

5000 SERIES

ALL SCHOOL EMPLOYEES
SALARIES, BENEFITS, JOB DESCRIPTIONS, LEAVES

As the Father has sent me, so I send you.

John 20:21

PRINCIPALS/PRESIDENTS

Salaries for Presidents

#5000

Salaries for high school presidents are determined locally by each Board of Directors and are approved by the Members of the Corporation.

Salaries for Principals

#5010

Elementary Schools

#5010.1

Individual pastors/boards of trustees (in consolidated schools) should provide just and equitable compensation for principals in their schools. Factors to be considered should include, but not be limited to, educational background and Catholic school experience of the principal, the size of the school and faculty, and any unique demands of the position. The Archdiocesan Office of Catholic Schools maintains a compensation guideline to assist with compensation determination.

Secondary Schools

#5010.2

Presidents, with the approval of Boards of Trustees, should provide just and equitable compensation for principals in their schools. Factors to be considered should include, but not be limited to, educational background and Catholic school experience of the principal, the size of the school and faculty, and any unique demands of the position.

Role of Superintendent of Schools

#5010.3

The Superintendent of Schools may be consulted for assistance in determining salaries.

Benefits for Presidents/Principals - All Schools

#5020

Presidents/Principals are eligible for the benefits administered by the Archdiocesan Human Resources Office. Materials describing the benefits available shall be distributed to principals by the employing entity upon employment and, as necessary, thereafter. Questions should be referred to the Human Resources Office. At the time of retirement specific guidance should be sought from the Archdiocesan Human Resources Office regarding continuation of benefits and retirement benefits.

Vacation for School Presidents/Principals

#5025

Because school presidents and principals work under twelve (12) month contracts, vacation time is generally taken with the approval of the presidents'/principals' supervisors. Typically, school leaders take a minimum of two (2) weeks of vacation in July. Also, because presidents/principals generally work extended hours during the school year, they may also take an occasional day off during the year, with their supervisors' prior approval. In addition, summer hours for the school office, and therefore, the presidents/principals, are typically reduced (e.g. four (4) days a week, with shortened hours each day). However, these are local decisions.

Religious Personnel – All Schools

#5030

Salaries and Benefits

Members of religious communities serving in schools receive salaries and benefits commensurate with co-workers in the Archdiocese of Kansas City in Kansas in the same or similar positions with the same

education, expertise and competence. The employing entity, in consultation with the applicant, will arrive at the proper interpretation of these facts. The protocol for remitting salary and benefits should be arranged in consultation with the superiors of the respective orders. Any questions about compensating religious personnel in schools should be directed to the superintendent of schools. (Note: any member of the religious order not already teaching in the diocese should be presented and recommended by his or her religious superior to the archbishop for his approval).

LAY TEACHERS

Salaries

#5100

Pastors and school leaders are urged to adopt compensation guidelines for teachers. These compensation guidelines should set just and equitable salaries and benefits. The Archdiocesan Office of Catholic Schools may provide a compensation framework for local regions to follow.

Parameters for teacher compensation guidelines

#5100.1

Teacher compensation guidelines shall include but not be limited to the following:

- Education qualifications, teaching experience and professional growth.
- Adequate beginning and maximum salaries to attract and hold capable persons in the profession.
- Regional considerations when Catholic schools are in close proximity to one another.

Role of Superintendent of Schools

#5100.2

The Superintendent of Schools may be consulted for assistance in determining salaries.

Benefits

#5110

Benefits administered by the Archdiocesan Human Resources Office are available for eligible school teachers. Materials describing the benefits shall be distributed to employees upon employment and, as necessary, thereafter. Questions should be referred to the Human Resources Office.

Tuition Remission – School Administrators and Teachers

#5120

Full-time presidents, principals, and teachers* whose children attend grades K-12 in Catholic schools in the Archdiocese of Kansas City in Kansas are eligible for tuition remission for their children. Presidents, principals, and teachers whose children attend the school at which they are employed will receive total remission of tuition. Those same employees whose children attend a school other than the one in which they work receive 50% tuition remission. The employing school pays this expense to the school where the children are enrolled. In the event where spouses are employed by two different schools and the children attend a third, the employers shall agree upon how to split this cost. (*“teachers” for the purpose of this policy includes all full-time teachers teaching in grades K-12. Full-time preschool teachers are also included if the teacher is licensed and the preschool is part of the elementary school not a parish program.)

Note: This policy applies to Catholic elementary and secondary schools sponsored by parishes in the Archdiocese of Kansas City in Kansas. The decision to grant tuition remission benefits for children attending private** Catholic schools is the purview of the employing school and not required by this policy. In addition, this policy applies only to tuition (not fees) in schools that charge tuition. Nor does it apply to fees charged in schools supported by parishes in which a stewardship/tithing program is practiced; nor does it excuse a teacher from stewardship/tithing to his/her parish. Finally, this policy assumes that the children will attend their parish elementary or regional high schools unless the children attend the school at which their parents teach. This policy does not apply to preschool tuition. If a teacher chooses to send his/her child to a school other than those specified here, the employing school is under no obligation to pay tuition costs greater than what is charged by the parish elementary or regional high school. (**private Catholic schools are those schools not supported by parishes in the Archdiocese of Kansas City in Kansas).

JOB DESCRIPTIONS FOR SCHOOL STAFF OTHER THAN TEACHERS**#5200**

School staff other than licensed teachers and school counselors do not receive contracts. However, non-teaching positions shall have job descriptions (See Appendix Form #C131) and employees shall have access to the appropriate descriptions for their positions.

ALL EMPLOYEES

Employee Files

#5300

Files that pertain to employees, such as job evaluations, contracts, pay rate, job descriptions, vacation days, attendance etc. should be kept in the personnel file. However, medical information, including claims for hospitalization or medical treatment, disability claims and workers' compensations information is kept in a separate confidential file folder in a separate file drawer. The supervisor of the employee, shall not have access to the medical file and shall not under any circumstance make employment decisions, such as promotion, etc. based on the contents of the medical file.

Health Certification

#5310

Before commencement of any services subsequent to employment, any employee employed in the Catholic schools in the Archdiocese of Kansas City in Kansas shall submit certification by a licensed physician verifying that the physical condition of the employee is such as to permit full performance of all duties for which the employee is employed. If at any time there is reasonable cause to believe that any employee is suffering from an illness detrimental to the well-being of the school and/or the health of the students, the employee may be required to obtain a new Certification of Health. State law requires employees to have evidence of a TB test on file.

Any required Statement of Physical Condition shall fully state any limiting condition or handicap which may impair the performance of services or which may endanger the health of any student or employee.

Hepatitis B Vaccine

#5310.1

All employees whose jobs are listed below (high risk*) will be offered the Hepatitis B vaccine at no cost to the employee. Vaccines will be administered by a health provider designated by the local employer. The cost will be borne by the local employer.

*** High Risk:**

- Nurses
- Coaches
- Assistant Coaches
- Teachers of Students with Identified Health Risks
- Physical Education Teachers
- Special Education Paraprofessionals
- Designated Office Staff (e.g. Elementary Secretaries)
- Bus Drivers
- Custodians

The vaccine will be offered after the employees have received the training required in Policy #9040 and within ten (10) days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials (OPIMs).

An exception is if the employee has previously had the vaccine or wishes to submit to antibody testing to show that the employee has sufficient immunity.

Any other employee will be offered the Hepatitis B vaccine within twenty-four (24) hours of a possible exposure incident at no cost to the employee.

Waiver: Employees who decline the Hepatitis B vaccine will sign a waiver. The records of vaccinations and waivers will be maintained in the local school office. (See Appendix Form #C117).

Background Checks/Child Protection

#5320

1. Applicants for school positions (specifically president, principal, assistant/vice principal, teacher, substitute, school counselor and student teacher positions) need to apply through the school office on-line application.
2. Applicants placed in the applicant data base on the Archdiocesan Office of Catholic Schools website are eligible for interviewing or hiring.
3. When the Superintendent's Office staff has been notified of an applicant's conditional offer of employment (specifically president, principal, assistant/vice principal, teacher, school counselor, student teacher positions). The Superintendent's Office staff shall verify the applicant's Virtus account.
4. Applicants who are not Virtus trained will be directed to:
 - 1) create a Virtus account,
 - 2) electronically review the Safe Environment Program policies (which include an authorization to run background checks), and
 - 3) register for a Virtus training session.When these steps are completed a background check will be initiated.
5. Applicants who are Virtus trained will be directed to wait for a follow up email in the coming days regarding the next steps to complete the application process. If it is determined the applicant's previous background check is out of date of the current fiscal year (July 1st – June 30th), a new background check will be initiated by the Superintendent's Office staff. The Superintendent's Office staff will verify the applicant's Virtus account and initiate an electronic review of the Safe Environment Program policies (which include an authorization to run background checks).
6. The Superintendent's Office staff shall view the results of the background checks and notify the hiring school upon completion. The signed documents and background checks will be viewable on-line in the Zaplex system.
7. When substitute applicants' background checks are completed, if results are satisfactory and the applicant is Virtus trained, the substitute teacher's application shall be added to the applicant data base on the School Office website.
8. **Employment is contingent upon satisfactory background check and completion of Virtus training. Virtus training must be completed prior to the first contracted day. Ensuring completion of Virtus training is the responsibility of the new employee and the hiring school.**
9. The hiring school shall verify the Safe Environment Program Policies and Virtus training completion on all employees.

Note: Continuing employees must electronically sign/review the Safe Environment Program Policies and have a background check conducted every three years. The employing school is responsible for electronically initiating the background checks and maintaining the records.

Telecommuting

#5330

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. It can be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others thus policies and employee eligibility for to work via telecommuting shall be locally determined.

LEAVES

Health Leave

#5400

Health leave for employees in the schools within the Archdiocese of Kansas City in Kansas shall mean days of absence from duty because of personal sickness or injury, family member sickness or injury or for any qualified reason under the Family Medical Leave Act and for which no deduction is made in regular monthly or annual compensation of the employee.

Family Medical Leave and/or Disability Leave (if the employee is enrolled in this benefit) also concurrently apply in these circumstances. Seek guidance from the Archdiocesan Human Resources Office when coordinating programs that affect a medical related leave.

Annual Allowance – Teachers and School Leaders

#5400.1

All full time teachers or school leaders in schools within the Archdiocese of Kansas City in Kansas shall be granted seven (7) days health leave at the beginning of the contract year. Unused health leave shall be allowed to accumulate to a maximum of thirty (30) days. If a teacher or school leader begins the school year with thirty (30) accumulated days, the seven (7) days are added to the thirty (30) days for that year. At the end of that year, only thirty (30) days may be carried to the next contract year.

- Extensive absences that interfere with job performance should be addressed as part of the evaluation process. However, the Superintendent should be consulted prior to any conversation with the employee.
- Health leave is to be used for the circumstances described in policy #5400. Other paid time off, maximum of two days per calendar year, may be granted to full-time employees to attend to personal needs. Personal days are not eligible for cash reimbursements.
- A part time teacher or principal shall be granted health leave based on the full-time equivalency of the position. For example, if a part time teacher is .5 FTE, multiply 7 health day leaves by .5 which equals 3.5 health leave days. Multiply 3.5 days by the number of hours a full time teacher is required to spend on site (usually 8 hours). $3.5 \times 8 = 28$ hours. Thus, in this example, a .5 FTE teacher or principal would be entitled to 28 hours of health leave per year.
- Unused health leave is transferable if a teacher transfers from one school to another within the Archdiocese of Kansas City in Kansas.
- Unused health leave is not under any circumstance subject to a cash payout in lieu of its intended use.
- In the event that an employee has used all available health leave, that employee's pay will be docked in half-day increments.

Family and Medical Leave

#5410

Under the Federal Family and Medical Leave Act, employees may be eligible to take up to 12 weeks of unpaid, job-protected leave in a twelve-month period. Such leave may be taken to care for a child after birth, adoption, or foster care placement; to care for a spouse, child or parent who has a serious health condition; for a serious health condition that makes the employee unable to perform his/her job; or in the case of any "qualifying exigency" arising out of the fact that a covered military member is on active duty or has been notified of an impending call or order to active duty. FML has been amended to allow eligible employees to take up to 26 weeks of job protected leave in a "single 12 month period" to care for a covered service member with a serious injury or illness. Upon completion of Federal FMLA leave, the employee will be returned to the same or an equivalent position.

The employee is eligible if he/she has worked for the Archdiocese of Kansas City in Kansas for at least one year and has worked 1250 hours over the previous twelve months. The Archdiocesan twelve-

month period is from date of hire. Applications for family and medical leave of absence must be submitted to the Archdiocesan Human Resources Office thirty-days in advance when FMLA leave is foreseeable. A medical certification is required to support a request for leave. A fitness for duty report to return to work is also required. An employee who fails to return from Family or Medical Leave in a timely manner will be considered as having abandoned the job as of the date of scheduled return from the Family and Medical Leave.

This policy is intended to comply with the provisions of the Family and Medical Leave Act of 1993. Nothing in this policy should be interpreted to create any additional rights to leave and/or benefits other than mandated by federal law.

Birth, Adoption or Foster Placement of a Child #5410.1

- Family and Medical Leave requested because of the birth, adoption or foster placement of a child will only be allowed during the first 12 months immediately following the birth, adoption or placement.
- Where spouses are employed by a school, the aggregate number of workweeks of leave to which both may be entitled is limited to 12 workweeks between them during any 12-month period.
- Leave under this provision will not be granted on an intermittent basis or reduced-hour basis except as approved by the Superintendent or designee according to his/her discretion.

Qualifying Exigency Related to Military Service #5410.2

- See Family and Medical Leave #5410.

Serious Health Condition of Employee or Family #5410.3

- A “serious” health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in the hospital, hospice, or residential care facility or which requires continuing treatment by a health care provider.
- Where spouses are employed by a school, the aggregate number of workweeks of leave to care for a parent is limited to 12 workweeks between them during any 12-month period.
- Leave taken under this provision may be taken intermittently or in a reduced leave schedule when medically necessary. The employee requesting an intermittent or reduced leave schedule may be transferred to an alternative position with equal pay during any period of intermittent leave.
- The employee will provide a written and prompt medical certification from the treating physician or from an independent health care provider on a form provided by the school to verify the medical necessity of leave under this provision. If an employee fails to provide medical certification, the leave may be denied until a certification is received.

Employee Notice Requirement #5410.4

- An employee who intends or anticipates leave under this policy must notify the school, in writing, not less than 30 days before the date the leave is to begin. In emergency or unanticipated circumstances, the employee must notify the school, in writing, of his/her intent to seek leave as soon as practicable. If an employee fails to provide a timely written notice (30 days) in circumstances where the leave is foreseeable, the leave can be delayed for 30 days.

Health Insurance #5410.5

- An employee taking Family and Medical Leave will continue under the group health plan at the same level as if the employee continued working. An employee taking such leave is responsible for

payment of the employee's contribution to the group health plan for the period of the FML. An employee may continue the health and dental benefits for a total of 6 months, including the FML time. This continuation of leave for benefits beyond FML leave period is paid at 100% by the employee.

Return to Work

#5410.6

- An employee returning from Family or Medical Leave shall be reinstated to his/her former position or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. A reinstated employee will not accrue employment benefits (other than group health coverage) during any period of leave under this policy.

Fitness for Duty Certification

#5410.7

- All employees returning from a leave under this policy because of their own serious health condition shall be required to provide a fitness for duty certification from their physician indicating that they are able to resume work. Failure to provide a fitness for duty certification can result in the denial of reinstatement until the fitness for duty certification is forthcoming.

Compliance with Family and Medical Leave Act

#5410.8

- This policy is intended to comport with the provisions of the Family and Medical Leave Act of 1993 and its subsequent updates. Nothing in this policy should be construed to create any additional rights to leave and/or benefits beyond that mandated by federal law.

Paid Leave Substitution

#5410.9

- Employees requesting leave because of the birth or adoption of a child shall be required to substitute for the leave allowed under this policy any accrued paid vacation leave, and health leave that the employee has accrued under other policies of the Archdiocese of Kansas City in Kansas. Concurrently, employees must also be offered Family Medical Leave.
- Any employee requesting leave in order to care for a seriously ill spouse, parent or child, or because of the employee's own serious health condition, shall be required to substitute, for the leave allowed under this policy, any accrued paid vacation leave and health leave, and applicable disability leave that the employee has accrued under the policies of the Archdiocese of Kansas City in Kansas. Concurrently, the employee must be offered Family Medical Leave.

Employee Notice of Intent Not to Return to Work

#5410.10

- If an employee unequivocally advises that he/she will not return to work, the employment relationship will be severed.

Special Rules for Instructional Employees

#5410.11

- Special rules affect the taking of intermittent leave or leave on a reduced leave schedule, or leave near the end of a semester by instructional employees. "Instructional employees" are those whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term includes not only teachers, but also athletic coaches.
- It does not include, and the special rules do not apply to, teacher assistants or aides who do not have as their principal job, actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists, or curriculum specialists. It also does not include cafeteria workers or maintenance workers.

— Intermittent or Reduced Schedule Leave

If an instructional employee who becomes entitled to intermittent or reduced-schedule leave under this policy would be absent for more than twenty percent (20%) of the total working days in the period in question, the employee can be required to elect either leave for a particular duration in lieu of intermittent or reduced-schedule leave, or to temporarily transfer to an available alternative position that can better accommodate the recurring leave. The employee must be qualified for the position, and the employee must be provided with equivalent pay and benefits.

— End of School Semester Leave

If leave occurs more than five (5) weeks before the end of the school semester but would end during the last three weeks of the school semester, the employee can be required to stay on leave for the balance of the school semester. If the leave begins fewer than five (5) weeks before the end of the school semester and the leave would end in the last two weeks of the school semester, the employee can be required to stay on leave for the duration of the school semester. If the leave occurs less than three (3) weeks before the end of the school semester and lasts more than five (5) days, the employee can be required to stay on leave for the duration of the school semester.

Notice

#5410.12

- A notice explaining the Family and Medical Leave Act's provisions and providing information concerning procedures for filing complaints of violations of the Act shall be posted. When an employee requests Family and Medical Leave, the employee shall receive written guidance concerning the employee's rights and obligations under the Act and explaining the consequences of non compliance. This may be obtained from the Archdiocesan Human Resources Office.

Funeral\Bereavement Leave

#5420

In cases of death in the immediate family, an employee eligible for benefits is granted up to three working days off with pay as bereavement leave. Immediate family is defined as spouse, child, parent, brother, sister, in-laws, grandparent, grandchild, and a relative residing in the employee's home.

For the death of other relatives the employee is granted one day off with pay.

Other time off as necessary may be taken as vacation time, or unpaid time, as arranged with supervisor. If the death occurs during a vacation, adjustments may be made to provide for the bereavement leave.

Funeral leave will not apply if work is not missed, e.g., an out-of-state funeral which the employee does not attend or a funeral occurring on non-work days.

Jury Duty Leave

#5430

Jury Duty is the obligation of all citizens. Time spent for jury duty shall not be deducted from a school employee's salary nor shall it be deducted from health leave, provided that the employee presents documentation of jury service. Schools also shall not encumber any jury duty expense remuneration paid by a court to an employee.

Leave of Absence without Pay**#5440**

A leave of absence, without pay, may be granted to a school employee if the employee has good reason for such a request. The employer is the sole judge of what constitutes “good reason”; however, an example of "good reason" would be graduate study/continuing education. No assurance of re-employment will be given to such employees. Managing employee benefits during this period must be discussed with the Archdiocesan Human Resources Office. In elementary schools, requests for such leaves should be made to the principal and approved by the pastor or board chair in the case of consolidated schools. In secondary schools, such requests should be made to the President and approved by the Board of Trustees. **Principals and presidents shall consult with the Archdiocesan Human Resources Office prior to granting leaves.**

Pay Adjustments for Extended Leaves/Resignations**#5450**

Extended leaves may be necessary due to a personal health condition or a family member’s eligible condition or situation. There may also be other circumstances that, with the approval of the school administrator, may be considered for extended leave. In addition, there may be times when a teacher resigns during the contract period which could necessitate a pay adjustment.

If a teacher is facing a health condition and is eligible for disability benefits, please refer to the Guide to Group Benefits from the Archdiocese of Kansas City in Kansas. In cases where the teacher resigns, contact the Superintendent of Schools for guidance regarding any potential compensation adjustments.

All Employees Mandated Reporters**#5460**

Any teacher or other school employee who has reason to suspect that a child has been harmed as a result of physical, mental, or emotional abuse or neglect or sexual abuse, is considered a mandated reporter by the State of Kansas. Such reports must be made by the teacher or employee to the Department for Children and Families (DCF). When DCF is not open for business, the appropriate law enforcement agency shall be notified. While the teacher/employee also should inform the principal of suspected abuse, communication to the principal does not relieve the teacher/employee of the duty to report to DCF/law enforcement. Prior to and once a report is made, it shall not be discussed with any of the parties involved, with the exception of DCF/law enforcement, as required by statute.

All Employees - Weapons**#5470**

Employees are not permitted to have weapons in school or at school sponsored activities. Any employee who is legally authorized to possess/carry a weapon must leave that weapon in a locked and secure place in his/her private vehicle.

All Employees – Leave Due to Misconduct Investigation**#5480**

Employees accused of misconduct will be placed on leave with pay pending outcome of an investigation by authorities.