

# Pius X High School - All Policies

# Table of Contents

## INTRODUCTION

[POLICY 105 DIOCESAN SCHOOLS MISSION STATEMENT AND GOALS](#)

[POLICY 110 HISTORY OF PIUS X](#)

[POLICY 115 PIUS X MISSION, VISION AND CORE VALUES](#)

[POLICY 125 PHILOSOPHY OF EDUCATION AT PIUS X](#)

[POLICY 130 ADMISSION POLICY](#)

## ORGANIZATION

[POLICY 205 DIOCESE OF LINCOLN SCHOOL SYSTEM](#)

[POLICY 210 SCHOOL ADMINISTRATORS](#)

[POLICY 215 BOARD OF ADVISORS](#)

[POLICY 220 ADMINISTRATIVE COUNCIL](#)

[POLICY 225 ACADEMIC DEPARTMENTS AND DEPARTMENT CHAIRPERSONS](#)

[POLICY 230 ACCREDITATION](#)

[POLICY 235 RULES ADVISORY COMMITTEE](#)

## EMPLOYMENT POLICIES

[POLICY 300 POLICY ADMINISTRATION](#)

[POLICY 303 EQUAL EMPLOYMENT OPPORTUNITY](#)

[POLICY 306 HIRING PERSONNEL](#)

[POLICY 309 PERSONNEL FILE](#)

[POLICY 312 EMPLOYEE PRIVACY](#)

[POLICY 315 EMPLOYEE ACCESS TO PERSONNEL FILE](#)

[POLICY 318 INSPECTIONS](#)

[POLICY 321 TERMINATION OF EMPLOYMENT](#)

[POLICY 324 RESIGNATION PROCEDURE](#)

[POLICY 327 EXIT INTERVIEW](#)

[POLICY 330 REFERENCES](#)

[POLICY 333 POLICIES RELATED TO EMPLOYMENT](#)

[POLICY 339 VOLUNTEERS](#)

[POLICY 342 PUBLICLY STATED VIEWS](#)

[POLICY 345 UNLAWFUL HARASSMENT](#)

[POLICY 355 CODE OF ETHICS](#)

[POLICY 360 PROFESSIONALISM](#)

[POLICY 363 EXPECTATIONS AND PROFESSIONAL GROWTH STANDARDS](#)

[POLICY 366 TEACHING CONTRACTS AND ASSIGNMENTS](#)

[POLICY 369 CERTIFICATION](#)

[POLICY 372 PERFORMANCE](#)

[POLICY 375 PROFESSIONAL DEVELOPMENT](#)

[POLICY 378 DAILY SCHEDULE FOR FACULTY](#)

[POLICY 381 CLASSROOM AND STUDY PROCEDURES](#)

[POLICY 384 FACULTY DECORUM](#)

[POLICY 387 PART TIME FACULTY](#)

[POLICY 393 NON-EXEMPT IN-SERVICE AND STAFF MEETINGS](#)

## COMPENSATION

[POLICY 405 WAGE AND SALARY ADMINISTRATION](#)

[POLICY 410 EXTRA DUTY](#)

[POLICY 415 PAYDAY AND PAY DEPOSITS](#)

[POLICY 420 PAYROLL DEDUCTIONS](#)

## BENEFITS

[POLICY 505 BENEFIT POLICY](#)

[POLICY 510 HEALTH INSURANCE](#)

[POLICY 515 PROFESSIONAL LIABILITY](#)  
[POLICY 520 FLEXIBLE SPENDING ACCOUNT](#)  
[POLICY 525 RETIREMENT PLAN](#)  
[POLICY 530 TUITION REMISSION BENEFIT](#)  
[POLICY 535 PROFESSIONAL MEMBERSHIPS](#)  
[POLICY 540 PARKING](#)  
[POLICY 545 WORKERS' COMPENSATION POLICY](#)  
[POLICY 550 SOCIAL SECURITY](#)

[ATTENDANCE](#)

[POLICY 605 ATTENDANCE POLICY AND TIME OFF](#)  
[POLICY 610 EXTRAORDINARY LEAVE](#)  
[POLICY 615 NONMEDICAL LEAVE OF ABSENCE \(UNPAID\)](#)  
[POLICY 620 FAMILY AND MEDICAL LEAVE](#)  
[POLICY 625 BEREAVEMENT](#)  
[POLICY 630 JURY DUTY](#)  
[POLICY 635 MILITARY LEAVE](#)  
[POLICY 640 RETREATS](#)  
[POLICY 645 PERSONAL LEAVE](#)  
[POLICY 650 SNOW/WEATHER DAYS](#)  
[POLICY 655 HOLY DAYS AND HOLIDAYS](#)  
[POLICY 660 PROFESSIONAL LEAVE](#)  
[POLICY 665 CATASTROPHIC ILLNESS](#)  
[POLICY 670 MEDICAL LEAVE](#)  
[POLICY 673 MATERNITY LEAVE](#)  
[POLICY 675 CLASSIFICATIONS OF EMPLOYEES](#)  
[POLICY 680 GENERAL STATEMENT OF HOURS OF WORK](#)  
[POLICY 685 VACATION](#)  
[POLICY 690 PERFORMANCE EVALUATION AND ORIENTATION PERIOD](#)

[GENERAL POLICIES \(All Employees\)](#)

[POLICY 704 ACCEPTABLE USE OF TECHNOLOGY](#)  
[POLICY 706 ACTIVITY TRIPS](#)  
[POLICY 708 ACTIVITIES SCHEDULING](#)  
[POLICY 710 AUTOMOBILES; TRAVEL](#)  
[POLICY 712 BACKGROUND CHECKS](#)  
[POLICY 714 COPYRIGHT LAWS](#)  
[POLICY 716 CORPORAL PUNISHMENT](#)  
[POLICY 718 DRIVER'S LICENSE](#)  
[POLICY 720 DRUG FREE WORKPLACE](#)  
[POLICY 722 FIRST AID](#)  
[POLICY 724 FUND RAISING](#)  
[POLICY 726 INTERNET USE](#)  
[POLICY 728 KEY CHECKOUT](#)  
[POLICY 730 LONG DISTANCE TELEPHONE CALLS](#)  
[POLICY 732 MAINTENANCE REQUESTS](#)  
[POLICY 734 OFF CAMPUS ERRANDS](#)  
[POLICY 736 PURCHASE ORDER PROCEDURES](#)  
[POLICY 738 SAFETY COMMITTEE](#)  
[POLICY 740 SMOKE FREE FACILITY](#)  
[POLICY 742 STAFF/FACULTY PASSES](#)  
[POLICY 744 STUDENT DRIVERS](#)  
[POLICY 748 SUSPECTED CHILD ABUSE](#)  
[POLICY 750 USE/RENTAL OF PIUS FACILITIES](#)  
[POLICY 752 VEHICLE ACCIDENTS](#)

[POLICY 754 VEHICLE SAFETY PROGRAM](#)

[GENERAL POLICIES \(Faculty Only\)](#)

[POLICY 760 BOOK CHECKOUT](#)

[POLICY 762 CLASSROOM CARE](#)

[POLICY 764 CLUBS](#)

[POLICY 766 COMMUNICATIONS](#)

[POLICY 768 CURRICULUM CHANGE](#)

[POLICY 770 EARLY DISMISSAL OF STUDENTS](#)

[POLICY 772 GRADING PROCEDURES](#)

[POLICY 778 GUEST SPEAKERS](#)

[POLICY 780 HALLWAY/RESTROOM SUPERVISION](#)

[POLICY 782 LITURGIES/ASSEMBLIES/PEP RALLIES](#)

[POLICY 784 MULTI-MEDIA AND OTHER EQUIPMENT](#)

[POLICY 785 PARENT-TEACHER CONFERENCES](#)

[POLICY 786 PROGRESS REPORTS](#)

[POLICY 787 SEMESTER EXAMS](#)

[POLICY 788 SERVICES AVAILABLE TO FACULTY](#)

[POLICY 789 SIGNS AND POSTERS](#)

[POLICY 790 STUDENT GUESTS](#)

[POLICY 791 STUDENT TEACHERS](#)

[POLICY 792 STUDENT REFERRALS; REMOVING A STUDENT FROM CLASS](#)

[POLICY 793 SUPERVISION](#)

[POLICY 794 TRUANCY PROCEDURES](#)

[FACULTY/STAFF GRIEVANCE PROCEDURE](#)

[POLICY 805 GENERAL GUIDELINES](#)

[POLICY 810 RULES OF CONDUCT](#)

[POLICY 815 CORRECTIVE/DISCIPLINARY ACTION](#)

[POLICY 820 GRIEVANCE PROCEDURE FOR NON-FACULTY](#)

[POLICY 825 GRIEVANCE PROCEDURE FOR FACULTY](#)

[HEALTH AND SAFETY](#)

[POLICY 905 AIDS GUIDELINES](#)

[POLICY 910 BLOODBORNE PATHOGEN COMPLIANCE PROGRAM](#)

[POLICY 915 FIRE DRILL REGULATIONS](#)

[POLICY 920 FIRE DRILL TIMERS](#)

[POLICY 925 SAFETY PLAN](#)

[POLICY 930 CRISIS MANAGEMENT PLAN](#)

## **INTRODUCTION**

The Catholic Diocese of Lincoln has established a school system in order to fulfill, in part, the mandate of Christ to teach the Gospel to the whole world. (Matthew 28:18-20). Catholic schools in the Diocese of Lincoln form students in Christ by means of teaching doctrine, celebrating Liturgy and prayer, building community in Christ, and fostering Christ-like service, in order to assist parents in their duty as the primary educators of the whole child.

It is the intent of Pius X High School (referred to as Pius X) is to employ competent employees who are dedicated to the highest educational standards of performance and who passionately support the mission of the school.

This personnel handbook is intended to provide employees of Pius X with the basic terms and conditions of your employment.

Back to [Table of Contents](#)

## **POLICY 105 DIOCESAN SCHOOLS MISSION STATEMENT AND GOALS**

The Mission of the Catholic School System of the Diocese of Lincoln is to form students spiritually, intellectually, emotionally, socially, and physically, in partnership with parents and in harmony with the specific gifts given by God to each student. In order to fulfill this mission, Diocesan Catholic Schools are committed to integrating the best programs and means of education with Catholic faith and moral values.

The educational goals of the Diocese of Lincoln are:

1. To offer instruction in Catholic doctrine and morals.
2. To provide an environment supportive of religious values.
3. To form students in the practice of prayer.
4. To form students in the practice of virtue.
5. To provide opportunities to participate in the Church's Liturgy and devotions.
6. To foster the practice of spiritual and corporal works of mercy.
7. To form structures and programs that unite parents, school, and Church in the work of Catholic education.
8. To impart knowledge and skills, develop understanding, and cultivate appreciation for the basic academic subjects.
9. To help students learn to think logically, critically and wisely.
10. To promote character development, personal integrity, self-reliance, responsibility, perception of beauty, wholesome use of leisure, sound social attitudes and habits, and good physical and mental health.
11. To lead students to hear and respond to God's call to holiness, a particular state in life, apostolic action and heaven.

Back to [Table of Contents](#)

## **POLICY 110 HISTORY OF PIUS X**

Pius X High School was opened on October 1, 1956 by Bishop Louis B. Kucera. Pius X High School was established as the central Catholic high school for the City of Lincoln and the Diocese of Lincoln. Today, Pius X has approximately 1,200 students in grades 9-12, with over 120 faculty and staff made up of both religious and lay people.

Back to [Table of Contents](#)

## **POLICY 115 PIUS X MISSION, VISION AND CORE VALUES**

The **MISSION**: to enrich the mind, heart, and soul of each student through a Christ-centered Catholic environment that provides academic excellence and preparation to achieve a meaningful, faith-filled life.

The **VISION**: to graduate men and women who will experience the joy of an authentic, Christ-centered life of service, in which they will use their gifts to help others know and love God.

The **CORE VALUES**: Excellence – fulfilling our greatest potential, Service – desiring to humbly help others, Purpose – using our God-given talents well, Faith – believing and trusting in Jesus and His Church, Integrity – doing what is right, and charity – loving God above all things.

Back to [Table of Contents](#)



## **POLICY 125 PHILOSOPHY OF EDUCATION AT PIUS X**

### **SPIRITUAL FOCUS**

The special character of the Catholic school and the underlying reason for its existence, the reason why Catholic parents should prefer it, is precisely the quality of the religious instruction integrated into the overall education of the students. In its curriculum, learning environment, and liturgical life, Pius X strives to build and maintain a Catholic culture conducive to the development of personal sanctity. Young people are encouraged to follow Christ and to learn more and more within the Church “to think like Him, to judge like Him, to act in conformity with his commandments, and to hope as He invites us to.” (*Catechesi Tradendae*, #20)

### **ACADEMIC FOCUS**

Pius X employs State certified teachers endorsed in their teaching area(s) and provides academic and career guidance services for all students. Pius X also strongly encourages faculty to remain current by enrolling in continuing education programs.

### **SOCIAL FOCUS**

Pius X strives to maintain and nurture a Catholic family environment by emphasizing the God-given dignity and value of every human person. Pius X provides space, time and activities conducive to positive social interaction as well as the teaching and development of social skills among students, faculty, staff and administrators. Pius X also welcomes the input and involvement of parents, the Lincoln Catholic parishes and other members of the community in school affairs.

### **PHYSICAL FOCUS**

Pius X offers courses and activities emphasizing the importance of acquiring and maintaining good physical and mental health and is committed to maintaining a safe, clean, attractive, and environmentally comfortable facility for all programs and activities.

Back to [Table of Contents](#)

## **POLICY 130 ADMISSION POLICY**

Pius X admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Back to [Table of Contents](#)

## **ORGANIZATION**

## **POLICY 205 DIOCESE OF LINCOLN SCHOOL SYSTEM**

The Diocese of Lincoln School System consists of six Catholic high schools and twenty-seven elementary schools. Each school is separately administered and has a Catholic priest as its Chief Administrative Officer.

Back to [Table of Contents](#)

## **POLICY 210 SCHOOL ADMINISTRATORS**

The Administrators of Pius X consist of the Chief Administrative Officer, Principal, one or more Assistant Principals, Director of Guidance and the Activities/Athletics Director. The general responsibilities of each is set forth below:

**CHIEF ADMINISTRATIVE OFFICER:** The Chief Administrative Officer of Pius X is appointed by the Bishop of Lincoln and assumes responsibility for the school's policies, spiritual formation and fiscal solvency. The Chief Administrative Officer is accountable to the Bishop. He supervises the overall educational, legal, personnel, financial and facilities operations of Pius X towards the fulfillment of the school's Mission. The Chief Administrative Officer chairs the Administrative Team and is an ex-officio member of all school committees.

**PRINCIPAL:** The Principal is responsible for the academic programs, curriculum development and the evaluation of teachers.

**ASSISTANT PRINCIPAL(S):** The Assistant Principal is responsible for student life in the school, including student discipline.

**DIRECTOR OF GUIDANCE:** The Guidance Director is responsible to provide the coordination and leadership for the guidance/counseling department, including its focus and priorities.

**ACTIVITIES DIRECTOR:** The Activities Director is responsible for oversight and coordination of all co-curricular athletics and activities.

Back to [Table of Contents](#)

## **POLICY 215 BOARD OF ADVISORS**

The function of the Board of Advisors is to assist and support the Chief Administrative Officer in the decisions affecting the major issues facing Pius X. Membership includes the Chief Administrative Officer, lay members from Lincoln parishes, school administrators, and pastors of Lincoln parishes.

Back to [Table of Contents](#)

## **POLICY 220 ADMINISTRATIVE COUNCIL**

The Administrative Council is advisory to the Chief Administrative Officer in the normal administration of the school and its policies. It consists of the Administrative Team and four elected representatives from the faculty. The Administrative Council will concern itself with matters of policy, discipline, attendance and calendar of events.

The information concerning the Administrative Council decisions is given to employees by means of a communication from the Principal's office. The Administrative Council encourages open and free communication between itself and the entire school staff.

Back to [Table of Contents](#)

## **POLICY 225 ACADEMIC DEPARTMENTS AND DEPARTMENT CHAIRPERSONS**

Pius X has the following academic departments: English, Fine/Industrial/Performing Arts, International Languages, Math/Business, Physical Education, Science, Social Studies and Theology. The role of the department chairperson is first to do what he or she can to develop and inculcate the Catholic identity of our school. In addition, the department chairperson will work as a liaison between the department's teachers and administrators. Department chairs will also provide leadership for the department's overall direction, which includes, but is not limited to, the following items: curriculum, departmental management, and professional growth.

Back to [Table of Contents](#)



## **POLICY 230 ACCREDITATION**

Pius X is accredited by the Nebraska Department of Education and the North Central Association Commission on Accreditation and School Improvement, an accreditation division of AdvancED.

Back to [Table of Contents](#)

## **POLICY 235 RULES ADVISORY COMMITTEE**

The objective of the Rules Advisory Committee is to advise the Administrators on rule changes as proposed by any member of the Pius X family. The members include representation of the Administration, faculty, students and parents. The rationale for a Rules Advisory Committee is based on the charge to the Administration to keep Pius X focused on its ultimate mission. The Administrators will benefit from the collective wisdom and experience of each faction affected by school rules and policies. The Rules Advisory Committee is a forum to express disagreement and concerns about rules, and to request a change. This empowers the entire Pius family to challenge a perceived unjust or unwise rule or policy. The Administrators have an opportunity to alter a rule or policy accordingly or to better communicate the rationale for the rules or policies.

The Administration should work with the Rules Advisory Committee to define areas of proper authority and to clarify the philosophy that guides school policies and rules. "Proper authority" might include Church teaching and/or Diocesan policy. "Philosophy" might include considerations about the deterrent effects of punishment, the corrective aspect to a policy, and the spirit behind school policies.

The Rules Advisory Committee consists of the members of the Administrative Council, the President and Vice-President of the Student Council, and two members of the Home-School Association. It will conduct an open forum for discussion and comment on proposed rule changes, and makes recommendations to the Administration. Notice of meetings and issues will be communicated via class meetings, open house, newsletters, parent emails, Student Council Blackboard site, and student newspaper.

Its time line is:

- 1<sup>st</sup> Friday in December - last day to file a change request to the Committee
- 2<sup>nd</sup> week of December - Committee meets to process and/or filter requests to be presented at the Open Forum
- 2<sup>nd</sup> Monday of January - Open Forum is conducted to allow discussion of proposed rule changes. The Committee's role is to hear the positions and offer clarification of fact when necessary.
- 3<sup>rd</sup> week of January - Committee meets to discuss change requests and to recommend action to the Administration. The Administrators make the final decision on change requests in time to make any necessary changes for the Student Handbook.
- 1<sup>st</sup> week of February - Handbook is printed to include any changes in rules.

Back to [Table of Contents](#)

**EMPLOYMENT POLICIES**

## **POLICY 300 POLICY ADMINISTRATION**

The Chief Administrative Officer has the responsibility for developing and administering the personnel policies. In response to situations or exceptions not covered by the written policies, the Chief Administrative Officer may take problem-solving action. Employees are encouraged to submit recommendations regarding these policies to the Chief Administrative Officer.

The Chief Administrative Officer will endeavor to conduct a study process of the personnel policy manual at least once every three years, incorporating the participation of staff, faculty, and other designated participants.

Every employee is expected to be familiar with these personnel policies. Employees should consult with the Chief Administrative Officer on questions of interpretation before decisions are made or actions taken. All employees and volunteers will be given access to the Personnel Manual.

Back to [Table of Contents](#)

### **POLICY 303 EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of Pius X not to discriminate against any person, employee or job applicant because of race, color, religion, sex, age, national origin, or disability. This policy applies to recruiting, hiring, promotions, layoffs, compensation, benefits, termination and all other privileges, terms and conditions of employment. However, given the Mission of Pius X and the Roman Catholic Church, the nature and duties of certain positions within Pius X requires that employees holding those positions be practicing members of the Catholic faith and adhere to the doctrines and teachings of the Roman Catholic Church.

The Principal is the coordinator for the Equal Employment Opportunity policy.

Any employee who believes that his/her civil rights have been or are being violated in any way is urged to contact the Principal without delay. Allegations of improper conduct will be investigated, and appropriate remedial actions will be taken.

Back to [Table of Contents](#)

## **POLICY 306 HIRING PERSONNEL**

Before advertising and/or searching for new personnel, the Principal and/or Chief Administrative Officer will evaluate the position, the parameters of the job, and the professional competencies and personal qualities it requires.

School administrators will follow Diocesan policies regarding background checks for new employees. The Administration asks for recommendations from cooperating teachers during internship, or from former employers, and, if applicable, from the person's pastor. The administration may personally check all references of applicants, review vitae for hiatuses in employment history, and check for involuntary or forced resignations. For administrative and teaching positions, this will also include interviewing the applicant regarding Catholic values and Church teachings. After employment, teachers are to be observed and evaluated on a regular basis. All allegations and rumors about grave misconduct will be investigated.

The Administration is responsible to screen applicants by interviews and visits, and present the applicant's resume with the recommendation to hire or not, to the Chief Administrative Officer. The Chief Administrative Officer notifies the Diocesan Superintendent of Schools after contracting with a teaching applicant.

Back to [Table of Contents](#)

## **POLICY 309 PERSONNEL FILE**

Pius X maintains personnel records on each employee. Information for personnel records includes:

- A. Information pertaining to employment (i.e. employment application, required tests, employment notification, certification, and reference checklists.)
- B. Employee authorized payroll deductions.
- C. Information pertaining to employee benefits, such as retirement, life insurance, and IRA.
- D. Written performance appraisals.
- E. Personnel action reports.
- F. Notices of suspension or written disciplinary records.
- G. Any other information or correspondence pertaining to an employee's performance or work history.

Back to [Table of Contents](#)

## **POLICY 312 EMPLOYEE PRIVACY**

Pius X will refuse, except in specific circumstances, to release information to outside sources without the employee's approval. Exceptions are limited to employment verification, legal requirements, and emergency situations.

Back to [Table of Contents](#)



## **POLICY 315 EMPLOYEE ACCESS TO PERSONNEL FILE**

Employees who wish to review their own personnel file should contact the Principal who will review the file with the employee. An employee may take notes, but may not copy any of the file's contents. The employee may request copies of information in the personnel file provided the cost of reproduction is paid by the employee. The employee will be required to sign for receipt of the copies requested. If an employee disagrees with any information, the employee must immediately advise the Principal. The employee may write a statement of disagreement regarding any item in the file to be attached to the document in question.

Back to [Table of Contents](#)

## **POLICY 318 INSPECTIONS**

If the administration suspects theft, substance abuse or possible harm to others, each employee authorizes the administration to search the employee's desk, computer and other Pius X property under the employee's control as well as the employee's personal effects.

Back to [Table of Contents](#)

## **POLICY 321 TERMINATION OF EMPLOYMENT**

Listed below are the various types of separations from the employ of Pius X and the effect on benefits.

The following are forms of non-contract employee-initiated terminations:

1. Written or oral resignation.
2. Retirement.
3. Absence from work without notification of approval of the Principal.
4. Failure to return from an approved leave of absence at the expiration of the leave.

In addition to non-renewal of contracts with contract employees, the following are forms of employer-initiated terminations:

5. Job elimination may be necessary due to reorganization or financial considerations. If financial circumstances permit, any employee so affected will be given one month's notice, plus the equivalence of one pay period compensation with reasonable time off during the notice period to interview for other work.
6. Release without fault of an employee unsuited for or incapable of performing work assigned when no appropriate transfer is available.
7. Discharge of an employee who is suited for and capable of performing the work, but does not perform the work, for reasons such as inefficiency, absenteeism, and violation of rules of conduct including habitual carelessness or recklessness, disorderly conduct, insubordination, theft, leaving work before quitting time without permission, falsification of records, sleeping on the job and waste.
8. Reasons stated in the teacher contracts.

In some instances, both the individual and Pius X may agree that it would be mutually beneficial to end the employment relationship. Under these circumstances, no termination notice period is set by Pius X and a departure date is agreed upon within a reasonable time period. The effective date of termination will be the employee's last working day, which will not be a holiday. Unused medical leave is canceled upon dismissal. Accrued, unused vacation time will be paid to non-contract employees.

Back to [Table of Contents](#)

## **POLICY 324 RESIGNATION PROCEDURE**

In the case of resignation, the following procedure applies:

1. Non-contract employee must complete a dated resignation letter stating the reason for termination and the effective date of termination. The completed resignation letter must be submitted to the Chief Administrative Officer. A legible, handwritten resignation is sufficient.
2. Whenever possible, administrative and professional staff persons are requested to submit a written resignation providing at least one month's notice. Non-contract employees are requested to give at least two weeks written notice of resignation. Benefits stop accruing on the day the resignation is effective. An employee's last working day may not be a vacation day or a day when school is not in session.
3. Employee is not offered a contract for the subsequent school year.

Back to [Table of Contents](#)

## **POLICY 327 EXIT INTERVIEW**

Exit interviews are encouraged upon termination of employment. The terminating employee may arrange an appointment with the Chief Administrative Officer or his appointee for an interview. At the time of the interview, employees are expected to schedule a return of keys and all other Pius X property.

Back to [Table of Contents](#)

## **POLICY 330 REFERENCES**

Job verification and references for current or former employees will be provided by the Principal. Only the dates of employment and the last or current position held at the time of termination will be released unless a “release of information” form signed by the former employee accompanies the request. Personal references provided by staff are done so at their own discretion and must not be given in the name of Pius X. Pius X will not be liable for any consequences of a personal reference given by a staff member. See “Release of Information”, available on the Blackboard website.

Back to [Table of Contents](#)

## **POLICY 333 POLICIES RELATED TO EMPLOYMENT**

1. Other Employment. Except with the prior approval of the Chief Administrative Officer, no full-time faculty member should engage in any other occupation or be employed in any capacity other than the position held with Pius X during the school term.
2. Counseling Regarding Abortion. Pius X realizes the need for responsible Christian counseling in the area of abortion. Pius X personnel shall not counsel in favor of, encourage, refer for, or make arrangements for an abortion. Referrals related to abortion are to be made to the Director of Guidance. The Catholic Church teaches that 'Human life must be respected and protected absolutely from the moment of conception (CCC 2270).' Scandal, defined as leading another to do evil, 'is grave when given by those who by nature or office are obliged to teach and educate others (CCC 2285).' ”
3. Visitors. Employees are encouraged to cordially receive visitors into Pius X extending a spirit of hospitality. Every effort should be made to assist visitors in a warm, courteous and pleasant manner. Every employee has the responsibility of making certain that visitors in an area are authorized to be there. In case of doubt, visitors should be asked for identification. Employees on duty are discouraged from receiving personal visitors.
4. Social Life of Employees. In general, employees should keep their personal lives separate from their professional work with students. However, it is recognized that some socialization with students may be beneficial. Socialization with students on a personal level is not acceptable. In cases of doubt, staff should consult with the Principal prior to engaging in any such activities.

Back to [Table of Contents](#)

## **POLICY 339 VOLUNTEERS**

All volunteers for Pius X who will interact directly with students must submit to a background check if requested in accordance with Diocesan policies.

Back to [Table of Contents](#)



## **POLICY 342 PUBLICLY STATED VIEWS**

Public statements and professional practices on the part of Pius X employees must be consistent with the moral stance of the Catholic Church and must not conflict with Pius X policies. It is recommended that employees consult with the Principal before lending support or personal involvement on sensitive issues. This policy is not intended to conflict with the rights of Pius X employees to hold and express views privately.

The Chief Administrative Officer is the official spokesperson for Pius X. On specific occasions he may delegate that responsibility to others. Aside from the coaches and their regular communications with sports writers, the Chief Administrative Officer is the normal spokesman for Pius X. This is not to say he must be the only one who speaks with the media. There are many opportunities for other employees to put Pius X in the spotlight in a harmless and positive way. However, the Chief Administrative Officer reserves the right to be the only one to speak if there is an issue that may be in the least way perceived to be controversial. Regardless of the topic, however, all employees are to receive permission from the Chief Administrative Officer before they speak with the media. If for some reason time is pressing and an employee is asked to speak with the media and feels he or she can adequately do so, the Chief Administrative Officer requires the employee at least attempt to contact the Chief Administrative Officer to obtain permission. If you are unable to locate the Chief Administrative Officer, obtain permission from the Principal.

Back to [Table of Contents](#)

## **POLICY 345 UNLAWFUL HARASSMENT**

Pius X will investigate reported incidents of alleged unlawful harassment, including sexual harassment. This investigation will be conducted in a confidential manner that is intended to protect the identity of both the person lodging the complaint and the person accused.

1. If an employee believes that he/she has been sexually harassed, that employee is expected to immediately report the conduct to the Principal, either directly, or through an appropriate supervisor.
2. An administrative review will be conducted to investigate the reported conduct and make a determination as to the action required, if any.
3. If it is determined that the alleged actions constitute harassment and the accused party is an employee, the accused party will be subject to disciplinary sanctions, up to and including immediate termination of employment. In the event that the accused party is not an employee, appropriate action shall be taken to the extent reasonably possible.
4. Both parties will be advised as to the conclusions of the investigation and remedial measures.
5. Any employee who believes that he/she is a victim of harassment and does not agree with the manner in which it has been addressed, may file a grievance directly with the Chief Administrative Officer.
6. Regardless of the action taken, if any, on the complaint, Pius X will conduct a follow-up interview with the alleged victim to verify that the alleged harassment has ceased.
7. Anyone intentionally making a false report of harassment under this policy shall be subject to discipline.
8. Except in the case of intentionally making a false report of harassment, no person shall be subject to retaliation for filing or taking part in an investigation of a complaint.

Back to [Table of Contents](#)

## **POLICY 355 CODE OF ETHICS**

The following ethical standards apply to all employed by Pius X in any capacity, as may be appropriate to their positions, including administrators, teachers, guidance personnel, office personnel, food service personnel, maintenance staff, coaches and others.

### **RESPONSIBILITIES TOWARD ADMINISTRATION:**

- A. Uphold and implement the Catholic philosophy of the school
- B. Keep confidential any matters which require it
- C. Be accurate and prompt with reports requested by the Principal
- D. Offer constructive criticism on school policies through appropriate mechanisms
- E. Present criticism of the administration to the administration
- F. Make suggestions at faculty meetings and ask for clarifications if needed
- G. Inform the Principal of exceptional academic or disciplinary cases
- H. Be receptive to suggestions on ways to improve performance
- I. Enforce and implement school policies
- J. Differentiate between personal views and views of the administration in discussion with parents, students, and other faculty members
- K. Never criticize or ridicule school policies to students and/or parents
- L. Conduct business, grievances, etc., through the established procedures
- M. Follow the instructional program of the school
- N. Assume academic and disciplinary responsibility for the students assigned to the teacher
- O. Attempt to improve the method and content of instruction
- P. Attend all faculty meetings
- Q. Give prompt attention to all bulletins and announcements and observe regulations and recommendations
- R. Keep informed on procedures to be followed in case of fire, tornado, or other disaster or emergency
- S. Take proper care of all school property
- T. Participate in professional in-service and institutes when recommended
- U. Be constantly aware of the legal requirements that all students must be supervised at all school related activities, in regular class, in groups, or after school hours

### **RESPONSIBILITIES TOWARD FELLOW FACULTY MEMBERS**

- A. Conduct all business in a professional way as a member of a Christian community
- B. Settle personal grievances through face-to-face dialogue before talking to another teacher or administrator
- C. Never discuss with students or parents any grievances one has with another faculty member
- D. Keep confidential matters about other teachers or students which require confidentiality
- E. Never compromise the reputation of a student

### **RESPONSIBILITIES TOWARD ONESELF**

- A. Cultivate a pleasing and pleasant personality imitating Christ
- B. Maintain a pleasant expression and good posture
- C. Give evidence of both physical and mental vigor
- D. Manifest a genuine pride in one's profession and school
- E. Dress in a professional and modest way
- F. Be aware of current educational thought
- G. Grow professionally through continuing education and reading

### **RESPONSIBILITIES TOWARD PARENTS**

- A. Show an appreciation for the choice parents have made for a Catholic education
- B. Give parents specifics of their child's progress, avoiding generalizations
- C. Inform parents of both their child's improvements and problems
- D. Help parents appreciate and exercise their role in the student's life
- E. Help parents appreciate the role of the school in the student's life
- F. Respond to parent email communications within 24 hours.

## RESPONSIBILITIES TOWARD STUDENTS

- A. Emphasize the need and importance of religious faith
- B. Safeguard the reputation of a student in the school community
- C. Work positively to better one's rapport with students
- D. Approach a student without preconceived ideas
- E. Be fair in grading and assessing achievements
- F. Set an example of leadership modeling Christian living
- G. Assist each student in terms of academic guidance and counseling
- H. Vary instruction style to reach the various learning styles of one's students.

Back to [Table of Contents](#)

## **POLICY 360 PROFESSIONALISM**

The teaching profession occupies a position of trust involving not only the individual teacher's personal conduct, but also the interaction of the school and community. Education is most effective when these many relationships operate in a friendly, cooperative and constructive manner.

Back to [Table of Contents](#)

## **POLICY 363 EXPECTATIONS AND PROFESSIONAL GROWTH STANDARDS**

Each teacher at Pius X is expected to:

- A. Witness to and verbalize the teachings of the Catholic Church to his or her students. Pius X receives its educational mission from the Catholic Church in the person of the Catholic Bishop of Lincoln. Given this educational foundation and philosophy, divergence from the authentic teaching of the Catholic Magisterium is unacceptable.
- B. Reflect in his or her personal and professional life a commitment to Gospel values and the Christian tradition.
- C. Accept the responsibility for providing an atmosphere conducive to the development of student's faith.
- D. Accept accountability in the fulfillment of his or her professional responsibilities.
- E. Demonstrate good classroom management and record-keeping techniques.
- F. Continuously grow professionally by engaging in advanced studies, attending workshops and in-service programs, reading current professional journals and adapting to improved teaching ideas, methods and materials.
- G. Recognize and respect the primary role of parents in the education of their children.
- H. Relate to students in a mature, Christian manner and contribute to the student's sense of personal dignity.
- I. Motivate and guide students in acquiring the critical thinking skills, the virtues and habits of heart and mind required to address with Christian insight the multiple problems of injustice which face individuals and our pluralistic society.
- J. Use the content and objectives outlined by the school in the Master Curriculum, and the content and objectives of one's department.
- K. Monitor hallways outside their classroom during each passing period during the day.
- L. Be trained in Boys Town model of discipline and enforce all policies in accordance with this model.

Back to [Table of Contents](#)

## **POLICY 366 TEACHING CONTRACTS AND ASSIGNMENTS**

The teaching contract for the Lincoln Diocese is a one-year contract. Neither party is obligated to extend or renew the teaching contract.

In accordance with accreditation standards, teachers are expected to instruct no more than 170 students per day. Each full time teacher will be assigned two planning periods and one lunch period. Supervision in study halls, lunch room, hallways, and for priests on their days off is expected. Substitution for absent faculty (with remuneration) will be expected of teachers after outside hired substitutes and Pius teachers who have volunteered to substitute are exhausted. At present, faculty are assigned six teaching and/or supervision periods. The additional periods are for the purpose of making teachers available to students for additional help. During the course of the year teachers are expected to attend the Open House, Parent/Teacher Conferences, and assist at student retreats that may extend beyond the school day. Teachers are also expected to assist at extracurricular events as assigned. The Activities Director will publish these assignments at the beginning of each semester. These expectations are not all-inclusive.

Back to [Table of Contents](#)

## **POLICY 369 CERTIFICATION**

All teachers, counselors and administrators must be certified by the State of Nebraska and hold a valid teaching certificate from the State of Nebraska. The teaching contract is invalid if a current certificate is not on file with the Principal.

Back to [Table of Contents](#)



## **POLICY 372 PERFORMANCE**

Classroom observations of faculty will take place at least monthly by the teacher's department chair, and at least once each semester by the Principal or Assistant Principal. These observations, along with other performance materials found in the Teacher Portfolio will form the basis for the Principal's evaluation, using the Evaluation rubric. The observation forms, evaluation rubric and portfolio instructions are located in Blackboard.

Back to [Table of Contents](#)

## **POLICY 375 PROFESSIONAL DEVELOPMENT**

### Philosophy

The habits associated with lifelong learning are intrinsically valuable. When a teacher develops lifelong learning habits, he or she is then on the surest road to becoming a better teacher and having the greatest possible impact on students. The more Pius X High School can institutionalize this love of learning, the more rounded and fulfilled the teacher will be, and the greater the impact in the classroom. The teacher's example will serve as an inspiration for the students to use their God-given talents. The teacher will serve as a catalyst for students to develop a sincere appreciation for the truth. Love of learning will become contagious.

Pius X has aligned itself institutionally to support the development of lifelong learning habits.

### Professional Development

Pius X will support continued meaningful professional development in two ways: 1) compensation for the achievement of meaningful professional development, and 2) providing financial support for new educational opportunities.

#### 1. Professional Development Accomplished

- Each teacher will receive, in addition to the contracted pay, an annual pay of \$750 for each 300 Professional Development Units (PDU) accomplished, to be verified by September 1 of each year. This amount will be pro-rated for part-time teachers hired after January 1, 2010. There is no expiration date for PDUs gained.
- PDUs may be obtained only for those activities not required or expected of all faculty members. For example, school/diocesan sponsored in-service training events and activities at faculty in-service meetings are excluded. In addition, PDUs are not to be awarded for what is considered normal school activity. Curricular revisions/additions/changes, club sponsorship, revising lesson plans, any work a department chair would do for the department, etc., is excluded (though work done by an entire department during the summertime could be applied).
- Three graduate college credits equal 50 PDUs. Seminars, workshops, institutes, etc., are awarded one PDU for every clock hour of participation. The points are triple value for the clock hours the teacher is presenting.
- Reading a book and/or publication in a journal are awarded at the rate of one PDU for every clock hour, not to exceed ten PDUs.
- The teacher is asked to work in cooperation with his or her assigned administrator and department chair to establish learning goals and find appropriate educational opportunities. The assigned administrator and Chief Administrative Officer must initial the Professional Development Verification form prior to the proposed activity.
- These units must be verified (proper initials, signatures and documentation). The Verification Form must have documentation attached that proves attendance took place and indicates the activities in which the teacher participated.
- Professional development is not necessarily restricted to the learning process. It may include areas of growth that could positively impact the school environment, such as: developing positive relationships; anger management; a positive discipline approach; pursuing dual certification; training for administrative degree; sponsoring a school trip, etc. PDUs are not given more than once for the repeat of the same activity, such as sponsoring an annual school trip.
- Any coach who desires to attend his/her State competition when not participating can use available professional days (or pay with PDU stipend) but will NOT receive PDUs for attendance.

#### 2. Continued Education

- Pius X will pay \$525 annually per teacher to cover expenses related to obtaining PDUs, including fees for membership in professional organizations and publications. This money is to be distributed during the July to June fiscal year. The Chief Administrative Officer's signature must be on the Professional Development Verification Form by June 1 if a teacher plans to obtain further education over the summer.

- This money budgeted for professional development must be used each fiscal year. By October 31 any unused funds will be distributed to those who have paid for professional development exceeding \$525 out of their own pocket. For example, if a teacher plans on taking a three credit course at UNL in the coming summer for \$800, Pius will pay the first \$525 if the teacher's Professional Development Form was turned in by June 1st and approved, then by October 31st the teacher will receive further financial help to pay the remaining \$275 depending on the amount of funds remaining to be distributed.
- After each teacher receives up to the \$525 they requested for further professional development, the remaining amount will be distributed equally until 75% of the aforementioned amount is allocated. The new remaining amount (25% will be distributed on a pro-rata basis (amount leftover divided by amount of remaining approved requests).
- Only teachers who return to teach the following school year are eligible to receive requests beyond \$525.

	<b>Steps for the allocation of the funds budgeted for professional development</b>	<b>Deadline</b>
<b>1</b>	Budget \$525 per total FTE (Full Time Equivalency) for teachers	Spring of preceding year
<b>2</b>	Receive all requests for PDU reimbursements	**June 1 of current year
<b>3</b>	Allocate up to \$525 per FTE of request	Ongoing as requests are received
<b>4</b>	Determine the amount of money remaining compared to the amount budgeted	June 1 of current year
<b>5</b>	Distribute $\frac{3}{4}$ of the remaining funds equally among all teachers requesting additional funds	No later than October paycheck of current year
<b>6</b>	Determine a pro-rata basis for allocating the remaining funds (amount left divided by amount of remaining approved requests)	No later than October paycheck of current year

Back to [Table of Contents](#)

## **POLICY 378 DAILY SCHEDULE FOR FACULTY**

6:00-6:30 AM – Call to Principal or delegate to help arrange for substitute coverage if ill or late.

**HOURS OF DUTY:** The hours of duty are from 7:50 a.m. until 3:35 p.m., and the faculty is expected to be in the building and on duty during those hours to supervise and help students. Faculty members must be in their classrooms or area of responsibility by 7:50 a.m. Employees must notify the office by signing out if it is necessary to leave the building during these hours.

After the final prayer, faculty must close and lock windows and doors and check the room for any problems.

Back to [Table of Contents](#)

## **POLICY 381 CLASSROOM AND STUDY PROCEDURES**

**PUNCTUALITY:** Teachers are responsible for reporting to assigned classrooms on time and for reporting to the Principal any plans for a change or cancellation of class time.

**ATTENDANCE AND DISCIPLINE:** Attendance and discipline are to be demanded of all students, with professional discretion of the teacher as the guideline for handling individual student problems. A careful record of attendance should be kept for every scheduled class and study hall.

**STUDY HALLS:** Study halls should be kept quiet in order to foster an atmosphere of study and individual help for the student by the teacher.

**LESSON PLANS:** Lesson plans, indicating basic concepts to be covered, textbook pages, audiovisual aids, guest speakers or other methods of teaching, should be available for each class preparation in order to assist substitute teachers and to help the teacher interact professionally with accrediting agencies, parents, the Curriculum Committee, and other involved people.

Lesson plans will be presented for review by the Principal or Assistant Principal during an evaluation conference, or at the Principal's request.

**SUBSTITUTE FOLDERS:** Each teacher must keep an up-to-date substitute folder in his/her room. The following items of information should be placed in this "substitute folder":

- Daily schedule

- Locations of teacher and student book in each subject.

- Full names of texts used for each class.

- Location of lesson plans (if needed).

- Seating chart, updated as needed throughout the year.

- Study hall seating chart and rules if applicable.

- Special comments and helpful hints to substitutes including lunch period, classroom rules, etc.

- Include special material that could be used in emergency situations or if the regular lesson runs short.

Back to [Table of Contents](#)

## **POLICY 384 FACULTY DECORUM**

The faculty should set a teaching example in conduct, appearance, attention to assigned responsibilities, conservation of energy resources, care of school property and materials, and in positive community support for Pius X programs. Teachers are expected to dress professionally at all times. Business casual attire is the standard.

Faculty members should insist on being addressed by their proper titles and last names by students and by fellow faculty members when in the presence of students.

Faculty members are to be extremely careful in safeguarding school keys and in securing the building if they are working during evening or weekend hours. Keys may not be duplicated by anyone other than the Chief Administrative officer or his delegate. **KEYS SHOULD NEVER BE GIVEN TO STUDENTS!!**

Faculty members are to be extremely careful in safeguarding their computer passwords. **PASSWORDS SHOULD NEVER BE GIVEN TO STUDENTS!!**

All official correspondence reflects on the professional attitude of the entire school. Therefore, correspondence should be appropriate, professional and free of errors.

Back to [Table of Contents](#)

## **POLICY 387 PART TIME FACULTY**

Occasionally Pius X High School will employ part-time faculty as the need arises. The following is a list of benefits and expectations that apply specifically to part-time faculty members:

Periods Taught	Plan periods Allotted	Fraction of Full Time	Percentage of Full Time
6	2	1	100
5	2	7/8	87.5
4	1	5/8	62.5
3	1	1/2	50
2	0	1/4	25
1	0	1/8	12.5

### **Compensation:**

A part-time faculty member's salary will be pro-rated according to the adjusted base that was determined at point of hire. Compensation based on the number of PDU's acquired will be pro-rated. Extra-duty pay will be paid in full for any positions worked.

### **Leave Days:**

Sick leave, maternity leave, professional leave and personal leave will all be granted the same as full-time employees. A full "day" for a part-time employee refers to the number of periods ordinarily worked.

### **Professional Development Stipend:**

Part-time faculty will receive the full \$525 professional development stipend annually.

### **Retirement:**

Only faculty who are employed at least 5/8ths time will receive the ordinary retirement benefit.

### **Health Insurance:**

Pius will pay its full amount toward health insurance premiums for all faculty who are employed at least 5/8ths time.

### **Bonuses:**

Occasionally Pius awards Christmas bonuses to its employees. Any Christmas bonus given to the faculty will be awarded in full.

### **Open House Attendance:**

Part-time faculty are expected to be at Open House for the period(s) they teach.

### **In-service and faculty meetings attendance:**

Part-time faculty are expected to attend all in-service days and faculty meetings in full.

### **Parent-Teacher Conferences:**

Part-time faculty are expected to attend enough conference slots to accommodate the number of students they teach. Conference slots offered should be spread evenly among afternoon and evening sessions.

### **Extra Duty Coverage:**

All faculty are assigned extra volunteer duties such as taking tickets for athletic events that we host. Part time faculty may also be assigned to these duties and will be expected to work their assigned game in full.

### **Priest Coverage:**

Faculty members are assigned coverage for priests on their day off. Only those faculty members who have at least one paid plan period may be assigned to priest coverage.

### **Pius X Tuition Benefit:**

All Pius employees are entitled to a tuition reduction for their dependents who attend Pius X High School. Part-time employees who work half time or more are entitled to a 75% reduction in tuition. Part-

time employees who work less than half time are entitled to a 50% tuition reduction.

**Semester Exams:**

Part-time faculty are required to be present to proctor their own final exams. Once their exams are completed and their grades are turned in, part-time faculty members are permitted to leave.

**All-School Retreat:**

ALL faculty are assigned to a retreat. Faculty are expected to work the normal hours stated in their contract.

Back to [Table of Contents](#)



### **POLICY 393 NON-EXEMPT IN-SERVICE AND STAFF MEETINGS**

Non-exempt employees (see Policy 405) who attend in-service meetings are to be compensated for their attendance and the time shall count as working time for the purposes of determining whether overtime pay is appropriate.

Other type of meetings or training need not be counted as time to be compensated if all of the following four criteria are answered affirmatively.

1. Attendance is outside of the employee's regular working hours.
2. Attendance is in fact voluntary (attendance is not voluntary of course, if it is required). It is **not** voluntary if the employee is given to understand or led to believe that their present working conditions or the continuation of their employment would be adversely affected by non-attendance (if an employee is evaluated based on attendance, it is **not** voluntary).
3. The course, lecture, or meeting is not directly related to the employee's job (the training is directly related to the employee's job if it is designated to make the employee handle his/her job more effectively).
4. The employee does not perform any productive work during such attendance.

If there is a question whether the time spent is to be counted as working time, the Principal will make the determination.

Back to [Table of Contents](#)

# COMPENSATION

Monday, September 28, 2015 3:38 PM

## COMPENSATION

## **POLICY 405 WAGE AND SALARY ADMINISTRATION**

Pius X wage and salary administration policy defines the basic elements of the compensation program and details the standards required for fulfilling the program's requirements. Full-time teachers are offered contract compensation based in part on the evaluation received by the teacher's assigned administrator. Part-time teachers will receive compensation proportionate to their full-time equivalency.

1. Performance Evaluation. Pius X intends to review performance of its faculty annually according to the established performance standards. Performance shall be judged by the Principals with the assistance in observations on the part of the Department Chair.

Each faculty member will have an opportunity to review the performance appraisal and will be required to sign the appraisal form as proof of this review. In the event the faculty member does not agree with the review, the faculty member is requested to document areas of disagreement on the evaluation form. If the faculty member feels the disagreement warrants filing a grievance, the faculty member is encouraged to follow the grievance procedure. (See Grievance Policy.)

Salary Levels. The level of compensation for each faculty position shall be within the current salary range determined for that position. Normally, annual salary increases for teachers are effective the first pay period in September.

2. Wage Computation.

Nonexempt employees: Employees who are required to be paid overtime at the rate of time and one-half (i.e., one and one-half times) their regular rate of pay for all hours worked beyond forty hours in a workweek, in accordance with applicable federal wage and hour laws.

Exempt employees: Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Professional employees and certain employees in administrative or supervisory positions are typically exempt.

Employees will be informed of their employment classification and of their status as an exempt or nonexempt employee during the orientation session. If an employee changes positions during employment as a result of a promotion, transfer, or otherwise, he/she will be informed of any change in exemption status.

Contract employees are paid according to the terms of their contract with Pius X.

Overtime is defined as hours worked in excess of 40 hours in any work week. Benefit hours may not be used to incur overtime or to incur hours beyond 40 per week. Overtime will be computed at 1.5 times the employee's hourly rate.

Back to [Table of Contents](#)

## **POLICY 410 EXTRA DUTY**

The Extra-Duty Schedule assigns points to all paid extra-duty positions based upon the time spent working that position, years of experience and visibility of the position. Each point is worth an amount pre-determined each school year in the budget process. Extra-duty pay is also determined by the number of years the employee holds that position.

Back to [Table of Contents](#)

## **POLICY 415 PAYDAY AND PAY DEPOSITS**

Payday at Pius X is the last working day of each month. Pius X does not issue paychecks. All employees are paid via direct deposit to the financial institution(s) of their choice. These choices will be made at the time of hiring and may be changed by contacting the bookkeeper.

Each pay deposit covers work performed during the previous month pay period.

Pius X will not issue pay deposits to employees in advance of the regularly scheduled paydays. Any questions regarding an employee's pay deposit should be referred to the bookkeeper.

Back to [Table of Contents](#)

## **POLICY 420 PAYROLL DEDUCTIONS**

Voluntary deductions may be made from an employee's paycheck with the employee's written permission such as:

1. Loan payments and/or share draft accounts.
2. Payments due Pius X.
3. Insurance premiums for coverage of the employee and/or dependents.
4. Tax Sheltered Annuities (TSA's).
5. United Way contributions.
6. Flexible spending accounts (medical and/or dependent care).

State and federal payroll taxes are collected in accordance with legal requirements. Each employee must complete a withholding exemption certificate (IRS Form W-4) at the time of hire. Any change in marital status or number of dependents must be promptly reported. A statement of earnings and taxes withheld is given to employees each year (IRS Form W-2).

Back to [Table of Contents](#)

## **BENEFITS**

This Manual only identifies various benefits and does not set forth all the terms and conditions under which these benefits may be provided. Summary Plan Description booklets describe the group insurance and retirement programs more fully. In the event of any contradiction between the information appearing in this Manual, the Summary Plan Description booklet and the information that appears in any master plan document, the master contract/document shall govern in all cases. Any or all of these benefits may be modified, terminated or supplemented at any time in the sole discretion of Pius X. All benefit coverage closes upon termination of employment or retirement, unless otherwise extended by law.

## **POLICY 505 BENEFIT POLICY**

Each benefit listed below has specific eligibility requirements. The Chief Administrative is permitted to make exceptions regarding individual employees. Such exceptions will be in writing, signed by the employee and the Chief Administrative Officer, and placed in the personnel record of the employee.

Back to [Table of Contents](#)



## **POLICY 510 HEALTH INSURANCE**

Pius X makes available group health insurance benefits for all full-time faculty and for employees hired to work a minimum of 25 hours per week. The insurance is available through a plan offered by the Diocese of Lincoln. Information on these benefits, and a copy of the Summary Plan Description, is available from the bookkeeper. This insurance coverage is also available to employee dependents. For each school year, for employees who participate in this group plan, Pius X will pay a portion of the monthly premium for Single Coverage, a higher amount for Employee plus One Child Coverage, and a higher amount for Family Coverage. Employees will be advised each year of the amount of the premium to be paid by Pius X. The premium in excess of these amounts is the responsibility of the employee. Employee premium payment is made through payroll deduction.

New employees or employees whose status changes to an eligible classification must enroll during the initial 31 day period.

If an employee resigns, terminates from employment, or his or her work hours are reduced, and if this event makes the employee or his/her dependents no longer eligible to participate in the group health insurance plan, the employee and his/her eligible dependents may have the right to continue to participate for up to 6 months at the employee's (or his/her dependents') expense. If an employee or his/her eligible dependents elect to continue coverage in the Pius X plans, they will be responsible for the entire premium charged by the carrier. The premium is subject to change if the rates charged to Pius X increase or decrease.

Continuation coverage may end, however, if any of the following events occur: (1) failure to make timely payments of any premium; (2) assumption of coverage under another group health plan, which does not exclude or limit coverage on account of a pre-existing medical condition unless the pre-existing condition does not apply due to the Health Insurance Portability and Accountability Act; or (3) termination of Pius X's group health plans. If an employee enrolls for Medicare, he/she will no longer be eligible for continued coverage, but his/her spouse and dependent children may be entitled to extend their continuation coverage.

Employees will be contacted concerning these options at the time termination occurs or work hours are reduced. The plan administrator will contact an employee's qualified beneficiaries in the event of death or enrollment for Medicare benefits. However, in the event that an employee becomes divorced or legally separated, or a dependent ceases to be eligible for coverage under the Pius X group health insurance plans, the employee and/or his/her dependent are responsible for contacting the Chief Administrative Officer to discuss continuation/conversion rights. Employees and their qualified beneficiaries are also responsible for notifying the Chief Administrative Officer within sixty days of qualifying for social security disability benefits.

Back to [Table of Contents](#)

## **POLICY 515 PROFESSIONAL LIABILITY**

Pius X makes available limited professional liability coverage to its faculty employees in the performance of their professional responsibilities and duties when acting as an employee of Pius X. Faculty employees should inquire of the Chief Administrative Officer with questions above coverage and limits of coverage. If coverage is obtained. The premium cost is at the expense of the faculty member.

Back to [Table of Contents](#)

## **POLICY 520 FLEXIBLE SPENDING ACCOUNT**

Flexible spending accounts are designed for employees who incur medical expenses or dependent care expenses that are not covered by insurance. This benefit is available to employees hired to work a minimum of 25 hours per week. To participate, the employee must authorize an annual amount to be deducted for estimated expenses. Employees may sign up within 30 days from their date of hire, or at the beginning of each calendar year.

Amounts designated cannot be changed during the year unless the employee has a change in circumstances as permitted by the plan and/or the Internal Revenue Code.

If the employee does not use the full amount deducted by the end of the year, the remaining account balance at the end of the year will be forfeited.

Back to [Table of Contents](#)

## **POLICY 525 RETIREMENT PLAN**

Eligibility for the retirement plan (a qualified, defined contribution plan) is for employees who have completed 2 Years of Service (25 hours per week minimum) and have attained age 21. Pius X may make discretionary contributions for the benefit of participants, or may make no contribution or may terminate the plan benefit unilaterally. For a copy of the Summary Plan Description, consult the Chief Administrative Officer.

Back to [Table of Contents](#)

## **POLICY 530 TUTION REMISSION BENEFIT**

All Pius employees are entitled to tuition reductions for their dependents who attend Pius X High School. Part-time employees who work half time or more are entitled to a 75% reduction in tuition. Part-time employees who work less than half time are entitled to a 50% tuition reduction.

Back to [Table of Contents](#)

## **POLICY 535 PROFESSIONAL MEMBERSHIPS**

Administrators and faculty members are encouraged to become members of professional organizations. Professional development funds may be used for membership fees.

Back to [Table of Contents](#)

## **POLICY 540 PARKING**

Staff parking is assigned at Pius X. Assignments are made at the beginning of each school year. Staff cars must be registered with the Assistant Principal.

Back to [Table of Contents](#)

## **POLICY 545 WORKERS' COMPENSATION POLICY**

All Pius X employees are eligible to receive benefits under workers' compensation insurance for job-related illnesses and injuries.

An employee should report an on-the-job accident or illness to his/her supervisor and the Principal **immediately**. The supervisor may send the injured employee to a physician for examination and/or treatment, if warranted. If the injured employee refuses medical treatment, it should be so indicated on the Incident Report, which can be obtained in the main office.

Back to [Table of Contents](#)



## **POLICY 550 SOCIAL SECURITY**

Employees of Pius X are covered under the provisions of the federal Social Security law (FICA). Social security benefits are often a significant factor in providing the employee a retirement income. The amount of deduction from the employee's wages for social security taxes is matched by Pius X. The total contributions by the employee and Pius X are credited toward the employee's social security benefits which become available when the employee is eligible to retire. In addition, disability and survivors benefits are financed through the Social Security deduction. Name changes should be reported to the Social Security Administration.

Back to [Table of Contents](#)

## **ATTENDANCE**

## **POLICY 605 ATTENDANCE POLICY AND TIME OFF**

Regular attendance by all employees is very important. An employee unable to report for work as scheduled must notify the Principal or his delegate as soon as possible. If the absence is planned, notice must be given as far in advance as possible. Any absence from the building must be recorded in the Faculty Sign-out Log. Frequent absence or tardiness will subject an employee to disciplinary action.

Pius X defines an absence as failure to report for and remain at work as scheduled. The only exceptions are those absences which are approved in this Manual, such as holidays, vacations, medical leave, deaths in the immediate family, cases related to workers' compensation, approved leaves of absence and days for which no work is scheduled.

A permanent attendance record for all employees is maintained. These records are reviewed periodically, and employees showing attendance problems will be counseled by the Principal.

Employees with unexcused absences will be subject to disciplinary action. Absenteeism detracts from the education of students and may cause an undue burden for those employees who must fill in for absent employees.

In regard to attendance, employees are expected to:

1. Maintain good personal health standards which will allow performance of work in a competent manner on a regular basis.
2. Exercise good judgment with respect to contagious ailments which might have an adverse effect on other employees and students.
3. Attend to personal affairs during nonworking hours.

When an employee reports late for work or finds it necessary to leave early, the employee must check with the Principal. Frequent tardiness may subject the employee to disciplinary action.

Back to [Table of Contents](#)

**POLICY 610 EXTRAORDINARY LEAVE**

Contact the Chief Administrative Officer in cases of extreme need.

Back to [Table of Contents](#)

## **POLICY 615 NON-MEDICAL LEAVE OF ABSENCE (UNPAID)**

In general, a nonmedical leave of absence (educational leave, personal reasons, etc.) is considered a privilege and is not granted automatically. A leave of absence must be requested by the employee. The employee's name remains on the payroll and seniority remains intact. Leaves of absence are granted on the assumption that the employee will be available for regular employment upon expiration of the leave of absence provided a position is available at Pius X. In order to be eligible for a nonmedical leave of absence, an employee must have completed at least three (3) years of continuous service at Pius X. The following applications and conditions also apply:

1. An employee desiring a nonmedical leave of absence must make the request in writing, stating the purpose and also the beginning and ending dates of the leave and present the request to the Chief Administrative Officer. Every request for a leave of absence must be made at least two weeks prior to the first day of the leave.
2. All paid leave benefits including accrued vacation leave must be exhausted.
3. Participation in group insurance plans will be suspended during this leave of absence unless the employee pays the total cost of such protection. Financial arrangements must be made with the Chief Administrative Officer prior to commencement of the leave of absence.
4. Accrual of vacation leave is suspended during a nonmedical leave of absence.

Back to [Table of Contents](#)

## **POLICY 620 FAMILY AND MEDICAL LEAVE**

The Family and Medical Leave Act of 1993 (“FMLA”) allows employees to take reasonable leave for a serious health condition, for the birth or adoption of a child, for the placement of a foster child or to care for a spouse, son, daughter or parent with a serious health condition.

1. Eligibility. To be eligible for FMLA leave, the employee must satisfy both of these requirements: (a) employee was hired at least one year prior to the time leave is taken, and (b) the employee has worked at least 1,250 hours in the previous twelve consecutive months.
2. Family/Medical Leave. An eligible employee is entitled to a total of twelve weeks of unpaid leave during any twelve-month period for one or more of the following:
  - a. The birth of a son or daughter of the employee and in order to care for such son or daughter;
  - b. The placement of a son or daughter with the employee for adoption or foster care;
  - c. The care of a spouse, son, daughter or parent of the employee who has a serious health condition; or
  - d. A serious health condition that renders the employee unable to perform the job functions of the employee’s position.
3. Intermittent or Reduced Leave Schedule. If leave is taken by an employee because of the birth or placement of a child, the leave may not be taken intermittently or on a reduced leave schedule unless Pius X consents. However, if the employee is taking leave due to their own serious health condition or the serious health condition of a family member, the leave may be taken intermittently or on a reduced leave schedule when it is medically necessary. An employee who requests intermittent leave or leave on a reduced leave schedule may be required to transfer temporarily to an alternative position for which the employee is qualified, which has equivalent pay and benefits, and which accommodates the employee’s recurring periods of leave better than the employee’s regular position.
4. General Rules and Conditions.
  - a. Employee Requests for Family/Medical Leave: An employee will be required to complete a form to request Family/Medical Leave. The employee must notify Pius X if any of the circumstances change which the employee has set forth in the completed form.
  - b. Employee Notice: In the event of a foreseeable leave, Pius X must be provided with at least 30 days notice. If 30 days notice is not practical, notice must be given as soon as practical. In the event of planned medical treatment and subject to the approval of the health care provider, reasonable efforts shall be made on the part of the employee to avoid the disruption of Pius X’s operations.
  - c. Compensation: Employees will not be entitled to compensation for time taken off for Family/Medical Leave unless the employee has accrued vacation time. An employee will be required to apply payments for their accrued vacation leave to any part of the twelve-week Family/Medical Leave period. All remaining Family/Medical Leave taken will be unpaid leave. On a case-by-case basis, an employee may make a request to the Chief Administrative Officer for an allowance of some hours of vacation leave to remain in their vacation leave bank. The total paid and unpaid time taken under this Family/Medical Leave policy cannot exceed twelve weeks.
  - d. Certification/Notice: If Family/Medical Leave is necessitated by the serious health condition of an employee, or of the employee’s spouse, child or parent, Pius X may require a medical certification by a health care provider containing any information Pius X is permitted to request under the FMLA. Pius X reserves the right to obtain a second opinion and to obtain subsequent written recertification at reasonable time intervals. Upon returning from Family/Medical Leave, Pius X may request a written certification that the employee is able to return to work from the employee’s physician when an employee desires to work after taking leave for the employee’s own serious health condition.
  - e. Insurance and Other Benefits: Pius X shall continue to maintain the employee’s health care

coverage benefits at the employee's normal contribution rate and at the same level and under the same conditions as if the employee has been actively at work. Employee will be required to continue to pay their contribution amounts while the employee is on leave in order to continue these benefits. If an employee elects not to continue to pay premiums for coverage, upon returning they will be reinstated in these plans with no loss of benefits, no new eligibility requirements, no limitations or pre-existing conditions and no new deductibles to satisfy. If the employee does not return to work after Family/Medical Leave for reasons other than: (1) the continuation, recurrence or onset of a serious health condition, as defined in this policy; or (2) other circumstances beyond the employee's control, Pius X may charge the employee retroactively for the full premium cost of health care coverage.

f. Reinstatement: At the end of the leave, the employee shall be reinstated to his/her previous position or to an equivalent position, provided that the event of a layoff or reduction in force in which the employee would have lost his or her job had he or she not been on Family/Medical Leave, the employee is not entitled to reinstatement. Reinstatement rights may not apply to salaried employees who are among the highest paid 10% of the employees of Pius X. The employee is not entitled to the accrual of any seniority or employment benefits during the period they are on leave.

g. Compliance: Any employee who feels his/her rights under the Pius X's Family/Medical Leave Policy have been or are being violated in any way is urged to contact the Chief Administrative Officer immediately. Pius X will interpret its Family and Medical Leave Policy in accordance with the provisions of the FMLA, as amended from time to time, and in conformance with any regulations promulgated in connection with the FMLA.

Back to [Table of Contents](#)

## **POLICY 625 BEREAVEMENT**

In the event of the death of an immediate family member of a regular full-time or part-time employee, the employee should visit with the Chief Administrative Officer to make arrangements for time off. The employee may be allowed up to three (3) consecutive working days off (paid) to arrange and attend the funeral. An employee's immediate family is defined as: current spouse, father, mother, sister, brother, child, stepfather, stepmother, stepsister, stepbrother, stepchildren, current mother-in-law, current father-in-law, current sister-in-law, current brother-in-law, current son-in-law, current daughter-in-law, aunt, uncle, niece, nephew, grandparent, step grandparent or grandchild. Employees must have completed their orientation period in order to qualify for bereavement pay. The bereavement leave must occur during the employee's regular work schedule. This benefit does not apply if death in the immediate family occurs while the employee is on an unpaid leave of absence.

Regular base salary will be paid to the employee for each day of absence up to three (3) days upon the death of the immediate family member. If an employee requires more than three (3) days of bereavement leave, paid vacation leave time or an unpaid leave of absence may be requested. Bereavement leave pay is based on the number of hours that would normally have been scheduled for work on the day taken as bereavement leave.

An employee must get approval from the principal before attending the funeral services of anyone not listed above.

Back to [Table of Contents](#)



## **POLICY 630 JURY DUTY**

Pius X recognizes jury duty as a civic responsibility. When jury duty service causes the employee to lose regularly scheduled work, they will receive their regular pay, provided that:

1. They show the Principal the summons to serve on a jury at least one week prior to the time they are scheduled to serve or at the time of the receipt of the summons if less than one week prior to the effective date.
2. After completion of jury duty, they furnished the Principal with evidence of having served on a jury for the time claimed. (Verification can usually be obtained from the Clerk of the Court.)
3. The employee must endorse and turn over to Pius X the check they received for jury duty. The employee will then be paid in full for those hours absent from work while serving on a jury.
4. If an employee reports for jury duty and is dismissed early, the employee is expected to report for work for the remainder of the work day.

The employee is responsible to notify the Principal of the scheduled work time involving jury duty. There may be cases when an employee's extended absence would have an adverse effect on the educational process. In such instances, if the Chief Administrative Officer deems it necessary to request that an employee be excused from jury duty, the Chief Administrative Officer will contact the court and request that the employee be excused from jury duty at that time. Regularly scheduled time spent on jury duty will not be considered time worked in computing overtime.

Back to [Table of Contents](#)

## **POLICY 635 MILITARY LEAVE**

Should an employee enter the National Guard, the Reserves or any of the armed forces of the United States, an unpaid absence will be granted to fulfill the military obligation provided a copy of the orders is submitted to the Chief Administrative Officer. A copy of such orders shall be retained for the employee's personnel file. The employee may use accrued vacation leave for these absences. Reinstatement after a military leave of absence will be according to the provisions of the Military Service Act.

Back to [Table of Contents](#)

## **POLICY 640 RETREATS**

Pius X employees are encouraged to attend Catholic retreats. Funds may be available to assist with the cost of retreats. Ask the Chief Administrative Officer for such consideration.

Back to [Table of Contents](#)

## **POLICY 645 PERSONAL LEAVE**

Two personal days per year with pay will be granted to all employees, prorated according to the number of hours the employee works on a regular daily basis. Up to six personal days may be accumulated. In those circumstances in which additional personal days seem warranted, the employee may request additional personal days from the Administrative Council. A simple majority vote of the Council will determine permission for the personal days and associated stipulations if leave is granted.

Written requests for such leave must be made to the Chief Administrative Officer at least two weeks in advance of the desired day of leave. Personal days taken on a day preceding or following a school sponsored vacation may be limited to one employee per vacation. **Due to scheduled activities, personal days in May will be strictly limited.**

Back to [Table of Contents](#)

## **POLICY 650 SNOW/WEATHER DAYS**

Pius X follows the Lincoln Public School snow/weather days. Local radio, tv, and websites will have accurate information. The principal will use the schools alert system and website to communicate directly to staff. In the event LPS does not have school, the Diocesan Superintendent of Schools will alert media to snow day procedures. All staff except maintenance employees are exempt from work on a snow/weather day, although exempt employees are encouraged to attend if possible. Maintenance employees must report for work. Hourly employees are not compensated for time missed because of snow/weather cancellation of school.

Back to [Table of Contents](#)

## **POLICY 655 HOLY DAYS AND HOLIDAYS**

Pius X recognizes the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving, and the day after Thanksgiving. Pius X also observes the following six religious holy days: Solemnity of Mary (January 1), Ascension Thursday, Assumption (August 15), All Saints' Day (November 1), Immaculate Conception (December 8), and Christmas Day, and the following three religious days will be considered holy days for purposes of this Policy: Holy Thursday, Good Friday and Easter Monday. In addition, Pius X will also regard the afternoon of Christmas Eve as a holiday when it falls on a weekday. No classes are scheduled on holidays or holy days, and employees are not expected to work. All employees will receive regular pay at a prorated basis according to the number of hours in their workday for holidays and holy days that fall within their regular work cycle during the calendar year.

When Solemnity of Mary (January 1), Independence Day or Christmas falls on a Saturday, Pius X will observe the holiday on the previous Friday; likewise, if these holidays fall on a Sunday, Pius X will observe the holiday on the following Monday. If Assumption, All Saints' Day, or Immaculate Conception falls on a weekend, there will not be a paid day from work. Full-time employees are allowed one day off with pay per recognized holiday. Part-time employees are granted holidays off with pay only when the holiday is observed on a day the employee is scheduled to work. Employees on a leave of absence are not entitled to the paid holy days or paid holiday benefit. Occasional employees are not granted paid holidays or holydays. Holiday observances will be determined by the Chief Administrative Officer.

Back to [Table of Contents](#)

## **POLICY 660 PROFESSIONAL LEAVE**

Teachers may be excused from regular teaching duties to attend educational meetings or conferences. A written request for such leave must be submitted to the Chief Administrative Officer at least two weeks in advance. If approved, Pius X will hire additional help if the consequent substitution cannot be accomplished with existing staff. Paid professional leave may not exceed two days per school year. Each teacher will receive a budgeted amount annually toward registration and fees of the approved conference. These funds are not to be accumulated from year to year unless a specific request is made in advance.

Back to [Table of Contents](#)

## **POLICY 665 CATASTROPHIC ILLNESS**

In the event of a catastrophic illness of a faculty member or immediate family member, Pius X will provide coverage in the following manner:

Day 1 to 5 (up to 30 days)	Accumulated sick leave.
Day 6 (or 31) to 89	Covered by school.
Day 90 and beyond	Long term disability as provided by Pius X through a Disability Insurance carrier. Information available upon request.

Back to [Table of Contents](#)



## **POLICY 670 MEDICAL LEAVE**

Sick leave is granted at the rate of six days per year, given to all employees at a prorated basis according to the number of hours in their workday. These hours may be accumulated over time to 30 working days. Medical leave may be granted for personal illness or the illness of a member of the immediate family that requires the presence of the employee. Immediate family is defined as spouse, children, parents, grandparents and siblings. Confirmation from a qualified physician may be requested. Employees will be eligible for sick leave benefits when physically disabled from work because of illness or injury. Occasional Employees are not eligible for sick leave benefits.

As an employee uses sick leave, the days/hours used will be subtracted from the total number previously accrued. Days/hours so used cannot be restored by working overtime or additional days.

Employees are not compensated for unused medical leave either at their anniversary date or upon termination of employment.

Employees unable to work due to personal illness or illness of their spouse or children (where presence of the employee is required) must notify the principal as soon as possible, but at least within one-half hour of the time they are due to begin work. Requests for extended leave due to illness of employee's spouse or children are subject to approval by the Chief Administrative Officer.

Medical leave may be used in hourly increments for necessary medical appointments for employees, their spouse or children.

Sick leave may not be used to extend vacations. Employees may not use more sick leave than they have accrued.

Full-Time Employees and Ten-Month Employees who are not employed as of the beginning of a calendar year (January 1) will receive sick leave benefits for that year on a pro-rated basis.

Sick leave may not be used as personal business leave. Personal business leave may be approved by the Chief Administrative Officer before staff may use the leave and may only be used for personal matters which cannot be accomplished outside of the employee's regular working hours. Personal business leave may not be used in conjunction with holiday or vacation pay. Personal business leave will not be considered hours worked for purposes of computing overtime pay.

An employee will not be entitled to sick leave with pay for absence from work due to an illness or disability which is compensable under any applicable worker's compensation law. In such cases, however, to the extent the employee has unused accrued sick leave, worker's compensation benefits will be supplemented by Pius X. Supplemental payments will be in an amount which, when added to the Worker's Compensation benefit being received by the employee, will equal the employee's regular pay. Such supplemental payments by Pius X will be charged against the employee's accrued sick leave, and will cease when the employee's accrued sick leave has been exhausted.

Employees who have submitted notice of resignation or who are being terminated are not eligible to take paid sick leave during the two week period immediately preceding their departure.

Back to [Table of Contents](#)

## **POLICY 673 MATERNITY LEAVE**

Upon the birth or adoption of a child, an employee who is the mother may take up to thirty (30) days of paid maternity leave. Upon the birth or adoption of a child, an employee who is the father may take up to five (5) days of paid maternity leave. Pay for maternity leave shall be at the employee's current rate of pay at the time such leave is taken. In the event of a multiple birth or adoption, the limitation on maternity leave as set forth herein shall apply.

Back to [Table of Contents](#)

## **POLICY 675 CLASSIFICATIONS OF EMPLOYEES**

Policy nos. 670 - 690 apply to staff employees who are not administrators and are not faculty members. The information contained in these Policies is not intended to be exhaustive nor inclusive of every situation. All or any part of these Policies are subject to change in order to adapt to changes in law, experience or environment. Staff employees will be notified thirty (30) days before the effective date of any formal changes in these Policies. The Chief Administrative Officer reserves the final authority to interpret these Policies.

Back to [Table of Contents](#)

## **POLICY 680 GENERAL STATEMENT OF HOURS OF WORK**

Forty (40) hours is the standard work week for all non-teaching employees scheduled to work full time during a given week (5:01 p.m. Friday until the following Friday at 5:00 p.m.). The normal week consists of five (5) days at eight (8) hours per day exclusive of lunch time. Permission to work more than forty (40) hours during a week must be obtained from the Chief Administrative Officer prior to the work being performed. Hourly staff will be paid time and one-half for approved hours worked in excess of forty (40) hours in that work week.

Time cards or report summaries of time worked by staff employees are required. No employee is permitted to start working before the regularly scheduled starting time or to continue working beyond the regularly scheduled quitting time unless prior permission to work has been approved by the supervisor.

Employees will be informed of their regularly scheduled working hours at the time of hire. Any changes in scheduled hours are to be communicated to employees as soon as practical and prior to the change in schedule.

Pius X reserves the right to change the work schedule of an employee (full time, part time, etc.) to meet the staffing needs of Pius X.

Vacation, sick, personal leave time, and other time paid but not worked, cannot be counted as worked time in determining overtime pay. Overtime worked in a period that includes the above mentioned time will be offset against this time in the following order: vacation, personal leave time, and then sick.

During the work day, employees who will work five (5) or more hours on that work day are entitled to lunch having a minimum length of thirty (30) minutes.

Pius X may give employees compensatory (comp) time off in lieu of monetary overtime compensation. Comp time will be given at a rate of one-and-one-half hours for each hour of employment for which overtime is acquired. Comp time should be taken in the pay period in which it occurs or carried forward one pay period at the discretion of the Chief Administrative Officer. Carried forward comp time should be clearly noted on the employee's time card submitted to the Office at the end of each pay period.

Back to [Table of Contents](#)

## **POLICY 685 VACATION**

Only year-round employees are eligible for paid vacation. Pay for vacation leave is calculated according to the prorated number of hours per day each employee works. Vacation benefits during a calendar year are determined with reference to years of service completed during that calendar year. Eligible employees are granted vacation starting with their first day of employment. Vacations may not be taken during the orientation period. Vacation may be taken in half-day increments. Vacation leave is based on the following accrual schedule:

- 1) During the first year of employment, vacation is granted at the rate of five days per year, accrued on a monthly basis. It accrues at a rate of 1/12th of the annual vacation being earned, subject to the limitations stated in this policy.
- 2) In the second through fifth years of employment, vacation is granted at the rate of ten days per year, accrued on a monthly basis.
- 3) In the sixth year and thereafter, vacation is granted at the rate of twelve days per year, accrued on a monthly basis.
  - a. As contract employees, religious employees are granted vacation at the rate proscribed by their religious order. This time may be used for vacation, retreat or community business.
  - b. All eligible employees are expected to take annual vacations. No vacation may extend over three weeks' duration. Vacation leave which exceeds accrued vacation is not permitted.
  - c. Carryover of vacation. Each employee may carry over into the next anniversary year only the number of hours earned since their last anniversary date.
  - d. Maximum accrual unit. Vacation hours accrue only on hired status hours, i.e., a 24-hour per week employee who works 30 hours will not accrue vacation hours on the additional six hours.
- 4) Each eligible employee may take vacation at such time as is mutually agreed upon with the Chief Administrative Officer. At the termination of employment (and subsequent to satisfactory completion of the orientation period), non-faculty employees will be reimbursed for accrued but unused vacation at the salary rate the employee is earning at the time of termination.
- 5) Anniversary Year Rule: An employee who reaches an anniversary date of employment which increases the length of vacation is allowed to use that longer vacation, in advance of the anniversary date, in the calendar year during which the eligibility increase occurs. For example, if an employee's ten (10) year anniversary is celebrated on November 1, 2005, the employee may take fifteen (15) days of vacation during calendar year 2005, and need not wait until November 2, 2005, before taking the five (5) additional days of vacation granted for completing (10) years of service during 2005.
- 6) Vacation pay for Full-Time Employees is computed on the basis of an eight (8) hour working day. That means an employee eligible for ten (10) working days of paid vacation will, for the vacation, be eligible to receive eighty (80) hours of vacation pay.
- 7) Vacation pay in lieu of actual vacation will not be paid. It is the responsibility of each employee to make sure he or she takes all vacation. In an exceptional case, an employee may carry over vacation days to the following calendar year with the prior written approval of the Chief Administrative Officer. The employee must use the carry over vacation in the month of January. The Office must be notified in writing of such an agreement. In the absence of such written approval, no vacation can be carried over from one calendar year to any other calendar year.
- 8) If a holiday falls during a staff employee's vacation, he or she will not be charged with a vacation day for the holiday. Vacation time due a staff employee who leaves Pius X or is terminated will be paid in the final check.

Back to [Table of Contents](#)

## **POLICY 690 PERFORMANCE EVALUATION AND ORIENTATION PERIOD**

Pius X attempts to provide the best possible working conditions for employees. Each employee is responsible for conduct that maximizes his or her personal job performance and that of fellow employees. The Administrative Team is responsible for reviewing, guiding and evaluating job performance.

- 1) All employees will participate in their performance reviews as a help to the Principal in his or her responsibility of giving timely and direct feedback to each staff person. Performance reviews will take place no less than once a year, and more often at the discretion of the Principal. Written evaluations will be kept on file. Specific areas of concern will be documented and reviewed with the employee, along with a course of action to address the areas of concern.
- 2) The first six (6) months of employment for each new staff employee will be an orientation period. After six (6) months the employee will be evaluated by the assigned administrator. Regular status will be granted at that time if the employee's performance level is acceptable to the assigned administrator. If the employee's performance level is not satisfactory to the Principal, the orientation period may be extended by the Principal for an additional three (3) months. If the second evaluation is not acceptable, the employment relationship will be terminated.

Employees in the orientation period or its extension may be terminated at any time, with or without cause, and with or without notice or pay in lieu of notice. Granting of regular status does not guarantee employment for any specified period of time. Thus, unless clearly defined in a written contract, employment is for no definite period of time and will be subject to termination by either the employee or Pius X at any time.

Back to [Table of Contents](#)

**GENERAL POLICIES (All Employees)**

## **POLICY 704 ACCEPTABLE USE OF TECHNOLOGY**

Pius X High School is pleased to make available to students and staff access to computers and the Internet. In order for the school to continue to make its computer network and Internet access available, all users must take responsibility for appropriate and lawful use of this access. Users must understand that one person's misuse of the network and Internet access may jeopardize (e.g. viruses) the ability of all users to enjoy such access. The Diocesan Education Technology staff will make reasonable efforts to supervise the network and Internet access, and must have the cooperation of all users in exercising and promoting responsible computer use.

It is important that users of the network not only follow all school policies in this regard, but also report any misuse of the network by other individuals to the principal. Misuse means any violation of this policy or any other inappropriate use that is harmful. All employees will use all technology properly, and all digital communications will adhere to Internet etiquette.

New technology is always on the horizon. An attempt to identify all technologies and list possible misuses of them is impossible. Therefore, throughout this document, the term "technology" references all existing and new devices or systems that are used or that will be used in the future.

All technology is provided primarily for school-related work. Personal use of computers and Internet should be kept to a minimum. Professional educators are expected to use technology during contract hours for planning, teaching and evaluating student learning as well as reading or research aimed at professional growth and development. Any serious misuse of technology will result in appropriate discipline, including the potential for non-renewal of contract or termination.

If one has doubts about whether a contemplated activity is educational, one must first consult with the principal. If further guidance is needed, the Diocesan Education Office and/or the Education Technology Administrative Coordinator can be consulted by the principal.

Unacceptable use for Faculty/Staff includes, but is not limited to:

- Allowing students to access the Internet without direct faculty/staff supervision.
- Visiting Internet sites that contain immoral content.
- Breaking this Acceptable Use Policy (AUP).

If the user receives a notebook (laptop) computer, it is the property of the school and is loaned to the faculty member. Borrowers agree to protect it from damage and theft. The borrower is monetarily responsible for any hardware or software damage inflicted to the laptop due to his/her negligence. Negligence would include leaving the computer in an unlocked location or vehicle.

Administrators have a right to access materials sent, received, or stored in school-owned computers or on the diocesan network. All communications (including email) and information accessible via the network are school property. As such, no user should have any expectation of privacy rights concerning use. Normal protocol of an administrative inspection of email is to view the communication in the presence of the user, after the user logs on and opens pertinent messages.

Computers are provided for faculty to complete work-related duties. Therefore, personal computers are not to be brought to school. Cell phones and other technologies should be used only in emergencies and should never interfere with the learning environment.

No software, including freeware or shareware, may be installed on any computer until approved by the Education Technology Office by request of the principal. The network or administrative coordinator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures.

Because digital communication, particularly one-to-one, with students is subject to misinterpretation and unintended consequences, electronic and/or digital communications with students may be conducted for educationally appropriate purposes and only if it is a school-sanctioned means of communication. The normal school sanctioned communications methods include: teacher's school web page (i.e., Blackboard), teacher's school email, teacher's school phone and school websites. Faculty and staff should use extreme caution in communicating through the following means: social networking sites, student cell phones, text messaging, internet phone, chat rooms and instant messaging. Any use of the aforementioned means of



communication that is deemed to reflect poor professional discretion is grounds for disciplinary actions including termination of contract.

No web content or digital communication, outside of Blackboard or Diocesan approved school websites, may contain personal information such as personal phone numbers, addresses, e-mail addresses or other specific information.

Any online based activity, outside of Blackboard, involving student participation, must be with the direct approval of the school principal and under the direct supervision of the teacher. It is to be used only for educational purposes. Unacceptable web content/ digital communication includes, but is not limited to: cell phones, web pages, blogs, wikis, text-messaging, social networking and instant messaging.

Any behavior of a teacher/staff member who chooses to identify him/herself with the school on any social network must reflect positively upon the Catholic faith, the Diocese of Lincoln and the school. It is best to avoid giving employment information on these networks. Any communication with current Pius students must be limited to professional, Pius-specific accounts, unless the student is an immediate relative of the employee.

Back to [Table of Contents](#)

## **POLICY 706 ACTIVITY TRIPS**

Pius X recognizes the importance and value of trips for education field study and approves of these visits to places of cultural or educational significance to further enrich the lessons of the classroom. The Principal may approve field trips during normal school hours on a single school day. However, if out-of-state field trips, or any field trips to foreign countries, are planned, these must have the approval of the Diocese and/or Chief Administrative Officer. (See Field Trip Approval Request, Appendix E, Form 702A.) This request should come at the earliest stages of planning. A minimum of one month's notice is required. A list of students going on the field trip must be posted on email to the attendance office and all teachers at least two days in advance. The following regulations should be taken into consideration when any field trips are being planned:

1. Adequate supervision by qualified adults, including one or more employees of Pius X.
2. Waivers by all adults and all parents/guardians of students taking any field trip of all claims against the Diocese and/or Pius X for injury, accident, illness or death occurring during, or by reason of the field trip.
3. Proper insurance for students, personnel, and equipment.
4. Inclusion of a proper first aid kit.
5. Permission in a written form from each student's parent or legal guardian. (See Parental Consent, Appendix E, Form 702B.)

Finally, to insure the desired outcome of such field trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen. If reasonable, an advance visit should be made to the site of the field trip by the teacher so that any and all unforeseen circumstances, situations and/or events could be properly planned for, so that any difficulties would be minimized.

Back to [Table of Contents](#)

## **POLICY 708 ACTIVITIES SCHEDULING**

The Principal will schedule and must approve the use of the LPAC, Media Center, Commons, Gymnasiums or any athletic facilities. The Principal will keep the official schedule on-line.

Back to [Table of Contents](#)

## **POLICY 710 AUTOMOBILES; TRAVEL**

Pius X intends that its employees will comply with all laws and ordinances involving the use and operation of a motor vehicle. Employees who use their own automobiles for authorized Pius X business will be reimbursed monthly at the rate determined by Pius X which is reviewed annually. All travel reimbursements are subject to prior approval of the Principal. Reimbursement for extraordinary expenses related to travel such as air fare, meals and lodging must have prior approval of the Principal.

Before an employee uses his/her own vehicle for Pius X business, Pius X must have verification that the employee has a valid driver's license and a minimum \$100,000 single limit liability, \$300,000 bodily injury liability and \$100,000 property damage liability. Each employee is responsible for the cost of such insurance. Pius X shall have no other obligation or responsibility regarding the use or operation of a motor vehicle by its employees.

Only employees and volunteers of Pius X are authorized to drive Pius X vehicles.

Back to [Table of Contents](#)

## **POLICY 712 BACKGROUND CHECKS**

Pius X will follow the Diocesan policy related to background checks. See Policy No. 320 regarding hiring policies.

Back to [Table of Contents](#)

## **POLICY 714 COPYRIGHT LAWS**

Employees are expected to comply with all laws applicable to copyright protection. Employees are permitted to print and copy materials for informational purposes as long as the purpose for such copying falls into the category of “fair use”.

Back to [Table of Contents](#)

## **POLICY 716 CORPORAL PUNISHMENT**

Corporal punishment is forbidden, as is any aggressive action that could reasonably be construed as hostile.

Back to [Table of Contents](#)

**POLICY 718 DRIVER'S LICENSE**

No employee shall operate a motor vehicle in connection with the business of Pius X unless he or she holds a current and valid driver's license.

Back to [Table of Contents](#)



## **POLICY 720 DRUG FREE WORKPLACE**

Pius X is committed to providing a safe and productive employment and educational environment and to providing a drug free workplace. No employee may manufacture, distribute, dispense, possess, use, or be under the influence of a controlled substance while on Pius X property, while performing school duties or participation at school events. Reporting to work or working under the influence of illegal drugs or alcohol is prohibited. With the permission of the Chief Administrative Officer, activities and social functions outside of school hours may include the legitimate use of alcohol.

Back to [Table of Contents](#)

## **POLICY 722 FIRST AID**

In the event of an accident or medical emergency, no medication should be given without the expressed permission of the parent. The student should be kept comfortable and away from groups until the parents can be notified.

The office should be notified as soon as possible. All accidents, however minor, should be reported in written narrative to the Office for insurance purposes.

In emergencies, faculty and staff members must take reasonable precautions and actions as the situation warrants, including a call for appropriate emergency medical personnel. In keeping with state required asthma/allergy emergency response, designated staff members have been trained to provide emergency medical assistance in these cases.

Back to [Table of Contents](#)

## **POLICY 724 FUND RAISING**

For every organization at Pius X that does fund raising or handles money in any way, the following procedures are to be followed:

### **Fundraising in General**

- Prior approval for every fundraising activity must be received from the Chief Administrative Officer.
- Fundraising for the school year must be approved no later than the third Friday in September.

Fundraising request forms are available in the Bookkeeper's office.

- No account with a bank is to be established without the express written permission of the Chief Administrative Officer. In general, only those activities with a peculiar need may have a separate checking account. All other activities are to be run through the Pius X Activities Account.
- All monthly bank statements must be mailed to the Chief Administrative Officer, who will then review the enclosed checks and deposits and pass on the statement to the sponsor in charge.
- All sponsors with accounts outside of the Bookkeeping Office must provide an Accounting Report to the Chief Administrative Officer (see Appendix E, Form 724). The report is to be monthly, or at least quarterly, depending upon the prior agreement with the Chief Administrative Officer.

### **Money Coming In**

- All money collected during the school day, for any school project, should be deposited in the Business Office. No teacher or student is ever to take any money home for safekeeping, nor is any money to be kept in any room of the school at any time.
- The sponsor of an activity must arrange in advance with the Bookkeeper for the amount and break-down of the Change Fund Advance, as well as when it will be picked up and who will deliver it.
- The Cash Box, which will include the Change Fund Advance with deposit bag, a Deposit Worksheet (see form on page \_\_), deposit slip, and the check endorsement stamp, shall be picked up at the Bookkeeping Office during office hours, or by pre-arrangement. The Change Fund advance should be counted by the sponsor with the Bookkeeper and the total written on the Deposit Worksheet.
- On completion of the fundraising activity, the moneys should be counted by at least two people and recorded on the Deposit Worksheet. The deposit slip should be prepared in duplicate (excluding the Change Fund Advance). All checks received should be endorsed using the endorsement stamp.
- The deposit will be taken directly to the proper banks using the deposit bag, or if necessary, held overnight in the school vault (prior arrangement for access to the vault may be necessary). The cash box, containing the Change Fund Advance, the Deposit Worksheet, the duplicate deposit slip, and the check endorsement stamp should be returned directly to the Bookkeeper's Office, or held overnight in the school vault if necessary.
- Should it occur that no one is available to count the moneys as directed, the Cash Box with all moneys, forms, etc. shall be placed in the school vault until authorized personnel can complete the necessary steps listed above. The authorized personnel may be staff in the Main Office.

### **Money Going Out**

- Every checking account that has been approved by the Chief Administrative Officer must require two signatures. The Chief Administrative Officer must be a signatory as well. More than two people may be signatories, but all signatories must be approved by the Chief Administrative Officer.

Back to [Table of Contents](#)

## **POLICY 726 INTERNET USE**

The following rules apply with respect to Internet usage:

1. *No Browsing of Offensive Web sites.* Use of the Web should be for business purposes only. Browsing of sites that contain pornographic material or contains material that could be deemed offensive is strictly prohibited.
2. *No Downloading of Non-Business Related Data.* Pius X allows the downloading of files from the Internet. However, downloading files should be limited to those which relate directly to the business of Pius X.
3. *No Downloading of Application Programs.* Other than educational related programs for which a software license is obtained, Pius X does not permit the download or installation on its computers of application software from the Internet. Such software may not only contain embedded viruses, but also is untested and may interfere with the functioning of standard Pius X applications.
4. *Participation in Web-based Surveys without Authorization.* When using the Internet, the user implicitly involves Pius X in his/her expression. Therefore, users should not participate in Web or e-mail based surveys or interviews without authorization.
5. *No Use of Subscription-based Services without Prior Approval.* Some Internet sites require that users subscribe before being able to use them. Users should not subscribe to such services without the express approval of the Principal.
6. *No Violation of Copyright.* Many of the materials on the Internet are protected by copyright. Even though they may seem to be freely accessible, many of the intellectual property laws which apply to print media still apply to software and material published on the Internet. Employees are permitted to print out Web pages and to download material from the Internet for informational purposes as long as the purpose for such copying falls into the category of “fair use”. Please do not copy or disseminate material which is copyrighted.

Back to [Table of Contents](#)

## **POLICY 728 KEY CHECKOUT**

All employees should have the keys necessary to complete their responsibilities around the building. To acquire the necessary keys, the faculty members should make a request to the Office. Each faculty member will be asked to turn them in at the end of their tenure at Pius X.

A faculty member who loses his or her keys will be asked to pay the cost to replace the key and/or re-keying certain areas of the building. Lost keys must be reported to the Office immediately.

At no time are keys to be given to a student.

Back to [Table of Contents](#)

**POLICY 730 LONG DISTANCE TELEPHONE CALLS**

Phone use is for professional business of all employees; personal calls should be held to a minimum; long distance calls should be for professional use only.

Back to [Table of Contents](#)

## **POLICY 732 MAINTENANCE REQUESTS**

Only the Chief Administrative Officer will issue work orders to maintenance staff. If any services are desired, fill out a request form and turn it in to the Office. In an emergency, a maintenance person should be contacted immediately.

Back to [Table of Contents](#)

## **POLICY 734 OFF CAMPUS ERRANDS**

Employees should try to avoid leaving the building during the school day. If leaving the building is necessary, employees must indicate their leave time, return time and destination in the checkout binder in the Office.

Back to [Table of Contents](#)



## **POLICY 736 PURCHASE ORDER PROCEDURES**

Employees should follow these procedures regarding purchases: Contact the Office for a Purchase Order. The Bookkeeper will check the approved budget and send the Purchase Order to the Chief Administrative Officer for approval. Allow at least one day for approval.

When approved, the employee will receive the signed Purchase Order and may proceed. Return the sales receipt or the invoice to the Office so that it may be matched with the Purchase Order.

Never purchase or have a student purchase anything in the name of Pius X without a Purchase Order. The staff member will be responsible for paying for any item purchased without a Purchase Order. All Pius X vendors have been informed that they must require a Pius X Purchase Order before allowing a purchase for which Pius X will be responsible.

Back to [Table of Contents](#)

## **POLICY 738 SAFETY COMMITTEE**

Safety education and accident prevention are important to everyone concerned with Pius X, not only as a protective measure during school and work hours, but also as an instructional means of developing an appropriate mode of behavior to minimize accidents. In an effort to achieve our goal, a comprehensive safety committee has been formed.

The Safety Committee is responsible for developing and recommending for approval by the Chief Administrative Officer, policies and procedures that will effectuate the mission and general responsibilities of the Committee. The Safety Committee implements the process to collect, monitor and evaluate information regarding hazards and safety issues and identifies opportunities to improve the safety of the Pius X environment.

The Safety Committee identifies and implements strategies designed to correct identified problems, including but not limited to the identification of persons responsible for correcting of identified problems, the time-frames for corrections to occur and follow-up to evaluate the outcome of the implemented corrective actions. The process includes, but is not limited to, routine safety surveys of agency facilities and equipment, review of incident reports involving safety issues such as (intentional and unintentional) injuries to staff, students and visitors, property damage, infections control and security issues. Data and corrective actions are reviewed by the committee and used to make recommendations to the Chief Administrative Officer who will modify facilities, equipment, staff training, volunteer orientation and/or policies and procedures to enhance the safety of the work/treatment environment for all Pius X students, staff and visitors.

The Safety Committee will maintain a Safety Notebook, which will be open to inspection by staff and will contain minutes of meetings, a written copy of the Safety Plan, and a list of committee members.

Back to [Table of Contents](#)

## **POLICY 740 SMOKE FREE FACILITY**

Pius X supports a healthy, smoke-free environment for its employees, students and visitors. Smoking is prohibited in school facilities, offices, vehicles, grounds and at school related activities.

Back to [Table of Contents](#)

## **POLICY 742 STAFF/FACULTY PASSES**

Each member of the Pius X staff will be given a pass for admittance into all home games, performances and other activities that have an admission fee. Spouses and children of the employee will also be given a pass allowing them admittance without fee for the same events.

Back to [Table of Contents](#)

## **POLICY 744 STUDENT DRIVERS**

Students who, for good reasons must drive during the school day must have on file a copy of the “Student Driver Hold Harmless and Indemnification Agreement” which must be signed by their parents. This agreement is only effective in situations where one would expect a parent to provide transportation for their child (e.g. classes at LPS, service hours, retrieval of homework, going to local field trips, etc.) School officials must never request students to drive for the convenience of Pius X (running errands for the office or for teachers and coaches, etc.). See the office for the correct forms if the driving falls into one of the acceptable categories.

Back to [Table of Contents](#)

## **POLICY 748 SUSPECTED CHILD ABUSE**

- 1) Abuse or neglect: Abuse or neglect means knowingly, intentionally or negligently causing or permitting a child (a child is any person under 18 years of age) to be:
  - a. Placed in a situation that endangers his or her life or physical or mental health.
  - b. Cruelly confined or cruelly punished.
  - c. Deprived of necessary food, clothing, shelter or care.
  - d. Left unattended in a motor vehicle if the child is six years of age or younger.
  - e. Sexually abused.
  - f. Sexually exploited by allowing, encouraging or forcing a child to solicit for or engage in prostitution, debauchery, public indecency or obscene or pornographic photography, films or depictions.
- 2) Requirements:
  - a. As required by Nebraska law, when anyone has reasonable cause to believe that a child has been subjected to abuse or neglect, or has observed a child being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he or she shall report such incident or cause a report to be made to the proper law enforcement agency or to the Nebraska Department of Social Services on its toll free number: 1-800-652-1999. To comply with this law, employees and volunteers must immediately report:
    - i. Any suspected cases to the Chief Administrative Officer, and the employee and Chief Administrative Officer will then initiate a report to civil authorities, and communicate, as circumstances allow, with civil authorities and parents. The Chief Administrative Officer shall give verification to the reporting person that the report was made.
    - ii. Any suspected case involving a cleric of the Diocese to the Chief Administrative Officer who will contact the Bishop. The Bishop or his representative will be responsible to report the matter immediately to the civil authorities as stipulated by Nebraska law. The Chief Administrative Officer shall give verification to the reporting person that the report was made to the Bishop.
  - b. "Proper law enforcement agency" includes the police department or town marshal in municipalities, and the sheriff's office in areas outside of municipalities. To the extent that the information is available, the employee shall provide the address and age of the abused or neglected child, the address of the person or persons having custody of the abused or neglected child, the nature and extent of the abuse or neglect, any evidence of previous abuse or neglect including the nature and extent, and any other information which in the opinion of the reporting person may be helpful in establishing the cause of such abuse or neglect and the identity of the perpetrator or perpetrators.
  - c. Nebraska law provides that any person who willfully fails to make such a report is guilty of a class III misdemeanor subject to a penalty of up to three months imprisonment, or five hundred dollars fine, or both. This law applies without exception to all persons including Catholic clergy and religious, unless there is a legally recognized privilege to refuse to disclose information gained from a confidential communication to a clergyman in his professional character as spiritual advisor.
  - d. Nebraska law provides that any person participating in an investigation or making a report regarding child abuse shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed, except for maliciously false statements.
  - e. If there is any indication that an allegation of the child abuse may be founded in fact, and the accused is an employee or volunteer of Pius X, the accused will be temporarily suspended from his/her job pending further investigation and advised of such by means of a written and dated memorandum. All involved parties will be advised to seek legal counsel immediately taking into account the Policy of the Lincoln Diocese Regarding Cases of Child Abuse dated July 28, 1992. The accused should be advised to consult with separate legal counsel.
  - f. Care must be taken to avoid defamation of character of the accused.
  - g. All employees and regular volunteers will read the one page copy of the Diocesan Child Abuse Policy as it appeared in the Southern Nebraska Register on April 5, 2002. This policy shall be posted as required at each office site where the usual legal notices for employees are posted. Furthermore, this policy is to be given to each employee and regular volunteer who must sign a statement that they have read, understand and agree to the said policy. This signed statement will be kept on file in the office.
  - h. The training video entitled, Somebody Told, must be viewed by all employees and regular

volunteers within three months after commencement of employment.

Back to [Table of Contents](#)

## **POLICY 750 USE/RENTAL OF PIUS FACILITIES**

Pius X offers its facilities for use for non-Pius uses on a fee or rental basis. The rates vary depending on the type of use and user, the facility being used, and whether air conditioning is involved. The rates are available either on-line or from the Principal.

Back to [Table of Contents](#)



## **POLICY 752 VEHICLE ACCIDENTS**

Driving Responsibilities. Employees who drive Pius X vehicles or transport students are required to provide the Principal with a copy of their valid driver's license. In addition, those who use their own vehicle for Pius X business are required to provide the Principal with current verification of the insurance coverage required on Policy \_\_\_\_\_. Failure to comply with this requirement may result in suspension and possible termination. Failure to notify the Principal of change in the status of his/her driver's license is grounds for disciplinary suspension and/or termination.

If an employee is involved in an accident while driving a Pius X vehicle or his/her own vehicle while acting in the scope of employment or while transporting students, the employee must follow the steps outlined in Pius X policy on Vehicle Accidents. Copies of the policy are provided to each employee and are also kept in each Pius X vehicle.

If deemed appropriate by the Principal, Pius X reserves the right to require the completion of a defensive driving course (taken at the employee's own expense) as a condition of continued employment.

All employees who are involved in an accident in a Pius X vehicle, or in their own vehicle while acting in the scope of their employment, or while transporting clients, must take the following steps:

1. Check on the physical condition of all parties involved and summon medical assistance immediately.
2. Notify law enforcement.
3. Complete the Pius X Vehicle Accident Form.
4. Follow all directives of the law enforcement officer. Do not discuss the details of the accident with anyone (your passengers, the other driver, passengers in the other car, witnesses) until you have contacted the Principal or Chief Administrative Officer.
5. Notify the Principal as soon as you have contacted law enforcement. If the Principal is unavailable, notify the Chief Administrative Officer. It is essential that these persons are notified immediately.
6. Turn over all citations, accident reports, etc. from the accident to the Principal. Copies will be made and originals returned to you as needed.
7. Under no circumstances are employees to arrange a private settlement or disposition of and repairs resulting from an accident involving a Pius X vehicle or another vehicle in an accident while on Pius X business.

Failure to abide by any part of this policy will subject the employee to disciplinary action, including possible termination.

The Principal will arrange for towing the vehicle from the scene if needed, and will also notify the Diocesan Insurance Manager by telephone, to be followed by a written summary at the earliest opportunity. All persons driving or riding in a Pius X vehicle, or in a vehicle on Pius X business that is involved in an accident, should be examined by a physician within 24 hours of the accident. The Principal will cause Pius X vehicles to be taken to the insurance claims center for inspection of damages and assuring the completion of needed repairs.

Back to [Table of Contents](#)

## **POLICY 754 VEHICLE SAFETY PROGRAM**

Workplace Security. Pius X's security policy includes the following guidelines:

1. Park vehicles in the employees' parking area. At night, park only in well-lighted areas.
2. Keep valuables out of sight and keep vehicle locked.
3. Do not bring extra cash or valuables to work.
4. Report all thefts, threats, suspicious persons and circumstances to the Principal.
5. Lock desks, file cabinets, etc. and offices at the close of the work day.

Pius X will not be responsible for employees' lost or stolen items.

### **EMPLOYEE OPERATORS**

1. Drivers must be 21 years of age or older.
2. A driver must have a valid, non-probationary driver's license and no physical disability that would impair his/her ability to drive the vehicle safely.
3. Vehicles owned by Pius X cannot be used for personal use.
4. The Employee Driver Application (Appendix E, Form 764) must be completed by all potential employees who are required by their job descriptions or responsibilities to operate a vehicle.
5. An applicant must include a copy of the Motor Vehicle Record (MVR) from each state where he/she has or has had a valid driver's license.
6. Any employed driver who causes an accident in a Pius X owned vehicle or who is cited for two moving violations within a 12 month period will be required to attend a defensive driving course.

### **VOLUNTEER OPERATORS**

1. Operators must be 18 years of age or older.
2. Drivers must have a valid, non-probationary driver's license and no physical disability that would impair his/her ability to drive the vehicle safely.
3. Drivers must complete the Volunteer Driver Application (Appendix E, Form 764B).
4. Potential drivers may not be utilized if they answered "YES" to part B of the Volunteer Driver Application.

### **ALL OPERATORS**

1. Operators must possess a current valid driver's license for the type of vehicle he/she will be operating.
2. Except in exceptional circumstances, no operator will be allowed to provide transportation on behalf of Pius X who has had any of the following citations or convictions in the past three years:
  - a. operating a vehicle during a period of license suspension, revocation or forfeiture
  - b. driving under the influence of alcohol or drugs
  - c. hit and run accident
  - d. failure to report an accident
  - e. negligent homicide arising out of the use of a motor vehicle
  - f. using a motor vehicle for the commission of a felony
  - g. operating a motor vehicle without the owner's authority
  - h. permitting an unlicensed person to drive
  - i. reckless driving
  - j. a combined total of three or more accidents and/or moving violations
3. Operators are expected to comply with this guideline and to self-report this situation if requested to provide transportation on behalf of Pius X.
4. It is the responsibility of the operator to ensure that passengers adhere to the current State of Nebraska safety belt laws and regulations.

Back to [Table of Contents](#)

**GENERAL POLICIES (Faculty Only)**

## **POLICY 760 BOOK CHECKOUT**

The following items should be considered when checking out books to students:

- Books should bear a label and the school stamp. These may be secured from the main office.
- New books must be numbered.
- Book numbers should be recorded in the grade book.
- Books must be covered in all classes.

Back to [Table of Contents](#)

## **POLICY 762 CLASSROOM CARE**

Teachers are ultimately responsible for the upkeep of the rooms in which their classes are held. Markings on desks should be removed immediately. An aisle should be maintained between desks and walls. Classroom windows should remain uncovered. Spills should be cleaned immediately. Any other damage or defacement should be reported to the Office.

Back to [Table of Contents](#)

## **POLICY 764 CLUBS**

If students or faculty wish to start a new club, the following procedures must be followed:

- The club must have an adult sponsor, preferably a faculty or staff member who must agree to be at every meeting of the club. The sponsor must be willing to sign off on this fact.
- The students and staff member must submit a written description of the club which must include the club's: (a) name; (b) purpose(s); (c) how the club will benefit Pius X students and/or the community; (d) how often the club will meet and where the meetings will take place; and (e) any other relevant information which would assist the decision maker.
- The decision to accept or deny the club will then be made by the Principal and/or the Chief Administrative Officer after reviewing the submission.

Back to [Table of Contents](#)

## **POLICY 766 COMMUNICATIONS**

All faculty members must check their mail boxes, email accounts, and voice mail messages upon arrival at school, during the day, and before leaving for the day. Timely responses to requests for information from the Office are expected.

Back to [Table of Contents](#)

## **POLICY 768 CURRICULUM CHANGE**

Curriculum changes in any department may be generated by either the teacher/department, or the Curriculum Committee. The curriculum review process begins in November of each year with proposals from the departments and ends with final decisions on all proposals by the Curriculum Committee in January.

Back to [Table of Contents](#)



## **POLICY 770 EARLY DISMISSAL OF STUDENTS**

Classes should not be dismissed before the scheduled time for dismissal and/or the sound of the tone indicating that the class period is over. This also includes exam days. Students in grades 9, 10 and 11 do not have early-dismissal or open campus. Senior who have and remain in good academic and conduct standing are allowed two open periods each day.

Back to [Table of Contents](#)

## POLICY 772 GRADING PROCEDURES

### Grade Categories

“A”	outstanding achievement	93-100%
“B”	above average achievement	85-92%
“C”	average achievement	77-84%
“D”	below average achievement but worthy of credit	70-76%
“F”	failure to achieve credit	Below 70%
“P”	passing achievement for those courses not using regular letter grades	
“+”	may be used to designate variations in grade average	
“-“	may be used to designate variations in grade average	
“I”	incomplete for the course. This grade remains until the teacher notifies the Office in writing of appropriate grade change.	

### Advanced placement courses grade according to the following scale:

“A”	outstanding achievement	90-100%
“B”	above average achievement	80-89%
“C”	average achievement	70-79%
“D”	below average achievement but worthy of credit	60-69%
“F”	failure to achieve credit	Below 60%

Rank in class, etc., will be determined by an accumulated average (recorded each semester) on the following basis:

A	=	4 points
B+	=	3.5 points
B	=	3 points
C+	=	2.5 points
C	=	2 points
D+	=	1.5 points
D	=	1 points
F	=	0 points

Teachers may mark comments on students’ grade cards. These comments are described in the grade reporting instructions.

If a student is absent from school because of illness or some legitimate emergency, he/she should be given a chance to make up the work at the rate of no more than 2 days for each day missed.

### Incomplete Grades

Teachers may only give a grade of incomplete in special circumstances for a valid reason after consultation with the Director of Guidance.

An incomplete grade is strongly discouraged except under special circumstances.

Back to [Table of Contents](#)

## **POLICY 778 GUEST SPEAKERS**

Pius X encourages the use of guest speakers. Approval must be obtained from the Principal before arrangements are made for guest speakers.

Back to [Table of Contents](#)

**POLICY 780 HALLWAY/RESTROOM SUPERVISION**

Teacher assistance in supervising the hallways and restrooms between periods and before and after school is expected.

Back to [Table of Contents](#)

**POLICY 782 LITURGIES/ASSEMBLIES/PEP RALLIES**

Attendance by faculty at large group gatherings such as liturgies, assemblies and pep rallies is required. Assistance in monitoring the student body is expected.

Back to [Table of Contents](#)

## **POLICY 784 MULTI-MEDIA AND OTHER EQUIPMENT**

Faculty members may check out any of the multimedia and other equipment that is ordinarily available for student use. The faculty member will be responsible for the proper care and prompt return of any checked out equipment, which may include financial responsibility for replacement or repair costs for missing or damaged items. A faculty member who wishes to check out equipment must make arrangements with the appropriate personnel.

Back to [Table of Contents](#)

## **POLICY 785 PARENT-TEACHER CONFERENCES**

Parent Conferences scheduled during the first and third quarter should be used as an occasion to confer with parents regarding the progress of their student in the class. Offering comments regarding the academic progress and conduct of the student during the classroom will be helpful. Questions from parents should be welcomed. All part-time teachers must be present for all of the scheduled conferences.

Back to [Table of Contents](#)

## **POLICY 786 PROGRESS REPORTS**

A report of unsatisfactory progress must be sent to the parents of a student who have a D average or lower, or who has dropped drastically. This report will be mailed midway through each quarter. Teachers are strongly urged to send reports indicating improvements or outstanding achievement. Teachers must keep their grade books current on at least a weekly basis.

Back to [Table of Contents](#)



## **POLICY 787 SEMESTER EXAMS**

All courses will give a comprehensive semester exam; copies of each semester exam must be given to the Principal. Those teachers who do not believe a semester exam is appropriate for the course must get prior approval from the Principal.

Back to [Table of Contents](#)

## **POLICY 788 SERVICES AVAILABLE TO FACULTY**

### **Faculty Workroom**

The faculty workroom contains mailboxes, teaching supplies, telephone and computers. The administration and staff will be glad to help those who may not be familiar with the use of any equipment. Telephones and computers are for faculty and staff use only.

### **Printing**

A staff person has been hired to assist in printing needs. A request form needs to be made out one day in advance. The copier in the Office is for office personnel use only.

### **Para-Professionals**

Para-Professionals are hired each year to assist the faculty in study hall supervision, lunchroom supervision, errands, classroom work supervision and faculty workroom activities. Use of Para-Professional time is coordinated by the Principal.

### **Central Office Staff**

The secretaries in the Office are only responsible for work assigned to them by the Administration. Each staff member is responsible for typing their own correspondence as it relates to students and other school business

Back to [Table of Contents](#)

## **POLICY 789 SIGNS AND POSTERS**

Clubs, classes, teams and organizations desiring to post a sign must get it approved by the sponsor prior to posting,

Back to [Table of Contents](#)

## **POLICY 790 STUDENT GUESTS**

Students may have guests during the school day only upon approval by the Principal. A Guest Pass must be obtained and signed by the Principal for a non-Pius student to be in the building at any time.

Back to [Table of Contents](#)

## **POLICY 791 STUDENT TEACHERS**

Pius X High School recognizes its role and responsibility in helping to raise the quality of future teachers, though it must place its highest priority on the proper care and education of its student body. The school will consider all requests to have aspiring teachers placed in the building for purposes of completing either practicum assignments or student teaching assignments. Any requests for practicum or student teacher placements will originate with the Principal and be shared with the department chairs. The department chairs will approach teachers to see if they are willing to work with a student teacher. The final decision about a student teacher placement will be made by the Principal, based on the department chair's recommendation and the following guidelines:

1. A cooperating teacher must have a minimum of three years' teaching experience in Pius X High School.
2. A cooperating teacher must have a consistent evaluation score that is greater than High Standard.
3. A potential cooperating teacher's entire workload must be considered in determining suitability for taking on the task of mentoring a student teacher.

**USING STUDENT TEACHERS AS SUBS:** The student teaching experience is designed to help prepare college students for the teaching experience. For many aspiring teachers, a career begins or includes some time spent as a substitute teacher. Since state law allows for student teachers to serve as substitute teachers\*, and recognizing that student teachers may one day serve as substitute teachers, Pius X High School shall provide a limited opportunity for student teachers to serve as substitute teachers.

A current student-teacher at Pius X High School can be paid at the regular rate as a substitute teacher under the following conditions:

1. The student teacher has applied for, and received, a Local Substitute Certificate (the principal or his designate can assist in acquiring the written request from the Diocesan Superintendent's office). The student teacher is responsible for any and all fees associated with the Certificate.
2. The student teacher must be in the second half of his/her student teaching assignment.
3. The student teacher cannot be paid for serving as a substitute for the cooperating teacher during the student teaching assignment.
4. The student teacher is used as a last option.

*According to Nebraska Department of Education Rule 21, 005.26 and 005.27:*

*The Local Substitute teaching certificate shall be valid for forty-five (45) teaching days per school year only in the Nebraska school system or Local Substitute Teacher Consortium requesting the issuance of such certificate. The certificate holder may substitute teach no more than forty-five (45) teaching days in the same school system regardless of the number of Local Substitute certificates held. The certificate shall expire August 31 in the third year following the year of issuance of the certificate.*

*Each applicant for a Local Substitute teaching certificate shall:*

1. *Fulfill the requirements in Sections 005.01 A through E, and 005.01 I through K;*
2. *Have at least sixty (60) semester hours of college credit with credit in education-related coursework; and*

*Submit a written request for the issuance of such certificate from the Chief Administrative Officer or the governing body of the school system or Local Substitute Teacher Consortium in which the applicant intends to substitute teach.*

Back to [Table of Contents](#)

## **POLICY 792 STUDENT REFERRALS; REMOVING A STUDENT FROM CLASS**

**TEMPORARY REMOVAL:** Pius X High School's entire discipline policy is informed by the Boys Town Model, which recognizes the need for a continuum of intervention based on the intensity, frequency and duration of a student's behavior. A teacher's decision to send a student to the office should be carefully considered and arrived at only when one of the two following conditions exist: 1) a teacher has tried several prior interventions to address the same behavior with increasing intensity (i.e. warning, demerit(s), phone call to parents, detention) but the misbehavior persists, or 2) the intensity of a student's misbehavior is so great so as to merit an immediate referral to the office (i.e. unwilling to cooperate with a corrective interaction, misbehavior that is dangerous to self or others, student is "out of instructional control"). When referring a student to the office, a teacher must instruct the student to report directly to the front office and inform a secretary that he or she has been sent for a referral. The teacher must then follow up with either an intercom call or e-mail to the main office stating that the student has been referred. The student will be assigned to the next available administrator. An office referral will end with an apology, at which point the teacher is expected to warmly greet the student back to class.

**PERMANENT REMOVAL:** Removing a student from one's class permanently is an administrative decision. Therefore, if the teacher thinks there is a need to remove a student permanently, the teacher must discuss the situation with the Principal, who will make the final determination.

The main reason for referring a student should be the welfare of both the student and others affected by the student's behavior. The teacher has to make the judgment concerning the propriety of removing the student.

The more the teacher handles his or her own problems in the classroom, the better. However, a person must realize when all reasonable solutions have been exhausted. In such cases, the teacher has not de facto "failed" by referring a student to someone else after having considered one's course of action.

The teacher must not let the student talk him or her out of necessary action. Decisions must be made in the best interest of the student. Many times it helps if the teacher explains why he or she is referring a student, even though the student still may not understand or agree with the reason(s) given.

The student should not be referred to the Counselor for disciplinary action. The school counselor has the time, education and resources to handle a problem in greater depth. The teacher may wish to discuss a student, and then continue to work on the problem independently. Also, a teacher may wish to send the student to the Counselor. A referral is to be accompanied by a written explanation for the decision. The teacher may also alert the Counselor to a potential problem so that future action may be considered.

Generally speaking, the Principal or Assistant Principal handles cases involving:

- Destruction of school property
- Fighting
- Failure of repeated efforts by others to correct problems
- Attendance problems (excessive absenteeism and/or tardiness)

The Principal or Assistant Principal is responsible for any disciplinary action taken by the office. When the teacher refers someone to the Principal or Assistant Principal, the teacher generally should expect some sort of disciplinary action for the student involved. This may include detentions, parent conferences, suspension or expulsion.

This section does not attempt to categorize neatly each person's place in the system. Rather, it intends to give the teacher guidelines on the general procedures to follow. When the teacher needs help or advice, it should be actively sought. The administration will assist when requested.

Back to [Table of Contents](#)

### **POLICY 793 SUPERVISION**

Any teacher who is moderator of an organization must be present at every meeting, for the entire meeting, of the organization. If this is not possible, the meeting should be canceled or a substitute assigned.

Back to [Table of Contents](#)

## **POLICY 794 TRUANCY PROCEDURES**

Pius X will comply with the truancy procedures of the Diocese of Lincoln and all state laws related to truancy. The Principal is responsible for enforcing these truancy procedures.

Back to [Table of Contents](#)



**FACULTY/STAFF GRIEVANCE PROCEDURE**

## **POLICY 805 GENERAL GUIDELINES**

Authority and responsibility to impose disciplinary action is vested in the Chief Administrative Officer, who may delegate this authority to the Principal, but retains the authority to modify the decision of the Principal. The Chief Administrative Officer may be contacted for guidance on disciplinary issues.

In most instances, the Principal, upon obtaining information which would indicate the possibility of administering disciplinary action, shall meet with and inform the employee of the reported conduct, and afford the employee the opportunity to refute the information or present mitigating evidence. If a disciplinary action is administered, other than a verbal warning, the employee shall be advised in writing of:

1. the performance of conduct giving rise to the disciplinary action;
2. the disciplinary action being administered;
3. why it is being imposed;
4. recommended corrective actions, if any; and
5. the consequences of failure to follow corrective instructions.

An employee who receives a written disciplinary notice shall be requested to sign the notice to acknowledge receipt. If the employee refuses to sign the notice, the refusal shall be written on the notice by the Principal. In any event, a copy of the notice shall be placed in the employee's personnel file.

### Forms of Disciplinary Action:

In the event an employee's performance or conduct is unsatisfactory, Pius X expressly reserves the right to take whatever disciplinary action, up to and including dismissal. Pius X may determine this action to be necessary or appropriate under the circumstances. Disciplinary action, when imposed, shall be consistent with the offense committed in the sole judgment of Pius X and may consist of one of the following disciplinary actions, depending up the severity and frequency of the offense.

1. Verbal Warning: Shall consist of a visit with the employee during which the Principal discusses in detail the performance or conduct giving rise to the verbal warning, corrective action to be taken, and the possible consequence if the performance or conduct is not corrected.
2. Written Warning: When in the opinion of the Principal, a verbal warning will not serve to correct the deficiency, unsatisfactory performance or conduct, a written warning may be imposed.
3. Suspension without Pay: An employee may be suspended without pay under the following conditions:
  - i. The imposition of the suspension without pay shall be accompanied by a written explanation.
  - ii. If an employee is suspended without pay, the employee is not eligible nor may the employee be granted sick leave, vacation leave, accrual or any other paid leave time.
4. Dismissal: An employee may be dismissed under the following conditions:
  - i. The employee shall be given a written document containing the information described in this policy.
  - ii. Dismissal may occur immediately without prior disciplinary action or warning, and without further pay.

Back to [Table of Contents](#)

## **POLICY 810 RULES OF CONDUCT**

Reasons for which discipline may be considered and imposed by Pius X include, but are not limited to, the following:

1. Violation of or failure to comply with any Pius X policy, procedure, rule or regulation.
2. Failure or refusal to comply with a lawful order or to accept a reasonable or proper assignment from an authorized supervisor.
3. Insubordination, or use of abusive, threatening or obscene language.
4. Inefficiency, incompetence or negligence in the performance of duties.
5. Unauthorized possession, consumption or being under the influence of alcohol or any controlled substances while on duty and/or while on the premises of Pius X.
6. Careless, negligent or improper use of the property, equipment or funds of Pius X, its students, organizations or other employees or conversion of same to one's own use.
7. Falsification, fraud or omission of information required to be supplied in the application for employment or other personnel records.
8. Unauthorized or improper use of any type of absence leave or meal and/or rest breaks.
9. Failure to maintain satisfactory and harmonious working relationships with students, the public or other employees.
10. Failure to obtain or maintain a current license, or change in the status of the license, or certificate required by law or educational standards as a condition of employment.
11. Criminal charges filed for a felony or misdemeanor.
12. Repeated tardiness, absences or unauthorized departure from work area.
13. Harassment of employees, students or other persons connected with Pius X related to and including, but not limited to, sex, race, religion or disability.
14. Garnishment of wages for more than one indebtedness.
15. Violation of corrective/disciplinary conditions.
16. Actions inconsistent with Pius X Code of Ethics.
17. Actions inconsistent with the Mission Statement of Pius X.
18. Inability to work in harmony with co-workers.
19. Acts of dishonesty or theft.
20. Gross negligence in the use of a motor vehicle while on Pius X business, unsatisfactory driving record, or refusal to complete a defensive driving course if required through these policies.
21. Not acting for the good of Pius X, including but not limited to, acts listed above or other acts which may bring discredit upon or adversely affect the reputation of Pius X.
22. Refusal to sign any acknowledgment described herein which is required as a condition of employment.

The foregoing actions, which employees are expected to avoid at all times, are not intended to be all inclusive of the required discipline, proper standards of conduct or obligations of employees of Pius X. Pius X may establish additional rules to govern employees' conduct as deemed necessary.

Back to [Table of Contents](#)

## **POLICY 815 CORRECTIVE/DISCIPLINARY ACTION**

Pius X has established certain policies and rules of conduct to assure that employees conduct themselves in an appropriate manner.

Pius X has varying degrees of disciplinary action which may be imposed in the sole discretion of the Principal depending on the severity and circumstances surrounding the conduct which gives rise to the disciplinary action. Pius X reserves the right to impose any of the disciplinary actions stated in this policy, up to and including dismissal, for any situation involving employee conduct or performance.

Pius X reserves the right to terminate the employment of any employee for any reason deemed to be in the best interests of Pius X.

Back to [Table of Contents](#)

## **POLICY 820 GRIEVANCE PROCEDURE FOR NON-FACULTY**

If an employee feels the application of a policy, program, procedure or employment decision is unfair, the employee has the right to make the problem, complaint or disagreement known in an orderly, non-disruptive manner.

Employees should present the problems, complaints or disagreements as soon as possible. Pius X shall not retaliate against or discriminate against an employee who files a grievance.

An employee who has a grievance must provide a signed statement of grievance to the Chief Administrative Officer, who will review the nature of the grievance and seek resolution of the issue. The Chief Administrative Officer's decision to resolve the issue shall be final.

Back to [Table of Contents](#)

## **POLICY 825 GRIEVANCE PROCEDURE FOR FACULTY**

Pius X is committed to creating a just and equitable working environment for all employees. This commitment is particularly essential when a teacher has been challenged in a way that might necessitate placing the teacher on probation or terminating employment. Therefore, the following policy provides a due process for the employer and employee to follow in these circumstances.

When an administrator is informed of any words or actions of a teacher that are deemed to be inappropriate or not fitting for the professional standards of the teaching position, the following steps will be followed:

- 1) The Administrator assigned to the teacher determines the veracity of the accusation.
- 2) If the Administrator determines the accusation may be true, the Administrator will present knowledge of this information to the teacher, who will then be given a chance to respond to these accusations.
- 3) If, after this initial meeting, the accusation is proven true and of a sufficiently serious nature, the Administrator will then schedule a meeting with the teacher to work out a plan to remedy the problem. If the accusation is proven to merit termination of contract, as defined in the teacher's contract, the teacher may immediately terminate the contract. Refer to the signed contract for information about immediate termination.
- 4) This plan will identify the means that are to be used to remedy the problem, as well as a timeline to complete the remedy.
- 5) It may be necessary for the Administrator to document the case in writing and place it in the teacher's permanent file after the teacher has signed the document. The teacher is free to record on the document any disagreement he or she may have with the factual nature of the case.
- 6) If the Administrator determines the inappropriate behavior has not been effectively remedied by the teacher he may then proceed to place the teacher on probation, after conferring with the Chief Administrative Officer.
- 7) The letter of probation will include the following information, and will be placed in the teacher's permanent file:
  - a. The incident(s) that occurred which led to the probation.
  - b. Efforts made by the Administrator to remedy the situation before the need for probation arose.
  - c. Clearly delineated expectations of the behavior that is to change, and a timeline in which the change must take place.
  - d. The resources available to the teacher to assist him or her in making the desired change.
  - e. A statement as to when and how the teacher will be taken off probation and maintain employment.
  - f. The signature of the Chief Administrative Officer and the teacher.
- 8) Occasion may arise in which the Administrator must place the teacher on immediate probation without a prior effort to document the case for signature by both parties. These occasions are when the Administrator determines the matter is sufficiently grave enough for immediate probationary action, but not sufficiently grave enough for termination of contract.
- 9) After the allotted time period noted in the probation letter the Administrator will meet with the Chief Administrative Officer to determine if the terms of the probation have been satisfactorily fulfilled. They may consider removing the probation, extending the probation, or move to termination of contract.
- 10) If the terms of the probation have been satisfactorily fulfilled and the probation is to be lifted, the teacher will be notified by the Administrator in writing. A copy of this notification will be kept in the teacher's permanent file.
- 11) If the probation is to be extended, the Administrator will draft another letter of probation including all the items in item g above, as well as reasons for the decision to extend the probation.
- 12) If the Administrator and Chief Administrative Officer decide to terminate the contract, the teacher will be notified as soon as reasonably possible. Approval for termination must first be given by the Diocesan Superintendent.
- 13) A terminated employee has the right to appeal the termination to the Diocesan Superintendent.

Back to [Table of Contents](#)

**HEALTH AND SAFETY**

## **POLICY 905 AIDS GUIDELINES**

Pius X has adopted the policy on AIDS issued by the Nebraska Catholic Conference in 1988. Policy and procedures for Dealing with Human Immune Deficiency Virus and Other Infectious Diseases in the School and Religious Education Setting. Essentially, this policy is one of non-discrimination. Copies of the complete document are available to parents at any time by contacting the school.

Back to [Table of Contents](#)



## **POLICY 910 BLOODBORNE PATHOGEN COMPLIANCE PROGRAM**

It is the intent of Pius X to eliminate or minimize occupational exposure to bloodborne pathogens including, but not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). The school's exposure control officer is the Principal. A copy of the exposure control plan is available in the Principal's office. The plan will be reviewed periodically and includes: (1) Exposure Determination; (2) Training of Employees; (3) Hepatitis B Vaccination; (4) Occupational Exposure; (5) Post-exposure Evaluation and Follow-up; (6) Recordkeeping; and (7) Control Methods.

Back to [Table of Contents](#)

## **POLICY 915 FIRE DRILL REGULATIONS**

Fire Drills are required monthly during the school year. Such drills are necessary for the safety and welfare of the students and adults in the school. There will be no time for getting coats, jackets or personal belongings once the alarm has sounded. It is necessary for the teachers and students to follow the pre-determined directions as quickly, quietly and orderly as humanly possible. Teachers should inform all students in all of their classes of the fire drill regulations and procedures.

To prevent confusion, the following rules have been prepared. These rules are to be studied carefully so that all teachers can facilitate an orderly evacuation of the building.

- Know the alternate exit!
- Students should be instructed so that should they discover fire, smoke or smell smoke or gas, they will report to the teacher, who will sound the fire alarm.
- All teachers should observe the location of nearby fire alarms.
- Teachers in the rooms nearest the bathrooms should check them to insure that all students have vacated them when an alarm is sounded.
- All students should be aware of the evacuation routes from each room. Also, they should know the alternate routes.
- Windows are to be closed to prevent unnecessary drafts.
- Students will leave the room quickly, in an orderly fashion with the teachers following the students out of the building.
- Walk rapidly, but DO NOT RUN!
- The last person out of the room is to turn off the lights and close the room door.
- The first two students to reach the exit doors should hold open the doors until the entire student body is out of the building.
- The class should remain together as a group, moving away from the building exit far enough to allow all groups to get clear of the building.
- If the regular stairway is blocked, students are to turn around and proceed to the nearest clear exit and leave the building. Teachers should be at the head of this line to make this easier.
- If the fire alarm should sound during a passing period, teachers are to walk without talking to the nearest exit and then proceed to the waiting spot for that exit.
- If the teacher encounters an emergency, the alarm should be sounded at once to initiate an evacuation. The office is to be notified when an alarm is activated.

Back to [Table of Contents](#)

## **POLICY 920 FIRE DRILL TIMERS**

### **Instructions**

- Take exit door position
- Keep track of time it takes to clear your area
- Close door
- Report time and problems to Principal

### **Assignments**

Commons Doors (1)	Mrs. Psota
Main Office Doors (4)	Mrs. Buckley
South Central Doors (5)	Mr. Psota
LPAC Doors (6)	Mrs. Hayes
Band Doors (8)	Mr. Hansen
Northwest Doors (9)	Mr. Andersen
Northeast Doors (12)	Mr. Bartek
Gym Doors (15)	Mrs. Strizek

Back to [Table of Contents](#)

**POLICY 925 SAFETY PLAN**

See the Safety and Security Manual

Back to [Table of Contents](#)

**POLICY 930 CRISIS MANAGEMENT PLAN**

See the Safety and Security Manual

Back to [Table of Contents](#)