

# Occasional Classified Staff (Seasonal and Coaches)

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## **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.

## **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.

## **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.

## **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.

## **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.

## **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.

## **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.

## **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.

## **POLICY 301 COMMITMENT TO ETHICAL TREATMENT**

### **COMMITMENT TO ETHICAL TREATMENT**

All Church personnel commit themselves to the treatment of everyone with the dignity that comes from being created in the image of God.

### **PREAMBLE**

A prudent pre-employment screening process involves a background check on the person's employment or work history, statements or claims made regarding education, work references, criminal history, and other areas deemed important to the position.

These policies and guidelines have been developed to provide assistance in evaluating the background of individuals so that incidents of abuse against minors in the Diocese of Lincoln may be minimized and as much as humanly possible to assist in the establishment of a safe environment for minors in the care of the Church and its affiliated organizations and institutions. The following policies and guidelines constitute only some of the tools available that pastors and personnel administrator's use in interviewing and selecting personnel chosen to fill staff and volunteer positions.

Members of the Church have the responsibility to help protect minors who are brought into the physical and spiritual care of the Church from the evil of abuse in any of its forms. It is toward this end that the Diocese has established these policies.

Please note that anyone can access information on sex abusers living in a community by typing in "sex offenders in (state)" in any search engine. Specific information can be obtained from the site.

### **POLICY**

The Diocese directs all employees/volunteers to conduct themselves in a professional manner with concern and respect for their fellow employees, volunteers and children in the Diocese. Any abuse, harassment, or violation against others, especially minors will not be tolerated.

Any individual associated with the Diocese or a Diocesan Entity found to have violated this policy will be subject to appropriate disciplinary action, ranging from a written warning to termination, at the sole discretion of the Diocesan Entity.

A background check must be conducted on every current and new diocesan employee or new employee of any Diocesan Entity and volunteers having unmonitored access to children. The following must undergo a background check before they can be hired or before they may serve as a volunteer in programs or events sponsored by Diocesan entities:

1. All school personnel, hired or volunteer
2. All youth catechetical personnel, hired or volunteer
3. All others, hired or volunteer, who have regular contact with minors

This background check is a condition of employment and/or to volunteer their services to minors in our parishes/schools/Diocese. Refusal of the applicant to authorize a criminal background check will be reason for refusing to consider the applicant for employment or placed in a voluntary position with any Diocesan Entity.

Applicants who have had convictions of child abuse, are register sex offenders, or who have a history of selling drugs to minors or other criminal convictions deemed by the Diocesan Entity to be potentially dangerous will not be retained or placed in a position of employment, contracted staff person or voluntary service.

The Diocese also recognizes that false accusations can have serious effects on innocent men and women. The Diocese Entities therefore, will make every effort to protect the confidentiality of sensitive information and documents of all parties involved.

The Diocese of Lincoln provides assistance to each Diocesan Entity for regular and ongoing education & training in the areas of avoiding child abuse and providing a safe environment for minors by means of a video presentation, which has been distributed for conducting educational and training sessions on a periodic or as needed basis. All employees/volunteers subject to a background check must also view this video.

Any individual who has knowledge of, has been witness to, or has been the subject of abuse by any employee or volunteer of a Diocesan Entity should report the alleged act to local civil authorities.

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### **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.

## **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.

## **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.

## **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.

**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.

## **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 school website.

## **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.

**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.

## **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.

## **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.

## **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.

**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.

**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.

# 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.

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

The Diocese of Lincoln has a standard payroll service and calendar for all locations that participate in our benefit plans. Paycor has been selected to be our payroll provider. The payroll calendar is a bi-weekly pay schedule paid one week in arrears for all employees. Payroll will be every other Friday, 26 times per year with a 7-day lag time. Each pay period is for the previous two weeks of fourteen days prior to the pay date.

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 upon hiring and may be changed at any time online or by contacting the bookkeeper. Employees can access any documents related to payroll through their Paycor account.

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.

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## **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).

## **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 535 PROFESSIONAL MEMBERSHIPS**

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

**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.

## **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.

## **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.

**POLICY 610 EXTRAORDINARY LEAVE**

Contact the Chief Administrative Officer in cases of extreme need.

## **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.

## **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.

**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.

**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.

## **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.

## **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.

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## **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 paternity 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.

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## **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.

## **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.

## **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.

**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, 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 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 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.

## **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.

**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.

## **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.

### **I. ALL DRIVERS**

- a. Drivers must be 21 years of age or older.
- b. 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.
- c. Drivers must possess a current, valid driver's license for the type of vehicle they will be operating.
- d. No driver will be hired or allowed to provide volunteer transportation on behalf of any diocesan entity who has had any of the following citations or convictions in the past three years:
  - i. Operating a vehicle during a period of license suspension, revocation or forfeiture
  - ii. Driving under the influence of alcohol or drugs
  - iii. Hit and run accident
  - iv. Failure to report an accident
  - v. Negligent homicide arising out of the use of a motor vehicle
  - vi. Using a motor vehicle for the commission of a felony
  - vii. Operating a motor vehicle without the owner's authority
  - viii. Permitting an unlicensed person to drive
  - ix. Reckless driving
  - x. A combined total of three or more accidents and/or moving violations
- e. It is the responsibility of the driver to ensure that passengers adhere to the current State of Nebraska safety belt laws and regulations.
- f. All operators are expected to take the online defensive driving course *Be Smart-Drive Safe*.
- g. Cell phones and other electronic devices are not permitted to be used while operating a motor vehicle.

### **II. EMPLOYEE DRIVERS**

- a. The **Employee Driver Application** must be completed by all potential employees who are required by their job description or responsibilities to operate a vehicle.
- b. An applicant must include a copy of the Motor Vehicle Record (MVR) from each state he/she has ever had a valid driver's license.

### **III. VOLUNTEER DRIVERS**

- a. Any volunteer who drives on a regular basis for diocesan/parish business should have a Motor Vehicle Record (MVR) check completed.
- b. Any volunteer driver must complete the **Volunteer Driver Form**.
- c. Potential drivers should not be utilized if they answered "FALSE" to any of the three questions asked on the Volunteer Driver Form.

### **IV. USE OF PRIVATE VEHICLES**

- a. All privately owned vehicles used on behalf of the Church must be insured. They must have a valid and current registration, license plates and proof of insurance card.
- b. The vehicle must be in safe operating condition.
- c. The private automobile insurance company of the owner of the vehicle will be the primary insurance carrier.
- d. The minimum liability limits for privately owned vehicles is \$100,000/\$300,000.
- e. A **Private Vehicle Use Application** must be completed for each vehicle.

### **V. VII. ACCIDENT REPORTING A. If an accident occurs:**

- a. Obtain medical assistance, if needed, at the scene as soon as possible.

- b. Contact local police, sheriff, or highway patrol authorities as required.
  - c. Exchange driver, vehicle and insurance information.
  - d. Report the accident/moving violation to the insurance agent.
  - e. Report the accident/moving violation to the Chancery.
- Complete the **Vehicle Accident Report**.

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**POLICY 712 BACKGROUND CHECKS**

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

## **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”.

**POLICY 716 CORPORAL PUNISHMENT**

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

**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.

## **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.

## **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.

## **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.

## **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.

## **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.

**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.

**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.

## **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.

## **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.

**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.

## **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.

## POLICY 748 SUSPECTED CHILD ABUSE

- 1) Abuse or neglect: Nebraska law defines abuse or neglect as 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 is a “mandatory reporter” and shall report such incident or cause a report to be made to the proper law enforcement agency or to the Nebraska Department of Health and Human Services on its Child Abuse and Neglect (CAN) Hotline.

CAN Hotline: 1-800-652-1999

LPD (for incidents within Lincoln city limits): (402) 441-6000

Lancaster County Sheriff (for incidents within Lancaster County): (402) 441-6500

Nebraska State Patrol (for incidents outside of Lancaster County): (402) 471-0112

To report observed abuse in progress: 911

1. After reporting to civil authorities, the mandatory reporter should notify the Head of Guidance that a report was made. The Head of Guidance will a) notify the administration; b) coordinate an internal response to abuse or neglect reports (when appropriate); and c) document all reports made by school personnel. Such documentation should include at minimum the names of the reporter and alleged victim; the name, phone number, and organization of the individual who received the report; the date and time of the report; and any internal response or subsequent actions taken as a result of the report.
  2. The mandatory reporter may request assistance from the Head of Guidance or, if unavailable, another administrator in making the report to civil authorities. In the case of “joint” or “co”-reporting, the administrator involved will notify the remainder of the administration.
  3. If the mandatory reporter is not able to make a report to civil authorities in a timely fashion, he or she will ask the Head of Guidance or another administrator to make the report. The administrator who makes the report to civil authorities will provide the mandatory reporter with the name, phone number, and organization of the person who received the report. The mandatory reporter has the right to follow up with civil authorities to ensure the report was made – *mandatory reporters are not relieved of their legal reporting obligations by merely notifying a guidance counselor or administrator of the alleged/suspected abuse.*
  4. If a mandatory reporter has reason to believe the alleged victim may be in immediate danger (currently being abused by someone with frequent access to the child), the incident should be reported to *law enforcement* and the Head of Guidance or another administrator *without delay*.
  5. If the alleged offender is a Pius student, employee, or volunteer (including clergy or religious), the report should be made to law enforcement and the Head of Guidance or another administrator *without delay*. The administration will notify the Diocesan Superintendent of Schools.
  6. If the alleged offender is clergy or religious (regardless of whether they work/volunteer at Pius), the mandatory reporter should take the additional step of immediately reporting the information directly to the Diocesan Safe Environment Coordinator, (402) 613-2488, or Vicar General, (402) 488-0921, who will notify the Bishop.
  7. If the alleged offender is a Pius administrator, the report should be made to law enforcement, the Diocesan Safe Environment Coordinator, (402) 613-2488, and the Diocesan Superintendent of Schools, (402) 473-0613 or (402) 525-6604, *without delay*.
- 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 with pay from his/her job pending further investigation and advised of such by means of a written and dated memorandum. All involved parties are advised to seek legal counsel immediately taking into account the Policy of the Lincoln Catholic Diocese Regarding the Reporting of Alleged Cases of Child Abuse or Neglect dated July 22, 2013.
- f. Great care must be taken to protect the privacy of the alleged victim and avoid defamation of character of the accused. Those with knowledge of the alleged/suspected abuse should refrain from discussing details of the situation – particularly details that might identify the alleged victim or the accused – with anyone other than the administrator(s) involved in the reporting of the information. The administration will facilitate debriefing sessions or support services in a timely fashion for mandatory reporters who ask or demonstrate the need for them.
- g. All employees and regular volunteers will read the Policy of the Lincoln Catholic Diocese Regarding the Reporting of Alleged Cases of Child Abuse or Neglect dated July 22, 2013. This policy shall be posted as required at each office site where the usual legal notices for employees are posted.
- h. In accordance with diocesan Safe Environment policy, all employees and volunteers are required to complete a background check and the “Recognizing Child Abuse” online training, or current diocesan-approved training, before commencement of their employment or volunteering activity.

**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.

## **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.

## **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.

**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.

## **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.

## **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.

## **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.

**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.

## **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.

**POLICY 925 SAFETY PLAN**

Under Construction

**POLICY 930 CRISIS MANAGEMENT PLAN**

Under Construction - See the Manuals in each Classroom