

Saint Joseph Parish  
Board of Education

STAFF PERSONNEL

Recruitment and Selection

It shall be the policy of the Saint Joseph Board of Education that the principal utilize a committee to assist in interviewing candidates for teaching positions. Committee membership may include the pastor, a member of the board of education, and a teacher from the department or grade level in which a vacancy exists. The principal will recruit candidates. The position will be posted on Teach Iowa and in the parish bulletin. Responsibility for recommending to the Board of Education a candidate for a contract rests with the principal. The local Board of Education must approve the recommendation prior to contracts being issued.

Adopted: December 1971  
Revised: January 2019  
Reviewed: January 2019

Saint Joseph Parish  
Board of Education

STAFF PERSONNEL

Professional

Certification

It shall be the policy of the Saint Joseph Board of Education that all teachers and administrators employed by Saint Joseph School have an Iowa Teacher's Certificate or be able to obtain such a certificate with necessary endorsement(s) for the grade level and/or subject taught before being considered for a teacher's contract.

Adopted: December 1971

Revised: January 2019

Reviewed: January 2019

Saint Joseph Parish  
Board of Education

STAFF PERSONNEL

Investigation of Physical Abuse of Students by School Employees

The following procedure shall be implemented in the investigation of allegations of sexual abuse of students by school employees:

1. Any person having knowledge of an incident of sexual abuse of a student committed by a school employee may file a report with the designated level-one investigator by using the form for Report of Injury or Abuse of a Student. Any school employee receiving a report of alleged abuse of a student by a school employee shall immediately give the report to the designated investigator and shall not reveal the existence or content of the report to any other person.
2. The designated investigator shall provide a copy of the report to the person filing, to the student's parent or guardian if different from the person filing, and to the supervisor of the employee named in the report. The employee named in the report shall receive a copy of the report at the time the employee is initially interviewed by an investigator.
3. The investigator shall interview the alleged victim as soon as possible and no later than five days after receipt of the report.
4. The investigator may contact the student's parent or guardian prior to interviewing the student but shall conduct the interview in the absence of the student's parent or guardian. The interview may be recorded electronically.
5. The investigation may be closed at level-one if:
  - a. The victim recants;
  - b. The allegation is withdrawn;
  - c. The employee resigns, admits the truth of the allegation or surrenders his/her teaching certificate; or
  - d. There is no preponderance of evidence.
6. If, in the investigator's opinion, it is likely that an incident in the nature of sexual abuse as defined by Iowa Code Chapter 709 or section 728.12(1) took place, the investigator shall temporarily defer further level-one investigation. The investigator shall immediately contact appropriate law enforcement officials, and notify the student's parent or guardian and the person filing the report of the action taken.
7. If, in the investigator's opinion, an incident occurred that would not constitute sexual abuse as defined by Iowa Code Chapter 709 or section 728.12(1), but was in the nature of inappropriate, intentional sexual behavior by the school employee, further investigation is warranted. The investigator may a) proceed to interview the school employee named in the report and any sources who may have knowledge of the circumstance contained in the report or b) arrange for the level-two investigator to carry out a professional investigation.

8. If, in the investigator's opinion, the allegation of sexual abuse is unfounded and further investigation is not warranted, the investigator shall notify the student's parent or guardian, the person filing the report if different from the student's parent or guardian, the school employee named in the report, and the employee's supervisor of this conclusion. The Report of Level-One Investigation form shall be used for this purpose.
9. The Report of Level-One Investigation form shall be completed within fifteen calendar days of the receipt of the report and copies given to the student's parent or guardian, the accused school employee, and the employee's supervisor. The person filing the report shall be notified of the conclusion of the level-one investigation and the anticipated next step.

Policy Adopted: February 16, 1999

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
Board of Education

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Level-Two Investigation of Abuse of Students by School Employees

Having determined the need for professional investigation of alleged abuse of a student by an employee, the designated investigator shall contact the Director of the Catholic Charities. The director shall, in consultation with the Diocesan Superintendent of Schools, appoint the level-two investigator.

The level-two investigator shall:

- a) Review the report of abuse;
- b) Review the designated investigator's report;
- c) Conduct further investigation as deemed necessary; and
- d) Create a written report.

The level-two investigation shall ordinarily be completed in a period not to exceed three weeks. The written report, delivered to the designated level-one investigator shall include:

- a) Conclusion as to occurrence of the alleged incident;
- b) Conclusion regarding factors determining reasonableness of force used relative to physical abuse;
- c) Conclusions as to the nature of the sexual abuse, if any; and
- d) Recommendations regarding the need for further investigation.

Policy Adopted: February 16, 1999

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
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STAFF PERSONNEL

Professional

Contract

It shall be the policy of the Saint Joseph Board of Education that all teachers and administrators employed by Saint Joseph School be contracted using a Diocesan Contract of Employment.

(Copies of the Contract can be procured from the Office of the Diocesan Superintendent of Schools).

Adopted: December 1971

Revised: January 2019

Reviewed: January 2019

Saint Joseph Parish  
Board of Education

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Professional

Contract

The Teacher Contract of Employment shall be signed by the pastor and principal.

Adopted: December 1971

Revised: January 2019

Reviewed: January 2019

Saint Joseph Parish  
Board of Education

STAFF PERSONNEL

Professional

Contract

Salary and fringe benefits for all personnel employed by St. Joseph School will be determined by consult from the Board of Education and Finance Council.

Adopted: December 1971

Revised: January 2019

Reviewed: January 2019



Saint Joseph Parish  
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STAFF PERSONNEL

Professional

Contract

A teacher shall receive notice on or before March 10 if the teacher contract is NOT to be renewed. Notification that the Teacher Contract of Employment will NOT be renewed shall be delivered to the teacher by registered mail or in person by the administrator and witnessed on or before the date specified in the contract. This notification must be signed by the pastor and principal.

Adopted: December 1971

Revised: January 2019

Reviewed: January 2019

Saint Joseph Parish  
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Professional

Contract Termination

The Board of Education may terminate a contract for good and sufficient cause during the year of employment.

Prior to presenting a recommendation from contract termination, on-going supervisory activities will have been used to observe the employee's performance. Each observation shall be followed by an administrator-employee conference during which a written evaluation is presented to the employee. The evaluation will include a description of areas in which improvement is needed, specific goals for achieving needed improvement and a timeline for accomplishing those goals. The policies of the Diocese will be followed. That evaluation shall be signed by both the employee and the administrator and placed on file for use in further evaluations. The

Adopted: December 1971

Revised: January 2019

Reviewed: January 2019

Saint Joseph Parish  
Board of Education

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Professional

Contract

Contracts for all full-time teachers shall include 1080 hours.

Adopted: December 1971

Revised: January 2019

Reviewed: January 2019

Saint Joseph Parish  
Board of Education

STAFF PERSONNEL

Contracts

It shall be the policy of the Saint Joseph Board of Education that all new staff contracts will be issued with a probationary status. This probationary period will be a minimum of two years with a possible one-year extension.

Adopted: July 14, 1983  
Policy Revised: June 2010  
Revised: February 2019  
Reviewed: February 2019

Saint Joseph Parish  
Board of Education

STAFF PERSONNEL

Salary

It shall be the policy of the Saint Joseph Board of Education that teachers will be given full credit for previous teaching experience for up to five years.

Policy Adopted: March 12, 1987

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
Board of Education

STAFF PERSONNEL

Payment of Salary

It shall be the policy of the Saint Joseph Board of Education that salaried employees of the Saint Joseph Board of Education will be paid one-twelfth of their annual salary each month, September through August.

Policy Adopted: May 11, 1989

Policy Revised: May 25, 1993

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
Board of Education

STAFF PERSONNEL

Payment of Salary

All salaried employees will be paid on the last day of the month that the Parish office is open for business. Checks will be available by 12:00 noon on that day. Checks will be mailed on this day or employees may pick up their checks at the office. Electronic banking may replace checks at the discretion of the priest.

Policy Adopted: May 11, 1989

Policy Revised: May 25, 1993

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
Board of Education

STAFF PERSONNEL

Resignation

It shall be the policy of the Saint Joseph School that if a teacher resigns after having signed a contract, that the Board of Education has the right to charge said teacher the expenses encountered by the Board for hiring a replacement.

Policy Adopted: May 11, 1989

Policy Revised: May 25, 1993

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019



Saint Joseph Parish  
Board of Education

STAFF PERSONNEL

Evaluation of Professional Staff

It shall be the policy of the Saint Joseph Board of Education that all professional staff of Saint Joseph School be evaluated according to Diocesan recommendation.

Policy Adopted: November 13, 1986

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
Board of Education

STAFF PERSONNEL

Evaluation

The main purpose for evaluation is individual growth and the improvement of our program.

Teachers will be formally evaluated by the administrator each year prior to March 10, using the process set by the Diocesan Schools Office.

Policy Adopted: November 13, 1986

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
Board of Education

STAFF PERSONNEL

Reduction in Staff

It shall be the policy of the Saint Joseph Board of Education that if the number of students in a class would be made to combine grade levels and to reduce the number of teaching positions.

Policy Adopted: May 25, 1993

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
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Reduction in Staff

When it becomes necessary to reduce staff the administrator shall utilize available vacancies whenever possible.

In order to retain the most effective teacher, the evaluation by the administrator will be an important factor in the reduction of staff. All other factors being equal (administrator's evaluation, rapport with students, parents and teachers), the administrator shall weigh such things as years of service in the school, professional training, attendance at meetings and workshops.

If it becomes necessary to notify a teacher that a contract will not be renewed because of a reduction in teaching positions, the board must notify the teacher by March 10.

The administrator shall make every effort to assist the teacher who has been terminated in finding a position in another school.

Policy Adopted: February 16, 1999

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
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Leave Time

It shall be the policy of the Saint Joseph Board of Education to follow Diocesan Schools Office regulations regarding sick leave, cumulative sick leave, personal leave, and funeral leave.

Policy Adopted: March 13, 1980

Policy Revised: May 25, 1993

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
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Sick Leave

Each person employed full time by the Saint Joseph Board of Education will be given sick leave of ten days each year of employment in this school, cumulative to 110 days.

Sick days are to be used for bona fide illness.

The administrator may require a doctor's letter in case of frequent absences or a sickness or longer than three days' duration.

When sick days are no longer available, the employer shall deduct 1/190 of the employee's gross salary for each day the employee is absent.

Policy Adopted: March 13, 1980

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
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Cumulative Sick Leave

Sick leave may be accumulated to a maximum of 110 days.

An employee may use sick leave during maternity/fraternity leave.

The employer will deduct 1/190 of the employee's gross salary for each day the employee exceeds the total accumulated sick leave.

Sick leave as accumulated shall terminate in the event that the employee leaves the school.

Policy Adopted: March 13, 1980

Policy Revised: May 25, 1993

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
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Personal Leave

Each employee may be allowed three personal days with pay per year.

These days will not be cumulative.

Permission for use of personal day must be arranged with the administrator ordinarily one week in advance. The administrator may deny permission.

Permission may be given in an emergency for other personal days with 1/190 deducted from the employee's gross wages for each additional day.

Policy Adopted: December 17, 1982

Policy Revised: May 25, 1993

Policy Revised: May 1997

Policy Revised: June 5, 2003

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019



Saint Joseph Parish  
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Funeral Leave

The following time will be allowed, with pay, to attend the funeral of the immediate family:

**Up to Five Work Days:**

Spouse, Parent, Son, Daughter, Brother, Sister, Grandparent, Mother-In-Law, Father-In-Law,  
Sister-In-Law, Brother-In-Law

**One Day:**

Niece, Nephew, Cousin, Close Personal Friend

These days are not cumulative.

Permission must be arranged with the administrator.

Permission may be given for extended time or other funerals with 1/190 deducted from the person's gross wages for a given day.

Policy Adopted: March 13, 1980

Policy Revised: May 25, 1993

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
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Sick Leave

Thirty days of accumulated sick leave may be used when care is being given to a member of the employee's immediate family: i.e. spouse, parent or child.

Permission must be arranged with the administrator.

Permission may be given for extended time with 1/190 deducted for the employee's gross wages for each additional day used beyond the employee's accumulated days.

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
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Absence

It shall be the policy of the Saint Joseph Board of Education that if a teacher must be absent due to illness or for a personal reason, the principal should be notified no later than 6:00 a.m.

Policy Adopted: November 16, 1983

Policy Revised: May 25, 1993

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
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Birth or Adoption of Child

It shall be given the policy of the Saint Joseph Board of Education that a leave of absence be given for birth or adoption of a child.

Policy Adopted: October 12, 1978

Policy Revised: May 25, 1993

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
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Birth or Adoption of Child

1. Personnel shall confer with administrator as soon as they are aware of pregnancy so adequate plans may be made.
2. The person may continue her/his teaching duties until the doctor's recommendation and/or the principal and person agree otherwise. Doctor's recommendations will be writing.
3. The person may use cumulative sick leave, up to 30 days, for birth or adoption. After the cumulative sick leave is used, salary payments cease during the period of absence.

Policy Adopted: November 9, 1978

Policy Revised: May 25, 1993

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
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Sick Leave Pool

It shall be the policy of the Saint Joseph Board of Education that in the event that a staff member uses all of their accumulated sick leave because of personal illness, family illness or accident, it will be left to the discretion of the administrator to use sick days volunteered by other staff members to cover the unexpected leave. A maximum of two (2) days may be volunteered per teacher.

Policy Revised: May 25, 1993

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
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STAFF PERSONNEL

Substitute Teachers

It shall be the policy of the Saint Joseph Board of Education that qualified substitute teachers will be employed when the teachers are absent.

Policy Adopted: December 9, 1976

Policy Revised: May 25, 1993

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
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Substitute Teacher Salary

Substitute teacher's salary will be determined by the principal with the priest consult on a yearly basis.

Adopted: October 13, 1988

Revised: May 25, 1993

Revised: February 2019

Reviewed: February 2019



Saint Joseph Parish  
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Military Leave

It shall be the policy of the Saint Joseph Board of Education that, should personnel employed by the Saint Joseph Board of Education be actually drafted for military service because of an emergency or called up to active duty from the reserves, the board shall comply with government regulations.

Policy Adopted: February 16, 1999

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
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Communicable Diseases

The Saint Joseph Board of Education recognizes that some employees with a communicable disease, as defined by the Federal Center for Disease Control and the Iowa State Department of Health, may be able to perform their duties without creating a risk of transmission of the illness or other harm to students or employees. The board also recognizes that there may be greater risks for the transmission of a communicable disease for some persons than for other persons infected with the same disease.

It shall be the policy of the Saint Joseph Board of Education that these special conditions, the risk of transmission of the disease, and the effect upon the employee shall be considered in assessing the individual's continued employment and/or placement. Responsibility for this assessment rests with the program administrator in consultation with the appropriate diocesan administrator. The diocese reserves the right to require a physician's statement prior to a decision regarding continued employment and/or placement following contagious illness.

Health data of an employee who has or is rumored to have a communicable disease shall not be disseminated without strict observance of the employee's right to privacy.

Policy Adopted: February 16, 1999

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
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Hepatitis B Refusal Form

The following form, as required by the Occupational, Safety and Health Agency (OSHA) of the federal government, must be signed, dated and kept on file for any employee who declines the Hepatitis B vaccination series.

“I understand that due to my occupational exposure of blood and other potentially infection materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine, at no charge to me. However, I decline the Hepatitis B vaccination at this time. I understand that be declining this vaccine I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious material and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.”

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Signature of Employee

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Date of Signature

Policy Adopted: February 16, 1999  
Policy Revised: June 2010  
Revised: February 2019  
Reviewed: February 2019

Saint Joseph Parish  
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Mandatory Reports of Child Abuse

It shall be policy of the Saint Joseph Board of Education that, in keeping with the Code of Iowa, all certified employees of Saint Joseph School report to the Department of Human Services all instances of suspected child abuse involving students. The requirement to report is mandatory. Priests who receive information about child abuse in the context of the Sacrament of Reconciliation are not obligated to report on the basis of that information.

Adopted: February 16, 1999

Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
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Reports of Child Abuse

Mandatory reports are required to file a report with the Department of Human Services when the person "reasonable believes a child has suffered abuse." Within 48 hours of the oral report, a written report must be forwarded to the Department of Human Services. Each report should contain as much of the following information as can be obtained within the time limit:

1. Name, age, address of the suspected abused child
2. Name, address of parents, guardian or persons legally
3. Description of injuries, including evidence of previous injuries.
4. Name, age, and condition of other children in the home.
5. The child's whereabouts if different from parents, guardian, or persons legally responsible for the child.
6. Any other information considered helpful.
7. Name, address of person (s) making report.

The law specifies that a report will be considered valid even if it does not contain all of the above information.

It is not the responsibility of Saint Joseph School employees to prove that a child has been abused or neglected, and the Saint Joseph School employees shall not take it upon themselves to investigate the case or contact the family of the child to ask questions or make any kind of judgment.

Policy Adopted: February 16, 1999

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
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Investigation of Abuse of Students by School Employees

It shall be the policy of the Saint Joseph Board of Education that school employees not commit acts of physical or sexual abuse, including inappropriate sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

Each school shall respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation. Confidentiality shall be maintained to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigating process.

The principal of Saint Joseph School shall serve as its designated level-one investigator; other building principals and members of the Diocesan Schools office shall serve as alternates. Names and telephone numbers of the designated investigator and alternate for each building shall be published annually in the student handbook and a local newspaper and shall be posted in all school buildings. Level-one investigators and alternates shall be provided training in the conducting of an investigation through programs arranged by the Diocesan Schools Office. Level-two investigators for all schools of the diocese shall be Catholic Charities staff members designated by the CCSC director in consultation with the superintendent.

Policy Adopted: February 16, 1999

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
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STAFF PERSONNEL

Investigation of Abuse of Students by School Employees

Retention of Records

Unfounded reports of abuse shall not be placed in an employee's personnel file. Founded reports shall be placed in the employee's personnel file. The employee shall be permitted to attach a personal statement to such a report.

All notes, tapes, memoranda and related materials compiled in the investigation shall be retained by the school for a minimum of two years.

Policy Adopted: February 16, 1999

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
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Permissive Reports of Child Abuse

It shall be the policy of the Saint Joseph Board that, religious educators and youth ministers, while not certified by the state of Iowa and, therefore, not in the category of mandatory reporters of child abuse, are required when child abuse is suspected to make a report to the Department of Human Services as a permissive reporter.

The following information is needed for the report:

1. Alleged abuse
2. Child's name and address
3. Parent/guardian's name and address
4. Perpetrator's name and address (if known)

Policy Adopted: February 16, 1999  
Policy Revised: June 2010  
Revised: February 2019  
Reviewed: February 2019



Saint Joseph Parish  
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Federal and State Labor-Safety Laws

It shall be the policy of the Saint Joseph Board of Education that Saint Joseph School post in a location easily accessible for all employees to see and read the federal and state labor-safety laws as required by law.

(Presently, federal law requires posting of equal opportunity laws, fair labor standards act (minimum wage), occupational and safety and health act, employee polygraph protection and family medical leave act. State law requires hourly minimum wage, occupational safety and health and unemployment insurance).

Policy Adopted: February 16, 1999

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

Saint Joseph Parish  
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Family Medical Leave

It shall be the policy of the Saint Joseph Board of Education that Saint Joseph School shall extend the benefits of the Family and Medical Leave Act to its employees who meet the requirements of said Act.

Policy Adopted: February 16, 1999

Policy Revised: June 2010

Revised: February 2019

Reviewed: February 2019

