



COMPONENTS OF EMPLOYEE HANDBOOK

TABLE OF CONTENTS

LETTER FROM THE PASTOR/PARISH DIRECTOR

INTRODUCTION

- Our parish/school
- Parish/school history
- Mission statement

ORGANIZATIONAL CHART(S)

- Equal opportunity and commitment to diversity
- Equal opportunity statement
- Americans with disabilities & reasonable accommodation
- Commitment to diversity
- Harassment
- Parish grievance procedures
- Conflict of Interest
- Whistleblower

EMPLOYMENT RELATIONSHIP

- Employee classification
- Exempt vs non-exempt position status
- Positions descriptions based on hours
- Compensation
- Pay date
- FICA
- Voluntary deductions
- Travel expenses
- Work hours and recording of work hours
- Job descriptions and performance evaluations
- Personnel records
- Criminal records

EMPLOYEE COMMITMENT

- Growth:
- Wellness:
- Attendance & dependability:
- Appearance and dress:

CONDUCT

- Orientation period
- Code of ethical standards & mandatory reporting requirements
- Standards of conduct
- Progressive discipline
- Driving
- Electronic communications

- Internet access:
- Electronic mail (e-mail):
- Voice mail:
- Computer software:
- Cellphone
- Termination
 - Voluntary Termination
 - Involuntary Termination

WORKPLACE SAFETY

- Alcohol & drug-free workplace
- Smoke-free workplace
- Workplace violence prevention

GROUP BENEFIT PLANS

- Health insurance
- Dental/vision insurance
- Life insurance
- Disability insurance
- Pension plan
- Tax sheltered annuity - 403(b)
- Workers compensation
- Church unemployment pay program

TIME OFF & LEAVES OF ABSENCE

- Vacation benefits
- Holidays
- Snow/severe weather
- Jury duty
- Bereavement
- Sick leave
- Maternity leave
 - Medical necessity
 - Maternity/paternity leave requests
- Personal leave (paid and unpaid)
- Military leave
- FMLA - family and medical leave policy (if needed) - Wisconsin & federal
 - Eligibility
 - Amount of Leave Available
 - Types of Leave Covered:
 - Notification of the Need for Family or Medical Leave
 - Medical Certification of a Serious Health Condition
 - Use of Paid and Unpaid Leave
 - Intermittent or Reduced Schedule Leave
 - Benefit Continuation During Leave
 - Additional Certifications
 - Rights Upon Return From Leave
 - Worker's Compensation Absences
 - Early Return from Leave

DISCLAIMER & ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

COMPONENTS OF FACULTY HANDBOOK

EMPLOYEE COMMITMENT TO SCHOOL

MISSION STATEMENT

CORE BELIEFS & VALUES

CONTRACT & COMPENSATION PRACTICES & POLICIES

- Contracts
- Termination
- Non-Renewal of Contract
- Reduction In Force
- Teacher Licensure
- Teachers of Religion – Certification
- Standards for Educators in Catholic Schools Parishes and Schools

ACCREDITATION

ACCIDENT REPORTING

- Student
- Employee

ATTENDANCE

- Teacher
- Student

BUILDING ACCESS AND KEYS

CONFLICT OF INTEREST POLICY

DAILY SCHEDULE(S)

DISCIPLINE OF STUDENTS

INSTRUCTION, ASSESSMENT, GRADING, AND REPORTING POLICIES

- Specific instructional local policies: i.e., lesson plans, learning targets, alignment grids / curriculum mapping, etc.
- Specific assessment, grading, and reporting local policies: i.e., rubrics, homework, retesting, progress reports / updating electronic grade book
- Students with special needs
- Field trips
 - Collecting and handling money
- Guest speakers
- Standardized Testing

LEARNING RESOURCES

- Classroom supplies
 - Ordering
 - Employee reimbursement
- Learning software
- Textbooks

EXTRACURRICULAR ACTIVITIES

MAINTENANCE REQUESTS

PARENT / TEACHER CONFERENCES

PARENT AND STAFF RELATIONS

PROFESSIONAL DEVELOPMENT AND GROWTH

- Archdiocese of Milwaukee requirements
- School / Network requirements
- Faculty meetings

PROFESSIONALISM:

- Commitment to know and perform your job
- Teacher work day
- Dress code
- Classroom care
- Faculty lounge

PROMOTIONA / RETENTION OF STUDENTS

PUBLICITY AND MEDIA CONTACTS

SCHOOL CALENDAR

- Teacher days
- Student contact days

SOCIAL MEDIA

STUDENT RECORDS

SUBSTITUTE TEACHERS

SUPERVISION OF STUDENTS

TEACHER EVALUATION

TECHNOLOGIES

TRANSPORTATION OF STUDENTS

WORSHIP

- Daily Prayer
- All-school Mass
- Prayer services

DISCLAIMER & ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

OTHER REQUIRED DOCUMENTS

EMERGENCY OPERATIONS PLAN

CODE OF ETHICAL STANDARDS FOR CHURCH LEADERS