

Policy 4000

Equal Opportunity Employer

Effective: April 1976 as Policy 4111.0

Revised: July 2024

Elementary

Secondary

Both

In employment practices, the school shall comply with all applicable federal, state, and local laws prohibiting discrimination against applicants or employees on the basis of age over 40, race, gender, color, national origin, disability, genetic information, or any other applicable status protected by state and local law. This prohibition includes unlawful harassment based on any of these legally protected classes. However, the Employer is considered a "Religious Employer" pursuant to Title VII of the Civil Rights Act. That Act permits Religious Employers to favor members of their own particular religion over members of other religions. This exemption is not limited to those employment decisions that involve employees engaged in religious activities; it applies to all employees whose work is connected with any of the Employer's activities, religious and secular.

Nothing herein shall preclude the school from giving hiring preference to an applicant of the Catholic faith. It is the unique responsibility of a Catholic school to provide means and opportunities for the religious education and development of students. The National Directory for Catechesis (2005), the American bishops have given unequivocal direction: "Recruit teachers who are practicing Catholics, who can understand and accept the teachings of the Catholic Church and the moral demands of the gospel, and who can contribute to the achievement of the school's Catholic identity and apostolic goals." As such, hiring priority will be given to practicing Catholics. The Holy See shares the solicitude of the American bishops about employing teachers with a clear understanding of and commitment to Catholic education. A primary way to foster a school's catholicity is by carefully hiring men and women who enthusiastically endorse its distinctive ethos, for Catholic education is strengthened by witnesses to the gospel. However, whether Catholic or not, teachers must model and uphold the teachings of the Catholic Church.

Since the administrators of the school (defined as presidents, principals, vice principals, assistant principal or any other position title utilizing an Administrator-Minister contract at a recognized Catholic school, inclusive of preschools, elementary schools, and high schools, in the Diocese of Columbus are expected to lead all faculty members and other members of the school community into a deeper appreciation for the Catholic faith, all school administrators must be active, practicing, and participating Catholics in good standing in their registered parish.

This policy shall be interpreted in a manner consistent with the religious mission and teaching of the Catholic Church and is further defined in Policy 4010.

When hiring qualified staff, all applicants must live in the state of Ohio to be considered for employment with the Diocese. If an applicant is hired that lives outside the state of Ohio, that individual must move to Ohio within 60 days of employment. Failure to do so, will result in immediate termination of employment with the Diocese.

Revision History: 7/24, 5/15, 8/10, 8/05, 8/00, 8/95, 5/89, 5/87, 9/86, 5/84, 2/81, 4/76

Policy 4010

Adherence to Church Teachings

Effective: April 1982 as Policy 4116.1

Revised: July 2024

Elementary

Secondary

Both

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office.

Pastors and/or principals may request written or verbal verification from the employee's parish pastor of an employee's status as an active, participating member of a parish from any employee who is hired to provide religious instruction.

Personnel may be disciplined or terminated for violations of these standards, or any conduct which appears to reject or offend the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities or publicly espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publicly supporting abortion rights; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publicly supporting in vitro fertilization.

The teachings of the Catholic Church can be found in "The Catechism of the Catholic Church" which is on line at here <http://www.vatican.va/archive/ENG0015/INDEX.HTM>.

Should you have any questions, feel free to contact the Director of Human Resources Director at the Diocese of Columbus. For CONFIDENTIAL questions or concerns, please e-mail your question to confidential@columbuscatholic.org.

Policy 4011

Teachers of Other Faith Traditions

Effective: May 1981 as Policy 4111.1

Revised: July 2024

Elementary

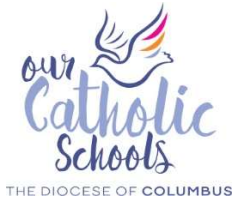
Secondary

Both

As defined above, preference in hiring is given to members of the Catholic Church. At times, it may be necessary to hire a teacher or staff member who is non-Catholic. All who teach in the Catholic schools, including non-Catholics, are required to implement the philosophy and goals of the school by:

- 1) Publicly supporting those policies, programs, practices, and regulations that express the school's religious character and commitment by using instructional opportunities to develop students' abilities to deal with reality from a Catholic perspective, also called a Catholic worldview;
- 2) Be knowledgeable about the school's religious education program and activities and attend all school-sponsored liturgical celebrations, prayer services, and in-service meetings of a religious nature;
- 3) Engage in all required workshops, trainings, and certification programs required by the Diocese of Columbus and each school, including those that offer formation in the Catholic faith and the teachings of the Catholic Church and participate in school and/or class religious services;
- 4) It is not permissible for a teacher to use his or her teaching position to impugn the Catholic Church or her doctrines.

Administrators of each Catholic school have the responsibility to communicate their expectations to all applicants for teaching positions and to hold teachers accountable for these expectations. Applicants who are of other faiths must be told at the time of their application that they are not permitted to teach religion. Only active, practicing Catholics (inclusive of members of churches officially in communion with the Roman Catholic Church), may provide religious instruction to students.



Policy 4020

Posting of Full- and Part-Time Openings

Effective: August 2001 as Policy 4112.05

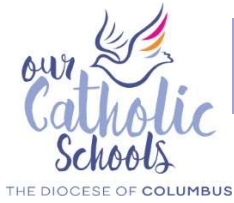
Revised: July 2024

Elementary

Secondary

Both

Principals shall notify the Associate Director of Personnel and Licensure when a position becomes open at a school or a new position is being created. The Office of Catholic Schools shall post on the Office of Catholic Schools website notice of all administrative, teaching, and supplemental openings. All job openings shall also be posted and/or emailed to staff at each school by the principal. Refer to the OCS website for current job openings.



Policy 4030

Diocesan Human Resource Policies

Effective: July 2024

Revised:

Elementary

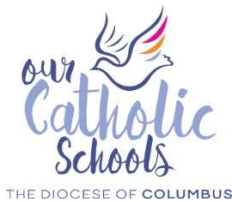
Secondary

Both

In addition to the Policies found within this OCS Policy Manual and within the COACE Agreement, all policies of the Diocese of Columbus found in the Human Resources Manual of the Diocese of Columbus apply to all employees in all schools.

The Human Resources Manual is posted on the website of the Diocese of Columbus.

Revision History:



Policy 4100

Elementary

Secondary

Both

Job Description for a Teacher-Minister

Effective: May 1985 as Policy 4116.05

Revised: July 2024

TITLE:

Teacher-Minister, often shortened to Teacher for readability

QUALIFICATIONS:

Appropriate state certification/license:

- a) as required by the grade levels and subjects taught
- b) religious education training as required by the Diocese

RESPONSIBLE TO:

Principal or other administrator as designated by the principal

JOB GOAL:

To assist students in mastering the skills and information in the school curriculum while helping them to grow in faith and responsibility.

The Diocese of Columbus recognizes Four Domains of Teaching that apply to every teacher in every school and constitute the criteria for evaluation. These Domains are:

Domain 1: Planning and Preparation

Instructional planning includes a deep understanding of content and pedagogy, while aligning to the Diocesan Course of Study. Understanding the content, however, is not sufficient; the content must be transformed through instructional design into sequences of activities and exercises that make it accessible to students. All elements of the instructional design--learning activities, materials, and strategies--must be data driven, readily accessible, appropriate for both the content and the students, and aligned with larger instructional goals. In their content and process, assessment techniques also must reflect the instructional outcomes and should serve to document student progress during and at the end of each lesson/unit. Assessment should be designed for formative and summative purposes, and provide opportunities for students to demonstrate their level of understanding while there is still time to make adjustments. Lessons are designed to meet student needs whether it be grade-level, enrichment or remediation.

Domain 2: Classroom Environment

Teachers create a Catholic faith-based culture of learning through Christ-like interactions--this includes beginning every class with prayer. To reinforce Catholicity and learning, teachers will establish efficient routines and procedures, as well as clear and consistent standards of conduct. The physical space should be intentionally organized and designed to create a welcoming environment that supports the learning process. Teachers respond

to student behavior with warmth and compassion, high expectations for achievement, and a commitment to students while setting expectations for student behavior that is cooperative and non-disruptive. The teacher constructs a comfortable and respectful classroom environment, which cultivates a culture for learning and creates a safe place for risk-taking.

Domain 3: Instruction

Domain 3 contains the components that are at the essential heart of teaching--the actual engagement of students in the learning process. It is impossible to overstate the importance of Domain 3, which reflects the primary mission of schools, to enhance student learning. Teachers who excel in Domain 3 demonstrate knowledge of content and pedagogy, and design an effective sequence of instruction based on the Diocesan Course of Study. Their work in the classroom is fluid and flexible; they can shift easily from one approach to another when the situation demands it. Teachers give clear instructions, and establish routines and smooth transitions, differentiate content, materials and instruction, and utilize scaffolding techniques. Their questions effectively promote higher level thinking and greater depth of knowledge. They use formative assessments daily to inform instruction and measure understanding, and summative assessments to effectively measure student learning and growth. Teachers are expected to provide timely and actionable feedback so that students may make adjustments and monitor their own learning. Thoughtful instruction encourages risk and appropriate struggle and maintains rigor appropriate to grade-level and student readiness. Students are not directly led to answers, but rather encouraged to persevere through their struggles.

Domain 4: Professional Responsibilities

The components of Domain 4 capture the primary role of all teachers as evangelists and professionals. In the classroom, teachers intentionally infuse the morals and values of the Catholic faith into their instruction. Outside of the classroom, teachers model Catholic morals and values as examples of Christian faith to their students. This domain consists of a wide range of professional responsibilities, from self-reflection and professional growth, to participation in a professional community, to contributions made to the profession as a whole. Responsibilities that are critical to preserving and enhancing the profession include: maintains timely and accurate records, communicates regularly with families and administration, participates in professional development, updates instruction by utilizing current best practices, collaborates effectively and positively with colleagues, meets professional deadlines, as well as supervises students at all times. Teachers must arrive promptly to school, class and all duties in an effort to maintain accountability and ownership of our shared responsibilities. They must also abide by the regulations set forth in the Faculty Handbook, as well as consistently enforce the Student/Family Handbook.

Additionally, all teachers are mandated reporters of child abuse and neglect. Section 2151.421 of the Ohio Revised Code states:

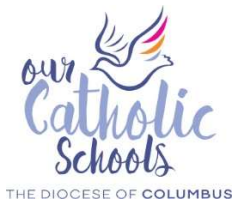
A)(1)(a) No person described in division (A)(1)(b) of this section who is acting in an official or professional capacity and knows, or has reasonable cause to suspect based on facts that would cause a reasonable person in a similar position to suspect, that a child under eighteen years of age, or a person under twenty-one years of age with a developmental disability or physical impairment, has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the child shall fail to immediately report that knowledge or reasonable cause to suspect to the entity or persons specified in this division. Except as otherwise provided in this division or section [5120.173](#) of the Revised Code, the person making

the report shall make it to the public children services agency or a peace officer in the county in which the child resides or in which the abuse or neglect is occurring or has occurred. If the person making the report is a peace officer, the officer shall make it to the public children services agency in the county in which the child resides or in which the abuse or neglect is occurring or has occurred. In the circumstances described in section 5120.173 of the Revised Code, the person making the report shall make it to the entity specified in that section.

(b) Division (A)(1)(a) of this section applies to any person who is an attorney; health care professional; practitioner of a limited branch of medicine as specified in section 4731.15 of the Revised Code; **licensed school psychologist**; independent marriage and family therapist or marriage and family therapist; coroner; administrator or employee of a child care center; administrator or employee of a residential camp, child day camp, or private, nonprofit therapeutic wilderness camp; administrator or employee of a certified child care agency or other public or private children services agency; **school teacher**; **school employee**; **school authority**; peace officer; humane society agent; dog warden, deputy dog warden, or other person appointed to act as an animal control officer for a municipal corporation or township in accordance with state law, an ordinance, or a resolution; person, other than a cleric, rendering spiritual treatment through prayer in accordance with the tenets of a well-recognized religion; employee of a county department of job and family services who is a professional and who works with children and families; superintendent or regional administrator employed by the department of youth services; superintendent, board member, or employee of a county board of developmental disabilities; investigative agent contracted with by a county board of developmental disabilities; employee of the department of developmental disabilities; employee of a facility or home that provides respite care in accordance with section 5123.171 of the Revised Code; employee of an entity that provides homemaker services; employee of a qualified organization as defined in section 2151.90 of the Revised Code; a host family as defined in section 2151.90 of the Revised Code; foster caregiver; a person performing the duties of an assessor pursuant to Chapter 3107. or 5103. of the Revised Code; third party employed by a public children services agency to assist in providing child or family related services; court appointed special advocate; or guardian ad litem. (Emphasis added)

Please review the following summary graphic.

Planning and Preparation	Classroom Environment
<ul style="list-style-type: none"> ● Sets instructional outcomes ● Effective use of high-quality materials/resources ● Designs effective, sequenced instruction ● Designs valid assessment ● Provides evidence of lesson planning aligned to Diocesan Course of Study ● Teacher and student materials are prepped in advance and accessible ● Analyzes and uses data for planning and differentiation ● Prepares for both remediation and enrichment 	<ul style="list-style-type: none"> ● Establishes a Catholic faith-based culture of learning ● Begins every class with prayer ● Evidence of Christ-like rapport with students ● Manages student behavior effectively and in a Christ-like manner ● Organizes classroom seating effectively ● Classroom décor reinforces Catholicity and learning ● Creates and maintains a safe, welcoming, and orderly classroom
Instruction	Professional Responsibilities
<ul style="list-style-type: none"> ● Demonstrates knowledge of content and pedagogy ● Designs effective sequence of instruction based on the Diocesan Course of Study ● Engages students in the learning process ● Gives clear instructions ● Establishes routines and smooth transitions ● Differentiates content, materials, and instruction, utilizing scaffolding techniques ● Uses effective questioning strategies ● Uses formative assessments to inform instruction ● Uses summative assessments that effectively measure student learning ● Encourages risk and appropriate struggle ● Demonstrates flexibility and responsiveness ● Gives timely and actionable feedback ● Maintains rigor appropriate to grade-level and student readiness 	<ul style="list-style-type: none"> ● Demonstrates role as a Catholic evangelist ● Demonstrates professionalism inside and outside of the classroom ● Maintains accurate and timely records ● Communicates regularly with families and administration ● Participates in professional development ● Utilizes current best practices ● Collaborates positively and effectively with colleagues ● Meets professional deadlines ● Supervises students at all times ● Prompt arrival and regular attendance ● Abides by regulations set forth in the Faculty Handbook ● Meets responsibilities of mandated reporter ● Consistently enforces the Student/Family Handbook



Policy 4110

Contracts and At-Will Agreements

Effective: May 1989 as Policy 4112.11, 4115.01

Revised: July 2024

Elementary

Secondary

Both

Contracts

All teacher-ministers, inclusive of full- and part-time employees, are to be employed pursuant to an annual written contract using the form prepared by the Office of Catholic Schools. No other contract formats are permitted to be used by Diocesan or Parochial schools. The contract will be signed by both the Pastor and Principal of a Parochial school and by the principal of a Diocesan school. Only administrator-ministers and teacher-ministers (inclusive of school counselors) may receive a contract. All other positions (all non-teaching employees, inclusive of aides, secretaries, preschool teachers, etc.) are offered letters of understanding, using the form prepared by the Office of Catholic Schools.

The individual contract shall set forth the teacher's regular teaching duties, as determined by the principal, and shall specify the salary and compensation to be paid for regular teaching duties. The salary and compensation may be increased, but not diminished during the school year for which the contract is made.

Contracts for teachers have a starting date of September 1 and an ending date of August 31. Beginning in the 2024-25 school year, schools may elect to offer first year teachers new to the Diocese contracts with a starting date of August 1 and an ending date of July 31. Both contract versions will be provided to schools by the Office of Catholic Schools.

All administrator-minister and teacher-minister contracts will be for a term of one academic year only. Multi-year contracts are not permitted. Principals may distribute a “letter of interest to return” as part of the planning and budgeting process that takes place each year, however, this does not constitute an offer of continued employment.

Contract Offers

A teacher who is offered a contract must receive a signed contract no later than May 15 of the school year of current employment. The date on the contract should be the same day that the contract is given to the teacher. A teacher who desires to accept a contract must return the contract properly signed within two calendar weeks of receipt, indicated by the date on the contract. The contract will then become binding on both parties. Failure to deliver a signed contract to the Principal within such two (2) weeks may be considered by the school as a decline of the contract offer.

No teacher shall terminate his or her contract after the 10th day of July of any school year or during the school year, prior to the termination of the annual session, without the consent of the Superintendent, pastor or Principal. A teacher may terminate his or her contract at any other time by giving five (5) days written notice to the Superintendent, Pastor or Principal. The parties to this Agreement recognize the importance of honoring

teacher contracts and mutually encourage the faithful performance of all contracts. The Office of Catholic Schools will report teachers who break contracts after July 10 to the Ohio Department of Education and Workforce (DEW).

Transfer Between Schools

At no time after July 10 shall a school in the Diocese of Columbus offer a contract to a teacher who has a signed contract with another school within the Diocese of Columbus.

Administrators may not ‘poach’ a teacher from another school. This means that no administrator may directly contact a teacher under contract at another school for the purposes of inviting or enticing the teacher to work at the other school. Should a teacher contact an administrator and indicate an interest in working at that administrator’s school, the teacher and/or the contacted administrator must first consult with the principal of the teacher’s current school.

Termination of a Contract

A contract may be terminated or a teacher may be disciplined at any time for breach or violation of a teacher contract, gross inefficiency or immorality, for serious unethical conduct, or for willful and/or persistent violations of reasonable regulations of the school or the Office of Catholic Schools. The teacher has the right to appeal such termination of contract through the grievance procedure. A written statement of these regulations must be available and readily accessible to teachers at the employing school.

A contract may be terminated at any time by mutual agreement and consent of both parties. Either party may initiate action to terminate.

Non-Renewal of a Contract

All contracts are for a duration of one school year. The fact that a teacher-minister may be employed within the Diocese of Columbus over one or more years does not give rise to tenure, in fact or implied, or to any continuing rights to employment or the offer of subsequent contracts of employment. The only exception to this statement is the Continuing Contract outlined in the Diocese-COACE Agreement.

Principals may elect to non-renew a teacher-minister contract. Teachers whose contracts are not to be renewed must be notified of such decision, either in writing or verbally, on or before May 15th.

Policy 4111

Elementary

Secondary

Both

Definition of Full- and Part-Time Employment

Effective: February 1985 as Policy 4112.1, 4122.0

Revised: July 2024

Full Time

A full-time, licensed employee is defined by Diocesan policy as one who is under contract by one or more schools to work in an assignment that requires a 30 hours per week in one school year.

Part Time

A part-time teacher is defined by Diocesan policy as one who is under contract to teach on a continuous basis for less than 30 hours but at least 15 hours per week. The hiring shall be done by the principal of the school. The part-time teachers shall be duly certified to teach in the areas for which he or she is hired. Salary for part-time teachers shall be pro-rated based on the local scale. Insurance coverage, as provided by the specific terms of the Diocesan insurance programs, is available for staff members meeting eligibility and participation requirements of the specific programs.

Part-time teachers whose assignments are an entire school day should be given consideration regarding conference time, sick and personal business leave based on 1/5 per full day assignment.

In the event that a part-time teacher is offered part-time contracts at two or more schools, and the combined hours under the contracts would meet the requirements for full-time employment, it shall be a condition of eligibility for salary and benefits that the teacher must notify the principal of each of the affected schools of the proposed eligibility for salary and benefits, so that each school may determine whether to continue or terminate the part-time contract.

Policy 4112

Elementary

Secondary

Both

Verification of Employment

Effective: July 2021 as Policy 4110.5

Revised: July 2024

Overview

It is the general policy of the Office of Catholic Schools and its related entities to provide only the dates of employment and position(s) held within the organization when asked for reference information on current and previous employees. If verification of employment is requested related to loan refinancing, the business manager at the local-level school can provide verification.

If verification of employment for service years is requested for former school administrators and teachers, the process outlined below is to be followed by the local-level school administration:

Verification of Employment for Service Years Process

1. Verification of employment for service years forms are to be emailed or mailed to the Associate Director for Personnel and Licensure at the Office of Catholic Schools.
2. The Office of Catholic Schools will contact the Catholic schools listed on the form and request verification of information provided on the form.
3. Once all information is verified, the verification of employment for service years form will be signed by the superintendent or his/her designee and emailed or mailed to the requesting school system/district.
4. A copy of the completed form is retained in the files at the Office of Catholic Schools.

Policy 4120

Background Checks

Effective: September 2002 as Policy 4110.0, 4110.1

Revised: May 2025

Elementary

Secondary

Both

The contents of the Diocese of Columbus Safe Environment Manual, in their entirety, apply to every employee in every school within the Diocese of Columbus. The Safe Environment Manual is found on the website of the Diocese of Columbus. All questions regarding Safe Environment rules and requirements may be addressed to the Director of the Safe Environment Office.

The following excerpts from the Safe Environment Manual are included in this policy for reference and clarity of expectations:

Background Check Requirements

All paid school staff must have on file both BCI and FBI background checks and must attend “Protecting God’s Children.” All volunteers must have on file a BCI background check and must attend “Protecting God’s Children” no matter how much or how little contact they have with children or youth, no matter if volunteering for the school or parish, and no matter what time of the day or night they volunteer.

Civilian Criminal Background Checks for New Clergy, Employees, Volunteers, and Applicants to Clerical Formation

Civilian criminal background checks are completed through the Ohio Bureau of Criminal Identification and Investigation (BCII) and must be completed by the first day of one’s incardination (for a priest or deacon arriving to serve in this diocese from another diocese), employment, or service to the parish or school. Anyone formally applying to be a candidate for the priesthood or permanent diaconate must have a completed criminal background checks are completed through the Ohio Bureau of Criminal Identification and Investigation (BCII) prior to acceptance into formal formation. Anyone who has not been a legal resident of Ohio for the past consecutive 5-years is required to complete a Federal Bureau of Investigation (FBI) civilian criminal background check. An FBI civilian criminal background check must at least be in process by the first day of one’s employment or service to the parish or school.

Copies or transfers of completed civilian criminal background checks are only accepted from one parish or school in the Diocese of Columbus to another parish or school in the Diocese of Columbus. Copies of completed civilian background checks from individuals or other institutions are not acceptable.

A new background check must be conducted if a cleric, employee, volunteer, or clerical candidate has a significant (more than 1½ years) gap in their employment, service, or formation in the diocese.

Parishes and schools should exercise prudence when reviewing any offenses that are identified by a civilian criminal background check. Offenses that would prevent someone from serving in programs and ministries with children or youth include, but are not limited to:



THE DIOCESE OF COLUMBUS

4000 Series – Personnel

- Abduction
- Aggravated assault
- Aggravated burglary
- Aggravated menacing
- Aggravated murder; specific intent to cause death
- Aggravated robbery
- Assault
- Burglary
- Carrying concealed weapons
- Child enticement
- Child stealing
- Compelling prostitution
- Contributing to the unruliness or delinquency of a child
- Corrupting another with drugs
- Corruption of a minor
- Disseminating matter harmful to juveniles
- Domestic violence
- Endangering children
- Failing to provide for functionally impaired person
- Felonious assault
- Felonious sexual penetration
- Funding of drug or marijuana trafficking
- Gross sexual imposition
- Having a weapon while under a disability
- Illegal administration or distribution of anabolic steroids
- Illegal manufacture of drugs or cultivation of marijuana
- Illegal use of a minor in nudity oriented material or performance
- Impositioning (now importuning)
- Improperly discharging a weapon at or near a school or dwelling
- Interference with custody
- Involuntary manslaughter
- Kidnapping
- Murder
- Pandering obscenity
- Pandering obscenity involving a minor
- Pandering sexually oriented matter involving a minor
- Patient abuse, neglect
- Placing harmful objects in food or confection
- Possession of drugs (that is not a minor drug possession offense)
- Procuring
- Promoting prostitution (children)
- Prostitution: after positive HIV test
- Public indecency

- Rape
- Robbery
- Sexual battery
- Sexual imposition
- Trafficking in drugs
- Unlawful abortion
- Voluntary manslaughter
- Voyeurism

The complete list of disqualifying offenses can be found at the Safe Environment website. It is regularly updated by the State of Ohio.

Child Protection Training for Clergy, Employees, Volunteers, and Clergy Applicants

Although it is preferable for new clergy, employees, volunteers, and clergy applicants to have attended a *Protecting God's Children* training session prior to working with children and youth, they have a grace period of up to 60 days from their start date to attend a *Protecting God's Children* training session. If this grace period is needed, supervisors are to verify that the new employee or volunteer is pre-registered for a scheduled *Protecting God's Children* session by the first day of their work with children or youth. Special care must be taken to ensure that short-term volunteers receive this training in a timely manner that will properly prepare them for their service.

The *Protecting God's Children* program includes not only information on the scope of child sexual abuse, but also contains a plan for its prevention at parishes and schools. Individuals that have attended child sexual abuse awareness programs from other institutions are still required to attend a *Protecting God's Children* training session unless he or she can provide documentation that the previously attended program covered the same subject material and the Chancery Office grants approval.

Persons that have participated in a *Protecting God's Children* program in another diocese can request that their former diocese transfer their training record to the Diocese of Columbus.

If an employee or volunteer moves from a parish or school in the Diocese of Columbus to another parish or school in the Diocese of Columbus, the new parish or school should notify the diocese to request that the training record of the employee or volunteer be transferred.

Due to the sensitive nature of the *Protecting God's Children* program, some victims of child sexual abuse may not feel comfortable attending a *Protecting God's Children* training session. Anyone in this particular situation may request to receive the materials needed for child protection training in an alternate way. These requests are made through the Safe Environment Program. All requests for alternate child protection training for victims of child sexual abuse are kept confidential.

Child Protection Continuing Education for Clergy and Other Personnel

In addition to attending a *Protecting God's Children* training session, some clergy, employees (including all administrators, and at the discretion of the superintendent, all teachers), and volunteers are also required to receive continuing education for child sexual abuse prevention. This continuing education is provided in monthly

training bulletins generated by VIRTUS and sent to cducation.org email accounts. Persons in the following positions, whether paid or volunteer, are required to participate in this continuing education process: priests, deacons, seminarians, diaconate students, principals, assistant principals, directors or coordinators of religious education, and directors/coordinators of youth ministry. These individuals are encouraged to disseminate this information among their staff and volunteers. Other individuals interested in participating in the continuing education process should contact the Safe Environment Program.

Authority to Interpret This Policy

Interpreting of this policy in unique circumstances or its application in unclear situations shall be made by or at least receive the prior approval of the Vicar General or his delegate.

Policy 4130

Working Conditions

Effective: August 1971 as Policy 4147.01

Revised: July 2024

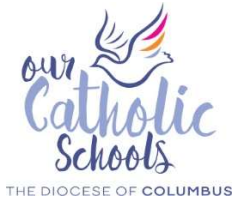
Elementary

Secondary

Both

The school shall ensure that the following accommodations are made to teachers in order to ensure a satisfactory teaching environment:

- Teachers shall be provided with safe, healthful, and clean working conditions at all times.
- Clean and private restrooms, separate from students' facilities, shall be provided exclusively for the use of all teachers. Teachers and staff may not utilize restrooms intended for students during school hours when students are in the building.
- Proper office equipment and technology including, but not limited to: a reasonable access to a copy machine, a computer with internet access, a printer, a fax machine, and a scanner shall be available as a shared space that any administrator, teacher, staff, or aide can reasonably access during the school day to carry out their professional tasks.
- Each classroom shall have sufficient instructional board(s) (e.g. chalk, white, bulletin, interactive board, Clevertouch) in every classroom to complement the teacher's instruction.
- A telephone or separate line shall be made available for the use of the teachers. The telephone shall normally be located in the Faculty and staff workroom. If the telephone is not located in this workroom, it shall be located in an area that affords maximum privacy to the teacher.
- Current textbooks and educational materials to provide tools, support, and enrichment for the teacher's implementation of the Diocesan Courses of Study shall be made available in each school for use by the teachers.
- All employees must be issued a **cdeducation.org** account by the IT Office of the Diocese. It is the administrator's responsibility to request this account and to ensure that all employees have and utilize it.
- All school business must be conducted using the teacher's **cdeducation.org** email account and/or school-based email account on school-owned domain. Personal email accounts are not to be used for school-related business. Similarly, school-owned technology (including computers, email systems, printers, copiers, etc.) are only to be used for school-related work, and are not to be used for personal business.



Policy 4140

Salaries

Effective: July 2026

Revised:

Elementary

Secondary

Both

The Office of Catholic Schools in agreement with the Central Ohio Association of Catholic Educators (COACE) each year develops a salary scale for the teachers based on level of education and years of experience. All Franklin County schools are required to adhere to this salary scale. All Outside Franklin County schools are highly encouraged to adopt this salary scale or a similar version tiered based on a percentage of the full salary scale as detailed in Policy 4141. Each year the Office of Catholic Schools will communicate the salary scale detailing the specifics and guidelines for implementation and execution by both Franklin County and Outside Franklin County schools.

Policy 4141

Elementary

Salary Scale for Teachers Not Covered by COACE Agreement

Secondary

Both

Effective: May 1984 as Policy 4141.1

Revised: July 2024

Each elementary and secondary school not covered by the COACE Agreement shall adopt and publish a salary scale for teachers. The scale shall include regular increments in salary for years of teaching experience and for academic degrees earned. Schools should develop this salary scale in collaboration with the Office of Catholic Schools. The scale should be reviewed and updated annually as part of the budget development process.

The scale shall provide wages which are realistic to the cost of living within the local community; this scale shall be reviewed by the school on an annual basis.

It is recommended that the school's beginning salary (BA/BS plus zero years of teaching experience) be no less than 80% of the State of Ohio's minimum salary for teachers. A copy of each elementary and secondary school salary schedule shall be on file in the superintendent's office.

Salary for part-time teachers shall be pro-rated and based on the local scale.

Policy 4142

Salary for Members of Religious Communities

Effective: March 1975 as Policy 4141.0

Revised: July 2024

Elementary

Secondary

Both

The salaries for teachers who are members of religious communities ministering in the schools of the diocese shall be equivalent to the salaries of teachers who are not members of religious communities and who have similar positions, experience and teaching credentials. Generally, schools will work with Diocesan officials to establish a memorandum of understanding with each religious community serving in the Diocese.

Policy 4150

Benefits

Effective: June 1973 as Policy 4145.0

Revised: July 2024

Elementary

Secondary

Both

The Diocese of Columbus will offer insurance benefits to qualifying school employees, defined as those scheduled to work at least 30 hours per week during at least 10 months of the year. Information about these benefits can be found on the Diocesan website. These benefits include term life, disability, long term care, medical, dental, and vision options.

The Diocese provides a 403(b) matching pension plan for employees who meet the eligibility requirements of the pension plan. All lay teachers who meet the eligibility requirements of the Plan shall be entitled to the benefits of the CATHOLIC DIOCESE OF COLUMBUS 403(b) PLAN as set forth in the terms of the then current 403(b) plan document. The 403(b) plan may be changed or modified at any time at the sole discretion of the Diocese. Eligibility, benefits, procedure, and appeals shall be as stated in the Plan document.

Details of all employee benefits may be found on the Human Resources website of the Diocese of Columbus.

All personnel in the schools (religious and lay) who are in the diocesan health plan must be covered for the full twelve month contract period regardless of whether their salary is on a 10 or 12 month payment basis. This means that employees are covered during the months of July and August, even if they are not returning to the school in September or are not usually paid during those months.

If a teacher transfers from one diocesan school to another and has signed a contract with the new school, the last school employing said teacher shall pay the premium for July and August; the new school shall take over the payments on September 1.

A teacher on an unpaid, non-FMLA leave of absence from a school shall retain diocesan insurance coverage provided that the teacher pays the entire cost of the premium (both the employer's share and the employee's share) for the duration of the leave.

Policy 4160

Elementary

Paid Time Off

Secondary

Effective: July 2026

Both

Revised:

The Office of Catholic Schools in agreement with the Central Ohio Association of Catholic Educators (COACE) has developed a Paid Time Off (PTO) model for teachers, replacing the previous sick days and personal days policy. All Franklin County schools are required to adhere to this PTO policy. All Outside Franklin County schools are encouraged to adopt this PTO model or a similar version. Below is a concise summary of the PTO model. Please reach out to the Office of Catholic Schools for the full policy detailing the specifics and guidelines for implementation and execution.

Every full-time teacher shall earn twelve (12) PTO hours per calendar month computed on a ten (10) month basis. PTO hours shall accrue monthly at a rate of 12 hour per month during the ten-month contract year and shall be credited at the end of each complete month of service. This shall result in a total of one hundred-and-twenty (120) PTO hours being earned by the teacher throughout the year. Total hours accrued will increase at year five and at year fifteen as shown in the chart below.

0-4 years: 120 hours
 5-14 years: 136 hours
 15+ years: 144 hours

In appreciation of the service of the teachers, they will be allowed to optionally cash out a portion of accumulated PTO hours each year. A maximum of 40 hours can be cashed out by a teacher at a rate of \$20.00 per hour on an annual basis.

In addition, teachers who retire at or after 30 hours of service may cash out up to a maximum of 1,200 hours one time at a rate of \$15.00 per hour. Teachers who elect to receive the previous Separation Bonus Program are not eligible for this one-time cashout.

Any teacher who is on year twenty-five (25) or more years of Diocesan full-time teaching experience as of the 2026-27 school year will be grandfathered in under the Separation Bonus Program.

Policy 4161

Leaves of Absence and FMLA

Effective: May 1984 as Policy 4152.3, 4152.4

Revised: July 2024

Elementary

Secondary

Both

Paid Leave

Accumulated sick leave with pay shall be available to a teacher with the approval of the principal. This includes, but is not limited to, absence of the teacher due to illness, non-work related injury, or emergency medical or dental treatment of said teacher. This shall also include conditions associated with pregnancy or childbirth, which make it medically necessary to use sick leave. The Diocese provides a short term and long term disability policy that enables employees to continue receiving a portion of their salary once eligibility requirements are met. An employee is required to file for a short term disability claim if off work more than seven (7) calendar days. Contact the Diocesan Insurance Office for forms and/or questions.

Unpaid Leave

Without prejudice to a teacher's ability to use sick leave due to pregnancy or childbirth, any teacher who becomes pregnant shall, upon written request to the principal, be granted leave without pay to absent herself from work for child-rearing purposes. Child-rearing leave may continue until the teacher is medically able to return to work. The teacher also has the option of continuing the child-rearing leave until the close of any semester up to and including the semester which concludes the following school year. The child-rearing leave may be renewed at the discretion of the principal for an additional semester or school year upon the written request of the teacher.

Family and Medical Leave Act (FMLA)

The federal Family and Medical Leave Act of 1993 (FMLA) entitles eligible employees to take up to 12 weeks (26 weeks to care for a covered servicemember) of unpaid, job-protected, leave for certain family and medical reasons. Consult the HR Policies of the Diocese of Columbus for information about FMLA. Schools should contact the Director of Human Resources at the Diocese of Columbus for guidance on utilizing FMLA.

Policy 4162

Minimum Number of Sick Days

Effective: May 1984 as Policy 4151.1

Revised: July 2024

Elementary

Secondary

Both

Each elementary and secondary school not covered by the COACE agreement shall adopt and publish a statement regarding the minimum number of paid sick days per year to which full-time teachers shall be entitled, and the maximum number of paid sick days which a teacher may accumulate.

In no case shall the minimum number of paid sick days for full-time teachers be fewer than 1 sick day per month computed on a ten (10) month basis (i.e. ten days per year). The number of paid sick days which a teacher may accumulate shall be set at no fewer than 90.

Policy 4163

Sick Leave Transfer for Teachers

Effective: May 1980 as Policy 4242.3

Revised: July 2024

Elementary

Secondary

Both

Sick leave as has been accumulated cannot be lost in transfer from one school to another within the diocesan system, not to exceed the maximum number of days allowed by the receiving schools.

Accumulated sick leave benefits are not subject to payout upon a teacher's separation or retirement.

Policy 4164

Leave of Absence from Teaching to Serve as Principal

Effective: May 1982 as Policy 4152.21

Revised: July 2024

Elementary

Secondary

Both

A teacher who leaves a teaching position in a school in the Diocese of Columbus to become a principal of another school in the Diocese of Columbus shall be granted an unpaid leave of absence from the first school for the first year that he/she is principal. Neither the taking of this leave nor the teacher's position on the salary scale shall constitute grounds for non-renewal of contract should the teacher choose to return to the first school at the end of the leave. If the teacher does return to teaching, he/she shall receive credit on the salary scale for the year of administrative service. In Franklin County, a teacher who holds a continuing contract shall retain the contract if he/she returns at the end of the year's leave.

Policy 4170

Layoff Provision

Effective: May 1982 as Policy 4119.2, 4115.0

Revised: July 2024

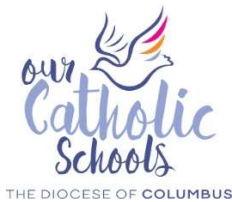
Elementary

Secondary

Both

Reasonable effort shall be made by the school and the Office of Catholic Schools to determine school closings and cutbacks in teacher personnel prior to the school's issuing of teachers' contracts. In the event, however, that a teacher's position is eliminated after contracts have been issued, due to the school's closing or cutbacks in teaching personnel brought about by economic and/or decreasing enrollment and other events outside the control of the school, any contract entered into shall become null and void, except as otherwise provided by written agreement between the school and the teachers of that school or between the COACE and the Diocese of Columbus.

When two or more schools merge or consolidate, efforts shall be made so that licensed personnel may be hired from among those who were employed by the merging schools. The interviews and selection of these personnel will be carried out by a group designated by the superintendent. When a merger is announced prior to April 15 of any school year, reasonable effort will be made by the Office of Catholic Schools to assist any licensed personnel not hired by the consolidated school in finding new positions. However, re-employment in the Diocese of Columbus cannot be guaranteed.



Policy 4200

Licensure and Certification

Effective: August 1971 as Policy 4113.0, 4113.05

Revised: July 2024

Elementary

Secondary

Both

All supervisors, principals, and teachers in the schools of the Diocese of Columbus shall hold appropriate license/certificate that is recognized and accepted by the State Board of Education of Ohio.

All licensed employees of the schools in the Diocese of Columbus are subject to the requirements outlined in “How to maintain Teaching Status in the Diocese of Columbus,” posted on the website of the Office of Catholic Schools.

Application for license issuance or renewal may be completed through the State Board of Education of Ohio website. Refer to the OCS website for complete instructions on this procedure (<https://education.columbuscatholic.org/lpdc>). LPDC signatures will be required for renewal, and verification will be done online by the superintendent or his/her designee.

Failure to meet these standards according to the timeline established by the State of Ohio and/or the Diocesan Office of Catholic Schools voids any signed contractual agreement.

All educators in the schools of the Diocese of Columbus who hold a permanent certificate or a permanent non-tax certificate are subject to the same renewal requirements as a teacher who holds a professional license. Failure to meet the timeline established by the Diocesan Office of Catholic Schools voids and signed contractual agreement.

Revision History: 7/24, 5/15, 8/10, 8/05, 8/00, 8/95, 10/91, 5/89, 5/85, 9/80, 8/71

Policy 4201

Pupil Activity Permit

Effective: August 2010 as Policy 4113.02

Revised: July 2024

Elementary

Secondary

Both

The State of Ohio requires anyone, whether licensed or unlicensed, who directs, supervises, or coaches a program that involves athletics, routine or regular physical activity, or health and safety considerations to hold a Pupil Activity Permit (PAP). A PAP is required whether the activity is done on a paid or volunteer basis. A PAP is required for all coaches and also for band directors. No one is permitted to be on the playing surface or near players without a valid PAP. A PAP is **not** valid if FBI/BCI dates are expired.

Individuals who hold a valid standard or alternative teacher or principal license are not required to hold a pupil-activity permit to direct, supervise or coach a pupil-activity program **that does not involve athletics or routine or regular physical activity or health and safety considerations.**

Policy 4202

Educational Aide and Student Monitor Permits

Effective: August 2010 as Policy 4113.01

Revised: July 2024

Elementary

Secondary

Both

Educational Aide

From the State Board of Education of Ohio:

“The State of Ohio issues educational aide permits that qualify an individual to perform educational assistant duties in a school, including the supervision of students and assistance with instructional tasks, in accordance with Ohio law. An Educational Aide Permit (1-Year) may be issued at the request of the Diocese to an individual who holds a high school diploma or the equivalent. Please note that a candidate’s initial 1-Year Educational Aide permit is valid only in the employing school or district that requested the permit. One-year or 4-Year Educational Aide permits issued after the initial permit will be valid in any Ohio school or district.”

Student Monitor Permits

From the State Board of Education of Ohio:

“Student Monitor Permits qualify an individual to perform assistant duties that do not involve assistance with instructional tasks, such as supervising children on the bus, playground, cafeteria, or other non-instructional tasks. This permit, new or renewal, may be issued at the request of the Diocese to an individual who holds a high school diploma or the equivalent.”

Policy 4203

Permanent Non-Tax Certification

Effective: July 2024

Revised:

Elementary

Secondary

Both

State Requirements

Non-tax certificates are available for individuals who will serve as teachers or administrators in Ohio nonpublic schools. Permanent non-tax certificates are valid for teaching, administration, and supervision in Ohio chartered nonpublic schools. Candidates must have a minimum of a bachelor's degree conferred from an accredited college or university.

Permanent non-tax certificates (non-tax, non-bachelor's degree) may be issued only for teaching world languages, music, religion, computer technology, or fine arts in Ohio chartered nonpublic schools. The Office of Catholic Schools will verify candidates' qualifications to teach in the available teaching fields. A bachelor's degree is not required for this certificate.

Office of Catholic Schools Requirements

All employees in Catholic schools in the Diocese of Columbus are called to be evangelists in the schools where they serve, sharing the truth, beauty and goodness of faith in Christ with those entrusted to their care. Teachers, regardless of what they teach, have a particular vocation which integrates the truth of the faith in the classroom. This call to evangelize is a weighty task which sets us apart from non-Catholic schools.

For the Permanent Non-Tax teachers in the Diocese of Columbus, this requires a seriousness in front of the craft of educating that goes beyond the minimal requirements in the State of Ohio. Our students deserve the best possible teachers in front of them as they learn and grow. Employing sound pedagogy, understanding child development, having a well-ordered classroom, moving students from the familiar to the unfamiliar, and making connections between the subject and the whole of reality, are a few of the skills required of Catholic teachers. All employees who will obtain a non-tax certificated are required to fulfill one of the 5 Pathways below as part of their non-tax contract. A discussion should be led by the principal to choose the best pathway for the non-tax employee, with both parties signing off on that commitment.

The Five Pathways

Pathway 1: The Alternative Resident Educator Program. This two-program, with 4 years of experience, would fulfill the non-tax requirement. This pathway will lead to teacher licensure. For more information: <https://education.ohio.gov/Topics/Teaching/Licensure/Resident-License-Options/Alternative-Resident-Educator-Licenses>.

Pathway 2: Diocesan Introduction to Education Courses. All four courses (5 for those teaching math) are required. Each course is a one-day offering by veteran diocesan educators. The courses cover a range of topics, essential to excellent pedagogy:

Course 1: Child development and professional responsibilities

Course 2: Lesson Planning, Curricular Mapping, and choosing high quality materials

Course 3: Designing assessment, differentiation using data, and working with special populations

Course 4: Developmentally appropriate classroom setup and classroom management for learning

All courses will be offered at OCS at the end of the summer and in the first months of the school year. School monies may be used, if desired.

Pathway 3: Catholic Educator Credential offered through the Institute for Catholic Liberal Arts Education (ICLE).

This 18-month program, offered through ICLE, is a thorough, rigorous education program geared towards a liberal arts education. For cost and more information: <https://catholicliberaleducation.org/catholic-educator-formation-and-credential-program/>

Pathway 4 – University provided courses. Courses taken at an accredited college or university which cover the equivalent courses found in Pathway 2. Courses may be taken in person or on-line, and may or may not lead to a degree. The cost is variable. The course descriptions and time line must be attached to the non-tax form and signed by the teacher and principal.

Pathway 5—Other options discussed and approved by Principal. There may be cases where a principal chooses to wave this non-tax requirement because the teacher has excellent pedagogical skills. Examples: teachers working in the school prior to 2024 who are known to be excellent educators, non-licensed teachers or former non-tax teachers who have transferred into your building from another school, a teacher not licensed in the subject areas they teach, those in the building who are not working in the classroom and do not need the skills required of teachers, to name a few. A short description of qualifications waving one of the above pathways should be attached to the non-tax form, along with signatures.

Instructions

1) Both teacher and principal meet for discussion a) Action Items to Include:

- i) Why the Non-Tax Certificate is necessary
- ii) Determine Pathway (if needed)
- iii) Complete and Sign Form

2) Principal will scan and email the non-tax approval form to the Office of Catholic Schools

3) While the non-tax form is being approved by the Diocese, the teacher should obtain their FBI/BCI background checks and have them sent to directly to the Safe Environment Office of the Diocese of Columbus by the facility that performs the check.

4) Once the non-tax form is approved; the Office of Catholic Schools will scan it back to the principal

- 5) Teacher then applies for their non-tax certificate (Permanent Non-Tax N/A Certificate / New In State) in their OH/ID account using IRN # 052530
- 6) Once the application is submitted, the Office of Catholic Schools will verify completion of requirements and approve the application through the State Board of Education
- 7) The Application will then be reviewed and approved/denied by the State Board of Education
- 8) Once approved by the State Board of Education, the certificate will be issued and emailed to both the Diocese and teacher

NOTE:

Teachers holding their non-tax certificate must go through the LPDC Licensure Renewal process every 5 years, just as a teaching holding their 5-Year Professional License would; however, non-tax certificate holders only renew through the Diocese, not through the State Board of Education

Revision History:

Diocese of Columbus Office of Catholic Schools

REQUEST FOR APPROVAL OF PERMANENT NON-TAX CERTIFICATE



Teacher Name: _____
 State ID (if known): _____ DOB: _____
 School: _____
 City: _____
 Subject Area/Grade Level: _____

Reason for non-tax: (check one or more)

Teaching Religion
 Degree Obtained is not in Education
 Adding Religion / Subject / Grade not on license*
 Other: _____

*If adding religion / subject or grade not on license, you are not required to complete any Pathways, you can skip to the end for administrator, teacher, and superintendent signatures.

The Diocese requires a non-tax certificate holder with no teaching experience to work with a mentor for the first year of teaching.

Mentor Name: _____

In the Catholic School, the service of the teacher is an ecclesiastical office. Among all the members of the school community, teachers stand out as through their pedagogical skills and witness, they form those entrusted to their care (Congregation for Catholic Education, Vatican, 2022).

With this in mind, the Office of Catholic Schools in the Diocese of Columbus requires a teacher with a non-tax certificate to complete one of the following Pathways to acquire the pedagogical skills necessary to fulfill their role:

Pathway 1 – Alternative Resident Educator Program

- ❖ 2 Year Program; 4 Year Work Experience (unless changed by the Ohio Department of Education and Workforce)
- ❖ <https://education.ohio.gov/Topics/Teaching/Licensure/Resident-License-Options/Alternative-Resident-Educator-Licenses>
- ❖ Fee: Varies based on the Ohio Department of Education & Workforce evaluation

Pathway Selected: _____ Teacher Signature: _____

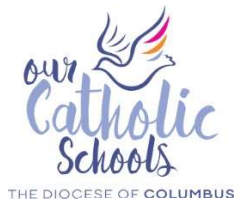
Pathway 2 – Diocesan Introduction to Education Courses

- ❖ Offered through the Office of Catholic Schools
- ❖ 1 Year Program
- ❖ Enroll in and attend the following courses in your first year of teaching:
 - Course 1: Child development and professional responsibilities
 - Course 2: Lesson Planning, Curricular Mapping, and choosing high quality materials
 - Course 3: Designing assessment, differentiation using data, and working with special populations
 - Course 4: Developmentally appropriate classroom setup and classroom management for learning
 - Course 5: Content Pedagogy (if teaching Math)
- ❖ Fee: \$200 for Program (all courses)

Pathway Selected: _____ Teacher Signature: _____

Pathway 3 – Catholic Educator Formation Credential through ICLE

- ❖ Complete the Catholic Educators Formation Credential through the Institute for Catholic Liberal Arts Education (ICLE)
- ❖ 18 months



4000 Series – Personnel

- ✦ ICLE is a liberal arts program which prepares teachers to infuse Catholic philosophy and practice into their teaching
- ✦ Highly recommend for teachers working in Classical Schools
- ✦ <https://catholicliberalartseducation.com/catholic-teacher-formation-and-credential-program/>
- ✦ Fee: Contact ICLE for cost

Pathway Selected: _____ Teacher Signature: _____

Pathway 4 – University Courses (toward or not toward a degree/credential) which address the pedagogical courses in Pathway #2

- ✦ Attach program and/or courses and timeline to this non-tax approval form, signed by both teacher and administrator
- ✦ Fee: Varies depending on University/Courses chosen

Pathway Selected: _____ Teacher Signature: _____

Pathway 5 – Other Option Discussed & Approved by Principal

- ✦ Attach option and timeline to this non-tax approval form, signed by both teacher and administrator
- ✦ Fee: Varies

Pathway Selected: _____ Teacher Signature: _____

Teacher, by signing this request for Approval of Permanent Non-Tax Certificate, I understand that the following needs to be completed:

- ✦ I understand that I must apply for a "Permanent Non-Tax Certificate – N/A" through the Ohio Department of Education & Workforce Website using my OH/ID account and the IRN # 052530.
- ✦ I understand that I must complete and submit an Individual Professional Development Plan (IPDP) to the Local Professional Development Committee (LPDC).
- ✦ I understand that I must complete and submit transcripts and/or CEUs for 6 semester hours, 9 quarter hours, 18 CEUs or an equivalent combination every 5 years in order to renew non-tax certificate through the LPDC.
- ✦ I understand that I must maintain up-to-date FBI Background checks (every 5 years).
- ✦ I understand that I must work with a mentor for one year if new to the Diocese of Columbus.

Administrator Signature Date

Teacher Signature Date

I approve this request.

Superintendent Signature Date

Comments/Additional Requirements:

Revised 03/24

Policy 4204

Substitute Teachers

Effective: August 1971 as Policy 4122.1

Revised: July 2024

Elementary

Secondary

Both

A substitute teacher is one who is hired to fill an existing position for a period of time until the contracted teacher returns. Any person who desires to work as a substitute teacher in a school of the Diocese must provide the Associate Director of Personnel and Licensure with a completed substitute teacher application, evidence of a valid substitute license from the State of Ohio (unless the applicant holds an active teaching credential or non-tax certificate), and compliance with background check and PGC requirements prior to starting employment in a school. At the beginning of his or her employment, the substitute shall be informed of salary arrangements and the probable duration of employment.

From the State Board of Education of Ohio:

“Standard 1-Year and 5-Year Multi-Age (P-12) substitute teaching licenses are available for applicants who meet qualifications and have been hired to serve in Ohio schools or districts... Substitute teaching licenses are for substitute teaching. Substitute licenses do not meet proper certification requirements under Ohio law.”

“The 1-Year Multi-Age (P-12) Temporary Non-Bachelor’s Substitute Teaching License is available for candidates who do not hold a post-secondary degree but meet the employing school or district’s set of educational requirements to serve in the role of a substitute teacher. This license may be issued only at the request of the employing Ohio school or district. It is valid for teaching in any assigned class of any subject area or grade level.”

Policy 4205

Student Teachers

Effective: December 1975 as Policy 4123.0

Revised: July 2024

Elementary

Secondary

Both

The Superintendent of Schools is authorized to enter into contractual agreements with any accredited college or university for the purpose of promoting exchange of services programs.

These programs shall encompass, but not be limited to, student teachers, research projects, freshman early experience, and observation.

Student teachers and field experience students may be not utilized as substitute teachers at the same time that they are accruing field hours.

Colleges/universities are responsible for background checks on student teachers. The State Board of Education of Ohio requires teacher candidates who are enrolled in education preparation programs and will be in P-12 classrooms to obtain a three-year Pre-Service Teacher Permit.

Policy 4206

Non-Licensed Staff

Effective: May 1985 as Policy 4211.5

Revised: July 2024

Elementary

Secondary

Both

Non-licensed staff (e.g., secretaries, custodians, aides, etc.) of the schools of the diocese shall be recruited, employed, assigned, evaluated, and provided in-service education without discrimination on the basis of age, race, sex, disability, ancestry, citizenship, religion or national origin. Non-licensed staff shall be assigned responsibilities commensurate with their qualifications and in accordance with written job descriptions. Beginning in July 2024, schools and districts are required by Ohio law to enroll non-licensed staff members into the Rapback system through the State Board of Education’s CORE system.

Non-licensed staff is to be supervised and evaluated annually following the OCS evaluation procedure. They shall have the opportunities to participate in in-service education which shall include:

- a) cooperative planning, implementation, and evaluation;
- b) job-related training in areas of need identified in personnel evaluations; and
- c) orientation activities for new employees.

Records shall be maintained on the participation of staff in in-service activities.

Policy 4207

Athletic Staff

Effective: November 2006 as Policy 4212.0

Revised: July 2024

Elementary

Secondary

Both

Prior to hiring athletic personnel and/or volunteers, schools are required to have applicants meet the requirements of a criminal background check. Schools must also check references and previous school employment/volunteer records. If an applicant has been employed/ volunteered at another Diocesan high school, the school must contact the Superintendent of Schools prior to the final selection process.

All coaches, paid and volunteer, must attend “Protecting God’s Children” workshop and have a current Pupil Activity Permit issued by the state of Ohio prior to working with students.

Policy 4210

Religious Education Certification

Effective: August 2011 as Policy 4113.08

Revised: July 2024

Elementary

Secondary

Both

Religious Education Certification is required for all administrators and teachers, Pre-K through 12th grade.

The Franciscan University of Steubenville (FUS) Catechetical Institute is the certification program for all faculty and administrators. The workshops through the institute provide a synthesis of formation in scripture, doctrine, and spirituality through building-based mentoring. The spiritual formation component is core. Therefore, there are no opt out or equivalent course work through theological studies, trainings, etc.

All new teachers Preschool through 12th grade are required to complete the New Educator Formation Track through the Catechetical Institute at FUS. Teachers should complete this track no later than five years from the start date of employment.

Beginning in the school year 2024 -2025 all new teachers of religion Preschool through 12th grade take the New Educator Formation Track – Religion Teachers (EIC). Those who teach religion and another subject take this track. Administrators that teach religion take this track.

All new administrators Preschool through 12th grade are required to complete the New Administrator Formation Track through the Catechetical Institute. Administrators have three years to complete the program from the start date of employment.

After completing the New Administrator or New Teacher track, all teachers and administrators are required to take one workshop a year through the Catechetical Institute.

Policy 4211

Qualification for Teachers of Religion

Effective: July 1985 as Policy 4113.1

Revised: July 2024

Elementary

Secondary

Both

Teachers in Catholic schools exercise a special ministry in the Church. “The summit and center of catechetical formation lies in the aptitude and ability to communicate the Gospel message” (General Directory for Catechesis # 235).

Therefore, in order to communicate the Gospel message, the following are considered to be the minimum qualifications to be a teacher of religion:

1. Religion teachers are to be practicing members of the Roman Catholic faith. They possess a strong understanding of the teachings and the traditions of the Roman Catholic Church. They give witness to the beliefs of the Church and they participate in the sacramental life of the Church.
2. Religion teachers demonstrate ongoing academic and professional development which leads them to foster their own growth in faith and the growth in faith of the school and community.
3. All Preschool teachers are teachers of religion and are working toward certification according to Policy 4210.
4. Elementary religion teachers are certified or are working toward certification according to Policy 4210.
5. Secondary religion teachers are certified or are working toward certification according to Policy 4210 and 4212.

Policy 4212

Elementary

Teachers of Theology – High Schools

Secondary

Effective: May 1980 as Policy 4113.2

Revised: March 2025

Both

Certification for Full Time Teachers of Theology

High school teachers of theology shall be certified and approved by the Diocese of Columbus, inclusive of all lay teachers and those who are members of religious orders. This certification consists of meeting the requirements established by the Office of Catholic Schools.

To be certified by the Diocese of Columbus, full-time teachers of religion must meet the following requirements:

1. Have a bachelor's degree with at least 30 semester hours or 45 quarter hours in theology or catechetics. This course work must include hours in each of the following areas: Scripture, doctrine, catechetical methodology, liturgy, and moral theology.

Or hold an M.A. in theology or catechetics.

Degrees must be from an accredited Catholic university or college.

2. Have taken an accredited course in secondary instructional methods and/or catechetical methodology.
3. Have successfully completed one quarter of student teaching. However, if a high school theology teacher has not had student teaching, this requirement may be met by one semester of supervised teaching within the high school. Student teaching may be waived for veteran teachers who have demonstrated satisfactory performance during the five-year period immediately preceding the date of their application for diocesan certification.
4. Successfully complete the interview process with the Office of Catholic Schools (see below).

Part-Time Teachers of Theology

To be certified and approved by the Diocese of Columbus, part-time high school theology teachers must have a minimum of 18 semester hours or 27 quarter hours in theology or catechetics.

Part-time teachers of theology must be fully qualified in the particular religion courses they teach.

Part-time teachers must also successfully complete the interview process before hire (see below).

High School Theology Teacher Requirements

A full-time or part-time teacher of theology must meet the requirements of teachers reflected in 4203 for non-tax certification. To renew a non-tax certificate, requirements over a five year period for educators who teach religion in high school include:

Obtain a master's degree or 30 hours of graduate credit in theology or catechetics from an accredited Catholic university or college.

OR take six semester hours or nine quarter hours of college credit in theology or catechetics from an accredited Catholic university, or college, or a Catholic institution or Catholic educational organization.

Or complete 18 CEU's from classes or workshops from a Catholic accredited university or college or an educational institution, such as the Catechetical Institute or the educator training from Ruah Woods.

All high school teachers of religion are to participate in the new educator formation for religion teachers through the Catechetical Institute, beginning with the completion of the New Educator Formation Track for Religion Teachers-EIC, also known as the Educating in Christ Track. This should be completed within their first five years of employment as a theology teacher. All workshops taken through the Catechetical Institute may be applied to the requirements above. Workshops through the Catechetical Institute are 3 hours/0.3 CEUs.

After completing initial formation through the completion of the New Educator Formation Track for Religion Teachers-EIC, theology teachers participate in ongoing formation through the Catechetical Institute.

Interview

Applicants interested in an open high school theology position should first contact the hiring high school. When the principal of a high school has a candidate for an open theology teacher position, he or she will provide the candidate names and application materials (including resume and all transcripts, either official or unofficial) to the Associate Director for Personnel and Licensure. The Associate Director for Personnel and Licensure will then coordinate an interview (either in person or via Zoom) with each applicant and a member of the OCS Catholic Culture team. This interview will verify the applicants proficiencies in theology. After the interview, the principal will be notified by the Associate Director for Personnel and Licensure whether the candidate satisfies the requirements to advance in the hiring process as a theology teacher.

No theology teacher may begin working in any high school without the verification and approval of the Office of Catholic Schools.

Policy 4213

Campus Ministers

Effective: August 2003 as Policy 4113.24

Revised: July 2024

Elementary

Secondary

Both

Each Diocesan school shall implement a comprehensive campus ministry program.

Campus Ministers who teach religion in high school shall complete the New Educator Formation Track for Religion Teachers-EIC in accord with policy 4210 and 4212. Campus ministers who do not teach religion are not required to take the New Educator Formation Track for Religion Teachers, but it is highly recommended.

Policy 4220

Elementary

Professional Growth

Effective: August 1971 as Policy 4131.0, 4131.1, 4131.33

Revised: July 2024

Secondary

Both

Importance of Professional Growth

Since teacher education is a continuous process, in-service training is as essential as pre-service preparation. All teachers are expected to avail themselves of opportunities for professional reading, school visitation, institutes, conventions, workshops, and other invaluable aids for professional improvements, including formal content or educational courses.

Principals shall make provision for a variety of professional literature so that all teachers can follow current trends and developments in education. This should include professional books and articles for the faculty.

Meetings and Professional Development Days

Faculty meetings shall be held regularly in every school. It is expected that all teachers take an active part in these meetings.

Additionally, each school must provide a maximum of 10 and a minimum of 5 professional development days to all licensed personnel. See Policy 6100 for calendar requirements. Each school should utilize the full allotment of professional development days. All professional development days should be used for constructive, meaningful activities related to faculty growth and school improvement. At least one professional development day should be dedicated to faith formation, which may take the form of a workshop, a retreat, or a course.

These days are to provide meaningful professional growth and be part of a comprehensive, long-range professional development plan. A successful long-range professional development plan is based on cooperative planning, implementation, and evaluation. It provides for professional development in areas identified by the school's continuous improvement plan. It also includes an orientation for new staff members.

New Teacher Orientation

The Office of Catholic Schools will provide a one-day New Teacher Orientation training to all teachers new to the schools of the Diocese of Columbus. This training will occur in August prior to the start of the new school year. The training will be an introduction to the philosophy, mission, and vision of the Diocese of Columbus.

Each school shall also have an orientation for new teachers that will explain and orient new staff members to the specific procedures and practices of the local school. This orientation shall include, at a minimum, the following topics:

- Local school handbooks
- School grading policy, process, and procedures
- Safe Environment—other than a training after the NTO is completed, mandated reporter status
- Faith integration into subject matter
- Harassment and recourse
- Technology use in the diocese or the schools
- Parent Teacher Conferences
- Time with mentor
- Catechetical Institute
- New teacher training in Christian Anthropology from Ruah Woods that corresponds with the Diocese’s Christian Anthropology standards
- FACTS
- STAR and using data in instruction
- Professionalism and Legal Responsibilities
- Courses of Study and renewal cycle
- RTI, MTSS, Intervention practices and procedures
- Special needs students and differentiation
- SEL
- Marketing and Enrollment
- Resident Educator Program
- Navigating the OCS website
- Dress code

Policy 4230

Evaluation of Staff

Effective: April 1976 as Policy 4117.0

Revised: July 2024

Elementary

Secondary

Both

All licensed personnel must be evaluated by the administrator or by a designated, qualified representative according to the guidelines of the OCS Teacher Evaluation System. The principal shall provide a copy of these guidelines and an explanation of the supervision and evaluation process to teachers new to the building as part of the orientation process, but no later than the first month of active employment at the school.

Introduction to the OCS Teacher Evaluation System

The Office of Catholic Schools of the Diocese of Columbus embraces the ambitious goal of accompanying all students and teachers in the educational journey. We believe that students must experience high-quality, engaging instruction that integrates a Catholic worldview into the acquisition of knowledge skills and higher order thinking within the classroom. Instruction takes place in a Catholic environment with high expectations for student learning and clear structures to direct student behavior.

To support our faculty in achieving these goals, the Diocese of Columbus employs a systematic approach to professional growth and evaluation. These systems feature:

- Evaluations based on clear expectations of teacher competencies
- Feedback may include teacher, administrator, and stakeholder input
- Alignment between teachers' professional goals and observations
- Ability to align Diocesan-wide (Four Domains of Teaching) and school-wide goals to teacher observations

The primary goals of this evaluation system are to:

- Establish clear non-negotiables and performance expectations for teachers
- Ensure that the standards for effective teaching are understood, accepted, and demonstrated and that there is accountability for improved classroom instruction
- Provide a clear format for identifying areas in which teachers are meeting or not meeting expectations

Teachers can expect:

- Evaluation is based upon areas of growth identified by the teacher and/or administration
- Evaluations are formative and summative, not based on a single classroom walk-through or observation but instead on the overall performance of the teacher as observed in the classroom and the community
- Support systems and improvement plans will be implemented at the discretion of the administration when appropriate to support teacher retention and growth.

The evaluation process will consist of:

Walk-Throughs

Administrative walk-throughs are an important source for measuring our collective work. Walk-throughs are regular, brief, and measure schoolwide progress in areas of focus. Information collected will align with the four domains: planning and preparation, classroom environment, instruction, and professional responsibilities. Teachers can expect timely, informal feedback from administration after a walk-through has occurred.

Formative Observations

In addition to regular walk-throughs, all teachers will be observed on a schedule set by the school. The purpose of these observations is formative to support individual professional growth. Observations may be scheduled or impromptu. Areas of strength and growth will be identified based on teacher self-assessment, evidence of the four domains, data from walk-throughs, previous observations, and/or stakeholder feedback, if applicable.

Summative Evaluations

Teacher evaluations for the Diocese of Columbus are based on four domains: planning and preparation, classroom environment, professional responsibilities, and instruction. Summative evaluations will occur annually. Teachers who are retained after not meeting expectations in any area will be evaluated on a different schedule, as determined by the administration.

Policy 4300

Professional Behavior

Effective: July 2024

Revised:

Elementary

Secondary

Both

Teachers in the Diocese of Columbus have been placed in a position of trust and, as such, are expected to maintain professional relationships at all times with their students, parents, other staff both in and out of school, including vacation periods. By virtue of their position in the community, teachers have an obligation to maintain Catholic, professional decorum at all times. Teachers should be familiar with the requirements of the Safe Environment Manual and adhere to them at all times.

- All events or gatherings, whether in or out of school, where teachers are present with students and/or parents, are considered occasions that call for professional behavior.
- Teachers should never entertain or invite students into their own homes or vehicles. Teachers shall not engage in dating or other social relationships with students outside of school, inclusive of connections and communication with students through social media platforms.
- All school activities with students or groups of students organized by teachers are to be conducted on school premises unless otherwise approved by the principal, such as field trips.
- The use of alcohol, cigarettes, e-cigarettes, other tobacco products, marijuana or other cannabis-containing products by teachers in the presence of students is forbidden during working hours and during any activity connected with the school.
- Teachers should never meet with students other than on school premises.
- All electronic communication to and from school employees shall be for the purpose of official school business.
 - Teachers should not use the Internet to engage in email, social media, or other electronic communication for the purpose of socializing or informally communicating with students.
 - Any teacher who knowingly enters pornographic or other inappropriate websites through school equipment or who uses the hardware or electronic capabilities of the school for personal reasons may be subject to disciplinary action or termination.
 - Teachers are responsible for maintaining security of computer hardware, thus prohibiting student access to the teacher's email and/or confidential files.
- Proper dress, grooming, personal hygiene, adornment and overall appearance support a positive and professional atmosphere, and workplace.
- The style of clothing worn must always reflect a respect for the dignity of the human person. Attire is to be appropriate to the duties the employee performs and the environment in which the employee works. Supervisors may decide, in collaboration with the pastor, priest administrator, or appointed pastoral leader, what attire is suitable for the workplace.



THE DIOCESE OF COLUMBUS

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- Employees may not wear buttons, t-shirts, hats, or other apparel or clothing or display materials in the workplace endorsing a political candidate or advocating for any issues contrary to Catholic teaching.
- All personal property and effects used or brought into the workplace by the employee are the responsibility of the employee.
- The Parish/School will provide all necessary equipment and supplies deemed by the pastor, principal, or supervisor to be necessary to complete the work assigned to each job. Employees are not expected to use their own property at work. All Parish/School property is to be used carefully and maintained properly. Any problems or malfunctions should be reported to the proper personnel. Parish/School property is not intended for personal use. Abuse of this principle may result in disciplinary action, up to and including termination. **All information or data, of any nature, placed on Parish/School equipment, even if it is personal in nature (including computer data, email, telephone communications, fax, or workspace) is to be considered Parish/School property and does not enjoy an expectation of privacy, as they may be accessed or viewed by others at any time.**
- Confidential matters which come to the attention of an employee in any way as a result of employment in the parish must be carefully respected. It is the ordinary expectation for all employees of this parish, lay, cleric, and religious, that no Parish/School business is discussed with any person other than in necessary interaction for carrying out assigned responsibilities. Failure to observe strict confidentiality may result in immediate dismissal.

Revision History:

Policy 4301

Elementary

Educator Misconduct

Secondary

Effective: August 2007 as Policy 4116.02

Both

Revised: July 2024

All educators are to abide by the Licensure Code of Professional Conduct for Ohio Educators (State Board of Education of Ohio, <https://sboe.ohio.gov/professional-conduct/code-of-conduct/code-of-conduct>) AND all of the Policies of the Diocese of Columbus. Ohio law requires school districts to report incidents of misconduct by a certificate or license holder to the State Board of Education of Ohio. **The superintendent is to be contacted immediately upon the occurrence of any of the following:**

- 1) An employee has pled guilty or been found guilty of, or is eligible for intervention or pre-trial diversion for, **a criminal offense** listed in Revised Code Sections 3391.31(B)(2) or (C), or Section 3319.39(B)(1) (which are generally felony offenses, misdemeanor sex offenses, and offenses of violence, theft, or drug abuse);
- 2) Before termination or non-renewal occurs, or such proceedings are initiated because it is determined that an employee has committed an **act that is unbecoming to the teaching profession** or one of the criminal offenses listed above:
 - a. Conduct “unbecoming to the teaching profession” is described in the State Board of Education of Ohio Licensure Code of Professional Conduct for Ohio Educators, Section 3301-73-21 of the Ohio Administrative Code, and/or any other standards promulgated by the State or the Department.
 - b. The Department of Education Professional Conduct Code includes the failure to adhere to the following as conduct unbecoming to the profession:
 - i. behave in a professional manner;
 - ii. maintain a professional relationship with all students;
 - iii. accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law;
 - iv. adhere to federal, state and local laws and statutes regarding criminal activity;
 - v. comply with state and federal laws related to maintaining confidential information;
 - vi. serve as positive role models and refrain from using, possessing or unlawfully distributing illegal or unauthorized drugs;
 - vii. ensure that school property, public funds or fees paid by students or the community are used in the best interest of students and not for personal gain;
 - viii. fulfill all of the terms and obligations in their employment contract.
 - c. Factors that may be considered when evaluating conduct unbecoming to the person’s position include:
 - i. crimes or misconduct involving minors or school children;
 - ii. crimes or misconduct involving academic fraud;

- iii. making, or causing to be made, any false or misleading statement or concealing a material fact in obtaining issuance or renewal of any licensing documents;
 - iv. crimes or misconduct involving the school community;
 - v. a plea of guilty to, a finding of guilt, or a conviction to any offense enumerated under Section 3319.39 of the Revised Code;
 - vi. a violation of the terms and conditions of a consent agreement with the State Board of Education;
 - vii. any other crimes or misconduct that negatively reflect upon the teaching profession (see OAC 3301-73-21.)
- 3) An employee has resigned under threat of termination or non-renewal for criminal acts or acts unbecoming to the teaching profession; and
- 4) An employee has resigned during the course of an investigation of alleged educator misconduct.

The Office of Catholic Schools expects that teachers employed in its schools will abide by all licensure and applicable requirements, as they exist from time to time, and that the Office and schools will comply with the misconduct reporting requirements issued by the State.

Policy 4311

Tutoring Policy

Effective: July 2024

Revised:

Elementary

Secondary

Both

Teacher recommendations for outside tutoring must be approved by the principal.

No teacher may accept pay for tutoring a student from his/her own class during the regular academic year. To accept pay for tutoring current students would create an unacceptable conflict of interest. This includes tutoring provided through the secondary employment of the teacher, for example, at a tutoring center or private company.

Policy 4312

Substance Abuse

Effective: July 2024

Revised:

Elementary

Secondary

Both

The following is the policy of the Diocese of Columbus:

The Diocese strictly prohibits the use, manufacture, distribution, dispensation, sale, storage or possession of any illegal drug, including marijuana, while on Diocesan property, or in the performance of any services for the Diocese. Off duty and off premises use, manufacture, distribution, dispensation, sale, storage or possession of any illegal drug is also a violation of Diocesan policy if such conduct interferes with the employee's work or the work of co-workers, or if public knowledge of such conduct adversely impacts on the reputation of the Diocese.

The Diocese also strictly prohibits the unauthorized use, personal possession, or storage of alcoholic beverages or marijuana on the Diocese's property, or in the performance of any services for the Diocese.

- I. As a condition of continuing employment with the Diocese, each employee must abide by the following requirements:
 - a. The use, manufacture, distribution, dispensation, sale, storage, or possession of an illegal drug, marijuana or alcoholic beverages by any employee while on Diocesan property, or in the performance of any services for the Diocese, is strictly prohibited. The presence of any illegal drug or marijuana in an employee's system or being under the influence of alcohol while the employee is on Diocesan property or while the employee is performing services for the Diocese is also prohibited.
 - b. The use of any legal (prescription) drug, including marijuana, by any employee while performing services for the Diocese is also strictly prohibited if such use affects the safety of the employee or others, or the employee's ability to perform his or her job duties. An employee who has been informed or has discovered that the use of a legal drug, including marijuana may affect his or her job performance or safety is to promptly report such drug use and possible side effects to his or her supervisor or to management.
 - c. Employees involved in the sale, purchase, or transfer of illegal drugs or controlled substances, including marijuana on Diocesan property, during work time, or while using Diocesan vehicles will be subject to immediate dismissal and possible criminal prosecution. Violation of these rules will result in corrective action up to and including ending of employment on the first offense.

- d. At its discretion, the Diocese may require any employee to submit to alcohol or drug testing or screening at any time, including random testing. A refusal to submit to the test or failing the test may result in the immediate discharge of employment. **You should be aware that an employee who tests positive or refuses to submit to chemical testing for alcohol or controlled substances (not prescribed by a treating physician), or marijuana after a work-related injury faces a rebuttable presumption that the proof will be on the employee to prove that the presence of alcohol or a controlled substance or marijuana was not the proximate cause of the work-related injury, and failure to overcome this rebuttable presumption will disqualify the employee for compensation and benefits under the Workers' Compensation Act.**
 - e. Sick leave for the purpose of treatment is available to employees. If additional treatment is required, a leave of absence without pay can be arranged. However, criminal activities involving the sale, distribution, or use of illegal drugs or other controlled substances, including marijuana upon the property of the Diocese will be reported to the proper law enforcement agency whenever appropriate. In addition, a request for treatment or treatment itself will not excuse violations of this policy.
- II. Any questions concerning this Policy should be made to the Director of Human Resources. The Diocese reserves the right to interpret this Policy, and to modify, amend, or expand the policy as necessary to ensure a workplace free from substance abuse.

Policy 4313

Computer Policies

Effective: July 2024

Revised:

Elementary

Secondary

Both

The following is the policy of the Diocese of Columbus:

All computers that are furnished by the Diocese/Parish/School are the property of the Diocese/Parish/School and should be used for business purposes only. In order to maintain a safe working environment and ensure confidentiality, the Diocese/Parish/School reserves the right to monitor and inspect the use and content of all Diocesan/Parish /School computers in an employee's possession or used by an employee. By using a Diocesan/Parish/School computer, you are consenting to have your use monitored or inspected by the Diocese/Parish/School, at its discretion and without prior notice. **In short, employees should have no expectation of privacy while using any Diocesan/Parish/School computer.**

1. Passwords

Employees may not use a password or code to access or retrieve any files on any Diocesan/parish/school computer other than as required for work purposes or when expressly authorized by the employer. All passwords or codes must be provided to the Diocese/Parish and/or school, and no other passwords or codes may be used.

2. Parish/School Information

All Parish/School confidential information (including but not limited to trade secrets, legal issues, or personnel issues) is the property of the Parish/School, as well as any work product generated by the employee while in Parish/School employ. Any misuse of Parish/School confidential information, including the transmission of such information to unauthorized parties, may lead to disciplinary action and, where appropriate, criminal prosecution. The use of Parish/School logos, branding materials, intellectual property, or materials identifying the Parish is strictly limited to authorized business purposes, and only by those (pastor and/or principal) who are duly authorized by the Parish/School to do so.

3. Unauthorized Software

Employees may not load unauthorized software on to a Parish/School computer from a zip drive, CD-ROM, flash-drive, external hard drive, or other storage device. In addition, employees may not download unauthorized software on a Parish/School computer from an email or web page. Unauthorized software may contain viruses that can damage the Parish's/School's computer equipment and network; therefore, always contact the Information Technologies staff before loading or downloading any software.

4. Internet

Use of a Parish/School computer and the Parish network must be limited to business purposes. Any personal use of the internet on a Parish/School computer, including but not limited to online shopping, blogging, or social networking, is prohibited.

Using a Parish/School computer and the Parish/School network to access sexual or pornographic material, material that contains racial, sexual, or religious slurs, or any other content that may be deemed foul, inappropriate, or offensive is strictly prohibited and may lead to disciplinary action, up to and including termination, and, where appropriate, criminal prosecution.

5. Company Email

Any communication made through the Parish's/School's email system is the property of the Parish/School and subject to monitoring at any time. **Employees should therefore have no expectation of privacy in connection to use of the Parish/School email system.**

Use of the Parish's/School's email system should be limited to business purposes. Employees should use discretion and limit the number of personal messages sent through the Parish/School email account.

Employees should not use the Parish/School email account to open any emails which they believe may contain inappropriate content or malignant software (such as a virus or spyware). If you receive an email from an unknown source, or are suspicious about its content, contact your supervisor immediately.

Using the Parish/School email system to transmit any confidential Parish/School information to an unauthorized party is strictly prohibited. Using the Parish/School email system to send messages containing sexual or pornographic material, racial, sexual, or religious slurs, or any other content that could be deemed foul, inappropriate, or offensive is strictly prohibited.

6. Personal Email

Employees may access their personal email accounts (e.g. Gmail or Yahoo mail) or access the internet on a Parish/School computer. However, employees should limit the amount of time they do access the internet or spend time checking, reading, and writing emails on their personal accounts, and preferably restrict access to such accounts to their own free time. If employees access the internet or their personal accounts through Parish/School equipment, there should be no expectation of privacy.

Employees should not use their personal email accounts on a Parish/School computer to open an email or file which they believe may contain inappropriate content or malignant software (such as a virus or spyware). If you receive an email from an unknown source, or are suspicious about its content, contact your supervisor immediately.

Using a personal email account to transmit any confidential Parish/School information is strictly prohibited. Using a personal email account through a Parish/School computer to send messages containing sexual or pornographic material, racial, sexual, or religious slurs, or any other content that could be deemed foul, inappropriate, or offensive is strictly prohibited and may lead to disciplinary action, up to and including termination, and, where appropriate, criminal prosecution.

7. Instant Messaging

Any communication made through an internet messaging service on a Parish/School computer is the property of the Parish and subject to monitoring at any time. Employees should therefore have no expectation of privacy in connection with instant messaging on a Parish/School computer.

Instant messaging through a Parish/School computer should be limited to business purposes. You should use discretion and limit the number of personal messages you send coworkers or third parties.

Using an instant messaging service to transmit any confidential Parish/School information to an unauthorized party is strictly prohibited.

Using an instant messaging service through a Parish/School computer to send messages containing sexual or pornographic material, racial, sexual, or religious slurs, or any other content that could be deemed foul, inappropriate, or offensive is strictly prohibited and may lead to disciplinary action, up to and including termination, and, where appropriate, criminal prosecution.

Remember that all information stored and sent through a Parish/School computer is the property of the Parish/School. Therefore, Employees should have no expectation of privacy for any information stored on, sent from, or received on a Parish/School computer.

Employees who fail to comply with this Policy may be subject to discipline, up to and including termination of employment.

Revision History:

Policy 4315

Social Networking and Blogging Policies

Effective: July 2024

Revised:

Elementary

Secondary

Both

The following is the policy of the Diocese of Columbus:

Online communication electronic dialogue tools (weblogs, chat rooms, wikis, etc.) and social networking sites (such as Instagram, Facebook, YouTube, etc.) by Parish/School employees or representatives are subject to this policy, as well as all other applicable Parish/School policies. Communications that do not identify the individual as a Parish/School employee, or which do not discuss or relate in any way to the Parish/School, are usually not covered by this Policy.

1. Confidentiality

Employees must maintain the confidentiality of information that are trade secrets by definition or by law or considered by the Parish/School as confidential or proprietary (such as Parish/School data, marketing or financial information, customer or vendor data, personal information of an individual, Parish/School policies or internal discussions, etc.), as well as any other information that is not generally available to the public. Employees must honor all confidentiality agreements, as well as the confidential nature of information of third parties and not disclose or speculate on non-public financial, operational, or technical information. Employees must not disclose medical or personal information about others, discuss work-related legal proceedings or communications with counsel, or post anyone else's material without approval.

2. Be Respectful

Communications should not attack, or abuse, or be derogatory or offensive about the Parish/School, its public image, products, or anyone associated with it (including customers and business associates). Don't use ethnic or sexual slurs, personal insults, obscenity, or any other conduct that would not be acceptable in the workplace. Respect the privacy and feelings of others. Be careful about exaggeration, guesswork, obscenity, legal conclusions, and derogatory remarks or characterizations - you communicate at your own risk.

3. Identify Yourself

Employees must disclose their employment or association with the Parish/School in all communications that are on behalf of the Parish/School, or which relate or refer to the Parish/School or its business. In those circumstances, employees must state that anything expressed is the employees' own personal view and that they are not speaking for the Parish/School. Employees should never claim or imply that they are speaking for the company. Employee communications may not include Parish/School logos or trademarks.

4. Be Careful

Employees are legally responsible for their communications, and may be subject to liability for defamatory, obscene, or harassing communications, or those that violate any laws (including confidentiality, privacy, financial disclosure, fair use, and copyright laws). All such communications are prohibited by this Policy.

5. Be Accurate and Ethical

Employees may not communicate information that is untrue, unfair, or deceptive. Communications should be based on current, accurate, and complete data. Employees should clearly identify personal views or opinions in communications and must not engage in any activities that are illegal or contrary to the Parish's/School's policies. Employees are personally responsible for their communications.

If employees are contacted by a member of the media concerning any communication that relates to the Parish/School or its business, employees must talk with their supervisor before responding.

Employees who fail to comply with this Policy may be subject to discipline, up to and including termination of employment.

Policy 4316

Cell Phones and Mobile Devices

Effective: July 2024

Revised:

Elementary

Secondary

Both

The following is the policy of the Diocese of Columbus:

Cell phones and other mobile electronic devices (such as laptops, iPads, iPhones, etc.) are commonplace and often indispensable tools of the workplace. However, some features that are included in many cell phones and mobile devices make them both potentially a distraction and a danger to the Parish's/school's confidentiality. In order to ensure employee safety and Parish/School and students/parishioners confidentiality, occasionally and without notice, the Parish/School may need to monitor the use of such devices within the work or school setting. **Therefore, employees should have no expectation of privacy with regard to the use of cell phones or other mobile electronic devices within the scope of Parish/School employment.**

1. Use During Work

The use of cellular phones and other mobile electronic devices during work should be limited to business purposes or emergencies. You should attempt to limit the number of personal conversations and/or text messages that you engage in on your cell phone during work hours.

Cell phones may be monitored by outsiders; consequently, conversations regarding confidential Parish/School matters should not be conducted by cell phone. Confidential conversations should be carried on in-person or over the Parish's/School's telephone system.

2. Use While Driving

Using a cell phone or other electronic mobile device while driving may increase your chances of having an accident. Therefore, the Parish/School encourages all employees to become familiar with the "hands-free" features that are available on many devices, as well as speed dialing and redialing.

It is the policy of the Parish/School that employees, while in the course of any work-related activity, may not use their cell phones or other mobile devices while driving except for the "hands-free" feature. This means that the employee may not use their cell phone to conduct work-related activity in any vehicle while driving, including a personal vehicle except for the "hands-free" feature. In addition, the employee may not use their cell phone for any personal conversations, while driving during the course of work, or while driving a parish-owned vehicle. The safest option if employee needs to receive or make a call while driving is to safely pull their vehicle off of the road and put it in park before using their mobile device.

3. Camera Phones

Cell phones or other mobile electronic devices that have a photographic or video recording capability must not be used to record any subject matter, event, material, or person related to the business of the Parish/School. Recording confidential Parish/School information is thus strictly prohibited. **Violation of this policy may result in**

the confiscation of the images or videos as well as disciplinary action up to and including termination of employment.

4. Storage of Parish/School Information

The use of a cell phone or other mobile electronic device to store or transmit confidential Parish/School information is strictly prohibited. **Violation of this policy may result in the confiscation of the information as well as disciplinary action up to and including termination of employment.**

5. Storage and Transmission of Inappropriate Content

Using a cell phone or other mobile electronic device to transmit a message or other file which may be deemed foul, inappropriate, or offensive to a coworker, or during Parish/School business, may constitute harassment and is strictly prohibited. Storing such a message or file on a Parish/School-owned cell phone or mobile electronic device is likewise strictly prohibited. **Employees who fail to comply with this Policy may be subject to discipline, up to and including termination of employment.**

Policy 4317

Harassment

Effective: December 1998 as Policy 4116.15

Revised: July 2024

Elementary

Secondary

Both

- 1) Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age, ancestry, citizenship, or disability or other protected characteristics.
- 2) It is the policy of the Catholic schools of the Diocese of Columbus to maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, or other staff member - male or female - should be subject to unlawful harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.
- 3) Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:
 - a. Offensive sexual flirtations, advances, propositions;
 - b. Continued or repeated verbal abuse of a sexual or gender-based nature;
 - c. Explicit or degrading sexual or gender-based comments about another individual or his or her appearance;
 - d. The display or circulation of sexually explicit or suggestive writing, pictures or objects;
 - e. Any offensive or physical conduct which shows hostility or aversion toward an
 - f. individual because of gender or sex;
 - g. Graffiti of a sexual nature;
 - h. Fondling oneself sexually or talking about one's sexual activity in front of others;
 - i. Spreading rumors about or categorizing others as to sexual activity.

Sexual harassment that is based on gender: gender-based harassment, which is also prohibited, is conduct that would not occur except for the gender of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which is based upon race color, age, religion, disability, ancestry, citizenship, or national origin. Working relationships between employees must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that

an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement.

- 4) Not all physical conduct is necessarily considered sexual in nature. However, peer based sexual harassment is a form of prohibited conduct where the harassing conduct creates a hostile environment. A sexually hostile environment can be created by anyone associated with the school/parish community.
- 5) Any person who believes he/she is subject to unlawful harassment or intimidation must contact either the principal, assistant principal, or pastor at the elementary level; or the principal, assistant principal, or superintendent at the secondary level. A follow-up complaint must be filed in writing. In the event that an individual alleges harassment by a member of the school/parish community, the individual may file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.
- 6) Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment.
- 7) No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

School Responsibilities - Harassment

- 1) Annually each school shall give teachers, staff and volunteers a copy of this Harassment Policy by either providing it in writing or within the faculty handbook.
- 2) Each school shall follow Diocesan Policy for timely investigation and response to complaints.
- 3) Each school shall train administrators, teachers, staff and volunteers to ensure that they understand which types of behavior constitute harassment, the prevention of harassment, and how they should respond in the event of experiencing such behavior. Records are to be kept of training dates and names of those in attendance.
- 4) Each school shall include the Harassment Policy in the school's faculty handbook.
- 5) A signed acknowledgement of receipt of the policy can be done on a separate form or in conjunction with the sign off form for the handbook.

Filing of Harassment Information

- 1) The investigator (principal, vice principal, pastor, or superintendent) must keep extensive notes of all aspects of the investigation as outlined in process packet provided by the diocesan legal counsel.
- 2) These notes must include what the investigator did, what the investigator concluded, and how the investigator followed up as a result of the findings and conclusion.
- 3) These notes must include any verbal statements made by persons questioned and any written statements.

- 4) All of the above details must be summarized to include a) how the investigation was conducted, b) what conclusion was reached and why, c) what action was taken, and d) how, when and to whom the conclusion was communicated and the warning against retaliation was given. (Diocese of Columbus Administrative Summary Form).
- 5) All of the above is kept only in the investigator's file.
- 6) If no action is taken, nothing is placed in the accused or the complainant's file. If an action is taken against the accused (i.e., warning, restrictions, leave, or release from contract in the case of personnel), the action taken is a) formalized by putting in writing, b) a copy is given to the person against whom the action is taken, and c) a copy is placed in the personnel file.

**HARASSMENT POLICY
VERIFICATION FORM**

I, _____,
(please print your name)

- (check one) an employee of
 a volunteer at
 a parent/guardian of a student
 a student (grades 6-12)

have received copies of the Diocesan Schools policy on harassment.

I understand that it is necessary that any complaint of harassment must be filed with an official of the school or the superintendent's office. I have had an opportunity to read the policy and am confident I understand the content and purpose.

Name of School

Your Signature

Date: _____

Complaints of harassment or retaliation are filed with the principal, assistant principal, or pastor at the elementary level; and with the principal, vice principal or superintendent at the secondary level.

HARASSMENT COMPLAINT FORM

Name _____
School _____

Who was responsible for the harassment? _____

Describe the harassment. _____

Date, time and place the harassment occurred. _____

If there were other employees involved with the harassment, who and in what ways were they involved? _____

Describe and /or provide documentation or other types of evidence that supports the complaint.

List any witnesses to the harassment. _____

What was your reaction to the harassment? _____

Describe any subsequent incidents. _____

Signature of Complainant _____

_____ Date

DIOCESE OF COLUMBUS ADMINISTRATIVE SUMMARY FORM

Name of Complainant _____

Name of Accused _____

Dates of Investigation _____

How the Investigation was conducted? _____

What action was taken? _____

Were all parties warned against retaliation? (provide documentation) _____

Dates of follow-up conferences, how, and to whom conclusion was communicated _____

Signature of Administrator _____ Date _____

Advice for Harassment Investigations

Lawrence F. Fehely, Esq.

- 1) Interviewing the Complainant.
 - a. Outline the Investigation.
 - i. State that the School is committed to enforcing its Harassment policy.
 - ii. You intend to conduct a prompt and thorough investigation.
 - iii. There will be no retaliation for making an honest complaint.
 - iv. Tell the complainant that you want a thorough and truthful account of what happened, identification of all relevant evidence, and identification of all individuals who may have useful knowledge.
 - v. 5. Ask if there is any reason that he or she feels you cannot be fair and objective in the investigation.
 - b. Do *not* promise confidentiality.
 - i. Explain that you will need to share the information to investigate effectively.
 - c. Obtain a complete list of each act or statement that the person considers to be harassing or offensive. For each act or statement:
 - i. When did it occur?
 - ii. Where did it occur?
 - iii. Who was present?
 - iv. Exactly what was done or said? (verbatim, from start to finish; not generalized descriptions or conclusions)
 - v. What conversations or incidents occurred before or after the act in question?
 - vi. What response did the individual make during or after the event? What happened after that?
 - vii. What was said or done the next time you met?
 - viii. Who else was present?
 - ix. Did you ever indicate that you were offended or that the conduct was unwelcome? Did you ask the other person to stop?
 1. What was the response?
 2. When did you do this?
 - x. Did you tell anyone else about the offensive behavior?
 1. Who?
 2. When?
 3. What did they say?
 - xi. Did you keep notes or other written material relating to the incident? Recordings?
 1. Obtain a copy.
 - xii. .What did you do after the offensive conduct occurred?

1. Were you able to resume normal work?
 2. Did you ever seek medical or psychological treatment?
 - d. Other items to cover.
 - i. Were you aware of the School's Harassment policy? (Why did you wait so long to complain or report this?)
 - ii. Is there anything that would suggest to the "harasser" that the conduct was not welcome to you? (Have you given them cards or gifts? Have you dated? Did you join in the jokes, off-color language, etc.? Have you given invitations to the "harasser"?) (Note: This is a very sensitive area).
 - iii. What do you think is the appropriate action to be taken?
 1. Can you still work with the harasser?
 2. What can the School do to assist?
 - e. Conclusion of interview.
 - i. Thank the employee for raising the complaint - tell them they did the right thing.
 - ii. Reaffirm the School's commitment to the Harassment policy, and that no harassing conduct will be tolerated.
 - iii. Ask them to keep your discussion confidential, at least until you get back to them.
 - iv. Tell them you may need to talk with them again and that their cooperation is critical.
 - v. Tell them you intend to pursue the matter quickly and to reach a prompt resolution.
 - vi. Reaffirm that, after the investigation, you will determine what to do, and that they will be kept advised.
 - vii. Confirm that they have told you everything they can think of, as accurately as they can.
 - viii. Explain that you want them to review and approve the report of the meeting.
 - f. Documentation.
 - i. Prepare a detailed written report of all the important facts or statements from the interview.
 - ii. Ask the individual to review the report, correct any inaccuracies, make necessary additions, and sign and date the report.
- 2) Interviewing the Alleged Harasser.
- a. Explain the process.
 - i. State what is being investigated.
 - ii. Tell how the information will be used.
 - iii. Explain that the information may not necessarily be kept confidential.
 - iv. Explain the seriousness of the situation.
 - v. Explain the expectation for truthful and accurate information.
 - vi. Warn them that attempting to influence the investigation by discussing it with others, or prompting others what to say, will be cause for discharge.
 - vii. If the employee requests, allow them to have a witness present.

- viii. Tell them that if they refuse to participate, that simply means you will base your conclusions on the other information obtained in the investigation.
- b. Review the conduct in question.
 - i. Ask the person to respond to each statement or act that is in question.
 - ii. Give full detail to allow a full opportunity to respond.
- c. Explore the relationship.
 - i. What is the extent and nature of the interactions with the complaining person?
 - ii. Has there been a dating, social, etc. relationship?
 - iii. What was the complaining person's role in the incidents?
 - iv. Did the complaining person indicate that the conduct was offensive, uncomfortable, or unwelcome?
- d. Explore denials.
 - i. If the conduct is denied, is there any reason why the complaining person would make the claim?
 - ii. Ask whether the accused has any alibis, corroborating witnesses or evidence, or mitigating circumstances.
- e. Other witnesses or evidence.
 - i. Ask the accused to tell you any other person that they believe should be interviewed and what relevant information they are likely to have.
 - ii. Request that the accused give you any relevant documents or other evidence.
 - iii. Ask what steps they feel should be taken to insure a thorough and fair investigation.
- f. Conclusion.
 - i. Reiterate the Harassment policy.
 - ii. Warn that no reprisals or retaliation can occur.
 - iii. Explain any interim steps or instructions for while the investigation is taking place.
 - iv. Tell them they will be informed of the results of the investigation.

Policy 4320

Grievance Procedure

Effective: September 1993 as Policy 4148.0

Revised: July 2024

Elementary

Secondary

Both

This grievance procedure is adopted to assure an opportunity for teachers and administrators to have unobstructed communication with respect to alleged grievances without fear of reprisal; to reduce the potential areas of conflict between teachers and administrators and the Diocese to assure freedom of communication through recognized channels of communication among administrators, teachers, and the Diocese; and to contribute to development of improved morale and effectiveness of teachers.

While nothing herein is intended to discourage or prohibit informal discussion or resolution of a dispute prior to the filing of a grievance, this grievance procedure shall be the exclusive procedure used for determining all grievances as defined below.

Definition of Grievance

A grievance is a claim that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement, or any regulation, order, or policy of the Diocese, the Diocesan School Office, or any school of the Diocese which applies to teachers. Where either the individual teacher(s) or COACE presents a grievance, said party shall be known as the grievant(s). For purposes of the grievance process, there are two types of grievances:

- A. **Church Teaching Grievance** — A Church Teaching Grievance is a claim that arises out of discipline or termination of employment related to an alleged violation of Catholic Church teaching as set forth in Office of Catholic Schools policies.

Anonymous allegations shall not be used to initiate disciplinary or termination action against a teacher for an alleged violation of Catholic Church teaching; provided that anonymous allegations may be accepted and acted upon in the event that (a) a criminal act or violation of law is alleged, and/or (b) the anonymous allegation contains or presents a public affirmation or independent evidence of violation of Church teaching.

It is not the intent of a school to discipline or terminate a teacher's employment for violation of Catholic Church teaching without first engaging in a pastoral approach to the teacher's circumstances. The school shall meet with the teacher and advise the teacher of the allegations which, if true, may constitute such a violation; if requested, show the teacher the Catechism or source of the Church teaching; and provide the teacher the opportunity, where practicable, to bring his or her circumstances into compliance with Catholic Church teaching.

Any written communications or documentation relative to a teacher's alleged violation of Catholic Church teaching shall not be placed in the teacher's school personnel file at any time. Such communications or documentation shall only be retained by the Diocesan Schools Office and may

only be viewed by Diocesan or school officials, COACE, and the individual teacher. These

communications or documents may be used in grievance and arbitration proceedings. Unless they involve alleged or actual criminal or illegal conduct, such communications or documentation shall not be released to any parent or otherwise subject to public release, including release to the media.

When the teacher receives written notice from the Principal that he or she is being disciplined or that his or her employment is being terminated, the Principal shall specify if the discipline or termination arises out of an alleged violation of this section. If there is any question whether the disciplinary action or termination arose out of a violation of Catholic doctrine/morals or Catholic Church teachings the question shall be submitted to the Vicar General of the Diocese, whose decision shall be determinative of whether the grievance is a Church Teaching Grievance.

- B. **Standard Grievance** — A Standard Grievance is any grievance that is not a Church Teaching Grievance.

Ground Rules

- 1) The parties to the grievance each agree that any controversy or claim arising out of or relating to a grievance shall be conclusively resolved by utilization of this grievance procedure. The parties expressly agree that the grievance procedure displaces and extinguishes all common law and/or statutory rights of either party to pursue claims in any other form.
- 2) A teacher who participates in these grievance procedures shall not be subjected to discipline or reprisal because of such participation.
- 3) Every effort shall be made to resolve each grievance at the lowest possible level. Specifically, it is the intention of the Association and the Diocese to resolve most grievances, where possible, at Level One of the grievance procedures, as set forth below.
- 4) From the date of the communication of the disciplinary action/termination of a teacher, the teacher shall have two calendar weeks in which to formally notify in writing the principal of the teacher's grievance, the specific grounds or basis for which the grievance is being filed, and the remedy requested. A copy is also sent to the superintendent. After formal notification of said grievance, the calendar of events, as outlined below, will commence. The failure of an individual teacher or COACE to act on a grievance within the prescribed time limits shall bar any further appeal of said grievance. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. However, the time limits at any level may be extended by mutual agreement.
- 5) An atmosphere of mutual respect is to be maintained between all parties. Each level of the grievance procedure is a meeting where the parties are on equal grounds for the purpose of finding a solution to the problem.
- 6) Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present, to attend, and will be held, insofar as possible, after regular school hours, or during non-teaching time of personnel involved. When such hearings or conferences are held, at the option of the administration, during school hours all employees whose presence is required shall be excused with pay, for that purpose. The handling or processing of any grievance by the grieving teacher or the Association Representative(s) shall be conducted to result in no interference with or interruption whatsoever of the instructional program and

related work activities of the teaching staff.

- 7) Reappointment of a teacher is at the prerogative of the pastor/principal at Parochial school and superintendent and/or principal at a Diocesan school. A grievance regarding reappointment will be that the timeline for reappointment as outlined in the policies above was not followed and the grievant was prejudiced by the failure to adhere to the timeline. Other than the issue of salary level, the reasons or merits of a decision not to reappoint a teacher, or not to offer a contract, are final and are not subject to this grievance procedure.
- 8) Termination of a teacher during the term of an existing contract is subject to the grievance procedure.

Levels of Procedures

It is understood that these proceedings are confidential.

Levels One – Three

- A. Level One - From the date of the event giving rise to the grievance, the teacher shall have two (2) calendar weeks in which to notify the building Principal formally in writing of said grievance. With this formal notification of said grievance, the calendar of events, as outlined below will commence. Failure to notify in writing within the prescribed time frame will preclude any further action on claimed grievance. The teacher will present the grievance in writing to the Building Principal either directly or through the COACE Building Representative(s), if applicable. The written grievance should state the specific nature of the grievance and the remedy requested. Upon receipt of a grievance, the Principal shall arrange a conference with the grievant, at a mutually agreeable time, but no later than two calendar weeks from the time the grievance is received by the Principal. During the conference, the grievant shall be provided an opportunity to present his/her grievance. Neither party shall be represented by counsel at the conference. The Principal shall render a written decision within three (3) calendar weeks from the date of the conference.
- B. Level Two –
 - a. For COACE Members: If a satisfactory disposition of the grievance is not reached at Level One, the grievant must within one (1) calendar week of the written decision in Level One refer his or her grievance in writing to the Association's Grievance Committee through his or her Representative(s). The Committee will meet in executive session during which any party of interest shall have the right to appear and to be heard. Decision of the Grievance Committee is to be made within two (2) calendar weeks after official reference. If no decision is rendered, or if the grievant is dissatisfied with such decision, he or she may continue the grievance individually and may proceed, without support or representation by the Association, to Level Three of this grievance procedure (but no further) by filing in writing a formal grievance with the Superintendent's office within one calendar week of the decision of the Grievance Committee. If the Association's Grievance Committee agrees with the validity of the grievant's claim, it will file in writing the formal grievance with the Superintendent of Schools, with a copy to the Building Principal within one calendar week of the Committee's decision.

- b. Non-COACE members: If a satisfactory disposition of the grievance is not reached at Level One, the grievant must, within one (1) calendar week of the written decision, in Level One, provide a written statement of his/her grievance to the Superintendent of Schools, or the Superintendent's designated representative, who shall have one (1) calendar week within which to render a written decision on the grievance.
- C. Level Three - Upon receipt of the grievance, the Superintendent shall arrange a conference with the grievant, at a mutually agreeable time, but no later than two calendar weeks from the time the grievance is received by the Superintendent. During the conference, the grievant shall be provided an opportunity to present his/her grievance. The Superintendent or his/her representative may: (1) agree with the grievance (whether the grievant be COACE or the teacher); or (2) negotiate with the grievant to reach a decision/compromise, or (3) inform the grievant that he/she disagrees with the grievance.

The Superintendent has three (3) calendar weeks from the date of the conference to render a decision. If such a decision is not satisfactory, the teacher or COACE may take the grievance to Level Four.

Level Four — Arbitration

- A. Standard Grievance — A Standard Grievance which is taken by the teacher or COACE to Level Four is subject to binding arbitration. Notice of such an intention must be given to the Superintendent by the teacher or COACE within two (2) weeks of the Superintendent's decision at Level Three. Upon receipt of such notice, the Superintendent and teacher or the COACE President, or their designees, will make arrangements to implement the arbitration procedure. The arbitrator will conduct a hearing and will issue a written decision. In the case of a Standard Grievance, this decision will be final and binding on all parties and subject only to the appeal provisions available by law.
- B. Church Teaching Grievance - If the decision of the Superintendent concerning a Church Teaching grievance is not satisfactory, the teacher or COACE, within one (1) calendar week of receipt of such decision, may notify the Superintendent in writing of its desire to proceed to advisory arbitration for ultimate submittal to the Bishop of the Diocese of Columbus. Upon receipt of such notice, the Superintendent and the teacher or the COACE President, or their designees, will make arrangements to implement the advisory arbitration procedure. In the case of a Church Teaching grievance, the arbitrator will conduct a hearing and will issue a written advisory decision addressing the facts as established at hearing, and whether those facts support a conclusion that the grievant's acts violated the Catholic Church teaching cited by the Principal. The arbitrator shall have no authority to determine the validity, parameters, or propriety of Catholic Church teachings. The disciplinary action or employment termination shall be considered proper if the evidence demonstrates a violation by the individual teacher grievant. In a Church Teaching grievance, the arbitrator may not consider evidence that other teachers have engaged in the same or similar alleged conduct unless the same or similar conduct was known and addressed by a school and the alleged conduct was determined by the Diocese or the school to either be, or not be, a violation of Catholic Church teaching. The arbitrator's findings shall be submitted to the Bishop who shall then decide, in his sole discretion,

whether to accept or reject the arbitrator's findings, and whether disciplinary action or termination imposed by the Principal was appropriate.

- C. Arbitration Procedure — Upon receipt of notice to proceed to arbitration, the superintendent and the teacher or COACE will make arrangements to implement the arbitration procedure. If mutual agreement as to an arbitrator cannot be made, the parties will request a list of seven (7) labor arbitrators, with business addresses in Ohio, from the American Arbitration Association. From this list, the arbitrator shall be selected by alternate striking of names by the designated representatives of the Superintendent and the teacher or COACE, unless the parties mutually agree to the selection of an arbitrator. The first turn to strike shall be decided by a coin flip. The procedures for arbitration shall be those set forth in the Labor Arbitration Rules of the American Arbitration Association (but with an advisory, rather than binding decision for Church Teaching grievances). Parties may have counsel at the arbitration hearing. Both parties may share the cost of a transcript or either party, at its expense, may have a court reporter transcribe the testimony of the hearing. No tape recording by the parties shall be permitted. Each party to an arbitration proceeding shall be responsible for compensating its own representative(s) and witnesses.

Costs for the arbitration and the arbitrator's fee shall be divided equally between the Diocese or School and the teacher or COACE. All payments will be made upon receipt of invoice. In both Standard Grievances and Church Teaching grievances, the arbitrator shall decide the question of arbitrability, if raised by either party.