be on file or in the initial material completed and sent to the Catholic Schools Office at the time of consideration for employment.

All teachers of Religion in the Catholic Schools are to be certified in the field of Religious Education as set by the Diocesan Office of Religious Education for Schools and approved by the Bishop.



REGULATION 4123

CERTIFICATION OF SCHOOL PERSONNEL

Certification and Renewal of Certification is required to assure that professional personnel periodically update their professional knowledge and technical competence, as prescribed by the appropriate certification entity.

Information on certification and renewal will be available to school personnel through the Catholic Schools Office and Diocesan and State of North Carolina Licensing web-sites.



POLICY 4124

DUTIES AND RESPONSIBILITIES

There shall be a written job description for each person employed at a school. Personnel are required to fulfill the duties and responsibilities as stated in the job description as well as any additional requirements as noted on a signed personnel contract, including "...other duties as may be assigned".



POLICY 4125

PHYSICAL EXAMINATION AND SCREENING FOR USE OF ILLEGAL SUBSTANCES

All school personnel shall comply with health regulations as stipulated by the North Carolina Department of Public Instruction, Diocesan Policies and the Catholic Schools Office.



REGULATION 4125

PHYSICAL EXAMINATION AND SCREENING FOR USE OF ILLEGAL SUBSTANCES:

All school personnel must undergo a complete physical plus an individual screening for the use of illegal substances, upon initial employment in the Diocese. All school personnel must provide a certificate from a licensed medical or lab facility with the results of the physical and screening.

All school personnel are subject to random screening for use of illegal substances throughout the year, as well as in circumstances where there is reasonable cause to suspect use of the same.

All personnel must have a TB (tuberculosis) test upon initial employment. If exposed to TB throughout employment, an additional TB test must be completed.

An employee who has been absent for forty (40) successive school days because of a communicable disease must, before returning to work, file with the principal a physician's certificate stating that the employee is free from any communicable disease. (GS 115-323)

The principal of each school is responsible for the compliance of each employee with regard to the above regulations and ensure that such compliance is on file.

The cost of the initial physical and screening for the use of illegal substances is the responsibility of the employee.



POLICY 4126.0

CRIMINAL RECORD CHECK

The Diocesan School Board believes that all of our students and staff deserve a safe and secure learning and working environment. All employees within the school should act appropriately as role models for children. This principle is reflected in the “Charter for the Protection of Children and Young People” as adopted by the US Conference of Catholic Bishops. In accordance with those principles, schools will conduct Diocesan background checks and ongoing reviews of all personnel.



REGULATION 4126.0

CRIMINAL RECORD CHECK

Effective November 1, 2004, a criminal record check will be conducted for all employees of the Diocesan school. The criminal check shall be conducted in accord with the Diocesan Employee background check, but should incorporate a fingerprint background check for any new employees, no later than July 1, 2006.

This regulation is mandatory and shall apply to new hires and current employees who have not had a Diocesan background check completed, during their service in the Diocese.

Updated background checks will be completed as guided by any Diocesan Human Resource changes/requirements.

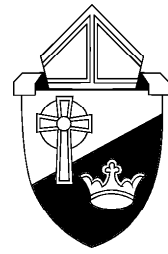
All employees are required to report any arrest and/or convictions throughout their employment, to their supervisor.



POLICY 4127

GRIEVANCES

Employees in the Diocese of Charlotte schools have the availability of a Grievance Process. The Process is delineated in the Employee Handbook.



POLICY

4128

COMMUNICATION WITH STUDENTS BY SCHOOL FACULTY AND STAFF

Communication between students and school faculty and staff outside of school hours and functions must be limited to school and curriculum related topics. Faculty and staff may not distribute personal phone numbers, cell numbers, or personal email/text messages addresses to students.



POLICY

4129

USE OF SOCIAL NETWORKING SITES BY FACULTY, STAFF AND SCHOOL VOLUNTEERS

Teachers, staff members, administrators, coaches and volunteers are prohibited from corresponding with students through any social networking site.

All employees and volunteers working with students in the Catholic schools are prohibited from posting inappropriate messages on any website which may reflect negatively on the school or Diocese of Charlotte.



POLICY 4131.0

SHORT-TERM SUBSTITUTE TEACHERS

The principal of the school is responsible to provide substitute teachers when the teacher must be absent from the classroom. Short-term substitutes in the Diocese of Charlotte must have a college degree from an accredited institution.

In emergencies, a teacher assistant in a classroom may be used as a substitute teacher in the classroom in which they are an assistant. If they do not have a college degree, they must be supervised by another teacher or administrator.

Teacher assistants without a college degree may not substitute for longer than one day.



POLICY 4131.1

LONG-TERM SUBSTITUTE TEACHERS

The principal of the school is responsible to provide substitute teachers when the teacher must be absent from the classroom. Long-term substitutes in the Diocese of Charlotte must be qualified in the subject area in which they will substitute.

Qualified is defined as having a college degree with at least 12 college credits in the subject area they will teach and 6 hours in Education coursework.



REGULATION 4131.1

LONG-TERM SUBSTITUTE TEACHERS

<p style="text-align: center;">DIOCESE OF CHARLOTTE CATHOLIC SCHOOLS LONG-TERM SUBSTITUTE TEACHERS</p>
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LONG-TERM SUBSTITUTES: (Referenced as Temporary Employees)

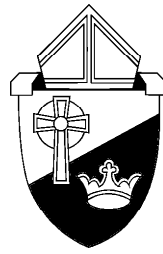
1. Must be for 4 weeks or longer and must be consecutive work for one teacher.
2. Must be responsible for all lesson plans, grading, and reporting as well as parent contacts for the entire time of the long-term position.
3. The pay rate for long-term substitutes will be based on the following:
 - a. The step where they would be placed on the salary schedule, if they were hired for a full-time teaching position.
 - b. The daily rate for the school year. (Step “a” divided by number of days in the teacher calendar for the year), if they will work full-time
 - c. The hourly rate for the school year) Step “a” divided by the number of days in the teacher calendar for the year, divided by either 7 hours (K-8) or 8 hours (9-12), if they will work part-time.
4. Long-term substitutes for 4 weeks or longer are entitled to 1 sick day for each 4 weeks they are contracted. They may not “pre-use” any sick days.
5. Long-term substitutes are not eligible for any other Diocesan employee benefits.
6. Once a “long-term” position has ended, if the same person comes back for another long-term position of 4 weeks or longer, new paperwork must be submitted, as the “For Whom:” line changes with each position. Any unused sick leave is cumulative from one long-term position to another.
7. All non-school days scheduled as paid days for teachers, will also apply to long-term substitutes, during that same time.
8. If a person is scheduled to substitute for a teacher for a length of less than 4 weeks, they are paid a daily rate. However, if the position extends for the same teacher past 4 weeks, the substitute’s pay will be switched to the long-term rate and pro-rated back to pay them the long-term rate from their first date as a substitute, in that position.



POLICY 4200

MINIMUM AGE REQUIREMENTS FOR WORKING WITH CHILDREN

Any volunteer under the age of 18 who works as a volunteer or paid employee within the school or school-related organizations must be in the physical presence at all times, by a responsible adult who has completed the Protecting God's Children program and had a clear background check completed and on file.



POLICY 4310.0

DIOCESAN SALARY SCALE

The Diocesan Board of Education will annually adopt minimum salary scales for educational personnel. Diocesan scales will be communicated annually to pastors, principals, teachers and parish representatives.



REGULATION 4310.0

DIOCESAN SALARY SCALE

1. Local school boards and parish-based schools should give strong consideration of previous teaching experience in Catholic schools, when determining entry levels for new teachers. Recognition of previous non-Catholic Schools teaching experience should also be considered by local school boards and parish-based schools.

2. The minimum salary scale for teachers will be no less than 87 % of the previous year's salary scale for North Carolina state-employed teachers. The salary scale is accepted as mandatory minimum scale for all schools.

3. The minimum salary scale for principals will be set at the same percentage relationship to the state scale for principals, as the teacher scale percentage relates to the state teacher scale. The step level on the principal scale will be determined by the total number of years of full-time teaching and administrative experience and not by the wording on the state license. The salary scale is accepted as mandatory minimum scale for all

4. All other school employees, including maintenance personnel, secretaries, office administrative staff, teacher assistants, etc., are to be paid at least the federal minimum hourly wage.



POLICY 4311

HEALTH BENEFITS

Qualified employees in the Diocese of Charlotte Catholic Schools are entitled to Health Benefits.

Details of the Health benefits are outlined in the Employee Handbook. If an individual does not choose the Health benefits, there is no cash compensation.



POLICY 4312

LEAVE OF ABSENCE

Time for Leave will be provided employees under the terms noted in the Diocesan regulations.

Details of the various Leave of Absence options are outlined in the Employee Handbook.



POLICY 4313

RETIREMENT BENEFITS

The Diocese of Charlotte provides a retirement program for qualified lay employees. The plan is an Employer-Administered Defined Benefit Plan.

Details of the Retirement Benefits are outlined in the Employee Handbook.



POLICY 4314

TUITION ASSISTANCE REDUCTION PROGRAM FOR SCHOOL EMPLOYEES

One form of recognition given to full-time employees shall be a program to reduce tuition for their children attending Diocesan Catholic Schools. This recognition is to acknowledge those who serve in the mission of education in our schools.



REGULATION 4314

TUITION ASSISTANCE REDUCTION PROGRAM FOR SCHOOL EMPLOYEES

School principals and local school boards shall ensure that full-time teachers, as well as other full-time employees in the schools, are provided with some method of tuition reduction, for their children who attend Diocese of Charlotte Catholic Schools.



POLICY 4315

CONTINUATION OF HEALTH INSURANCE FOR ELIGIBLE FORMER EMPLOYEES

The Diocese of Charlotte, in an effort to provide continued health insurance for former employees who have previously been covered by the Diocesan Group Insurance plan, voluntarily offers to extend health insurance coverage.

Details of the Continuation of Health Insurance Program are found in the Diocesan Personnel Handbook or via the Human Resources Department of the Diocese.



POLICY 4317

EMPLOYEE STATUS

All employees in the Catholic Schools of the Diocese shall be classified as either exempt or non-exempt employees.

Complete information and explanation of the exempt or non-exempt status is found in the Diocesan Personnel Handbook-Section 204