

**HUMAN RESOURCES  
POLICIES AND PROCEDURES HANDBOOK  
LA SALLE HIGH SCHOOL**

**Sept 2017**

## **LA SALLE HIGH SCHOOL MISSION & VISION / STATEMENT OF BELIEFS**

### **MISSION STATEMENT**

As a Catholic school in the Lasallian tradition, La Salle High School prepares young men to achieve their full potential in body, mind, and spirit.

### **VISION**

Students will be guided to live as disciples of Jesus Christ.

### **BELIEF STATEMENTS**

We believe in the Lasallian core values of Faith, Service, Community, Scholarship, and Leadership.

- Faith: We are Catholic in faith, Lasallian in tradition, and respectful of all beliefs.
- Service: We integrate service and reflection into the student curriculum and the professional development of our employees.
- Community: We respect the dignity of each person and provide a welcoming, supportive, and safe atmosphere.
- Scholarship: We develop lifelong learners and provide a rigorous, research-driven, student-centered curriculum.
- Leadership: We produce men of virtue equipped with the skills, confidence and experience to lead themselves and their communities.

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## **1.0 EMPLOYMENT POLICY**

### **1.1 Selection of Personnel**

La Salle High School is an Equal Opportunity Employer. It is the policy of La Salle High School to promote equal opportunity in the areas of recruitment, employment, training, development, and promotion. Employment at La Salle High School and the subsequent development, transfer or promotion of employees will go to those individuals whose training and experience most nearly qualify them for the positions offered without regard to race, color, religion, sex, age, disability or national origin, except where creed, sex or ordination is a *bona fide* occupational qualification.

### **1.2 Hiring Practice**

Administration and Human Resources advertise position openings, take applications, and forward resumes to Department Directors and/or various Administrators or Hiring Committees for review. The Principal and Executive Director are responsible for finalizing hiring decisions. Directors or Department Chairs then have the final responsibility for the training of personnel. When a position opening occurs, an employee resigns, or when a new position is created, Human Resources is to be notified so the appropriate procedures can be initiated.

### **1.3 Classification of Personnel Affected by the Policies**

Your employment classification determines which pay policies and benefits are applicable to you. The Fair Labor Standards Act, which is the federal law governing wages and hours, sets standards for an employee's classification. La Salle High School complies with these regulations by assessing the job duties, level of authority, and compensation of each of its employees against the standards set forth in the Act as follows:

#### **1. Exempt Employees**

Exempt employees are those salaried employees holding executive, administrative, professional or teacher-minister contract positions within the school.

#### **2. Non-Exempt**

Those employees not included in the categories above are Non-Exempt. Non-Exempt employees are generally paid by the hour and are eligible for overtime pay (at one and one-half times base) for hours worked in excess of 40 per week. Non-Exempt employees must work in concert with their supervisor regarding expectations of the hours to be worked each week and overtime hours, if any. Overtime hours must be approved in advance by the employee's supervisor. Violation of this policy may result in disciplinary action, up to and including termination of employment.

While La Salle High School strives to pay employees correctly, sometimes mistakes can occur. If a mistake has been made, the Business Office, once notified, will promptly make the necessary correction. Therefore, if an employee has questions or concerns about any deductions from their salary, immediately contact the school's Business Manager, without fear of reprisal. Reports of alleged improper deductions will be promptly investigated. If it is determined that an improper deduction took place, the employee will be promptly reimbursed for any such improper deduction. Employees are responsible for regularly reviewing their pay stubs and payroll deductions.

#### 1.4 Types of Employment

1. **Regular full-time:** The employee is regularly scheduled to work 35-40 hours per week (depending on assigned duties) and is considered to be eligible for full employee benefits.
2. **Regular part-time:** An employee who is regularly scheduled to work less than 35 hours per week.
  - A. A regular part-time employee who is regularly scheduled to work at least 20 hours per week, is eligible for prorated sick leave, disability, life insurance, and Worker's Compensation if the employee satisfies the eligibility requirements of each of these plans or programs.
  - B. A regular part-time employee who is regularly scheduled to work fewer than 20 hours per week is eligible for prorated sick leave and Worker's Compensation.
3. **Temporary:** The employee is hired to work for a limited length of time, not to exceed five months in any calendar year, to perform a specific task. The employee is not eligible for sick time or other Archdiocesan benefits, but is entitled to coverage under Workers' Compensation Insurance. If service as a temporary employee exceeds five months, the employee may be transferred to regular status if there is a contractual arrangement or an offer of permanent employment in writing.
4. **Special Project:** The employee is hired for a particular project of specified duration exceeding three months. For example, the project may be funded by a grant, or restricted funds. The employee will be given a statement at the time of hire specifying the duration of employment. Special Project employees are eligible for Archdiocesan benefits based upon their regularly scheduled hours of work if the employee satisfies the eligibility requirements of each of the plans or programs. Upon the completion of the project, or one year, whichever occurs first, the supervisor and Human Resources will review the agreement to determine if the employment

should be continued, modified, reclassified or terminated.

## **1.5 Employment of Relatives**

The employment of relatives is not prohibited as long as the person exercising supervision is not supervising a member of his/her family. Exceptions to this regulation require the approval of both the Principal and Executive Director.

## **2.0 WORKING CONDITIONS**

### **2.1 Hours of Operation for At-Will Employees**

The normal workweek is 35-40 hours for a regular full-time employee. Office hours vary by duty and by department, and are determined by the Principal and Executive Director. Regular hours of operation occur Monday through Friday unless a specific duty (or duties) requires work during the weekend.

As a general rule, regularly scheduled office hours should not be interrupted by personal appointments or medical appointments. When an appointment must be scheduled during office hours, the non-exempt employee should consult with the supervisor for approval of the time arrangements.

Exempt employees do not have a specific time schedule to follow. Knowing the responsibilities of the position for which they were hired, exempt employees should follow the time schedule best suited to getting the job done.

### **2.2 Teacher-Ministers / Contract Employees**

Teacher-Ministers are defined as exempt employees, and shall perform assigned teaching duties for the outlined numbers of days and hours as specified in their Teacher-Minister contract. The schedule of a Teacher-Minister is defined by the structure of the school day, in addition to the assignment of duties within that school day.

### **2.3 Lunch Periods**

At-will employees should schedule their lunch period in consultation with their supervisor to ensure adequate coverage of their office. Teachers will have a scheduled lunch as defined by their class schedule.

### **2.4 Overtime**

The Fair Labor Standards Act establishes minimum wage, overtime pay, and equal pay provisions for employees. Some employees are excluded from the minimum wage/and or overtime provisions by specific exemptions based on the salary they earn and the type of work they do. Only those who are classified as non-exempt per

the overtime provisions of the Act are entitled to overtime pay. Exempt employees are those salaried employees holding Executive, Administrative, Professional or Sales positions.

Authorized overtime of non-exempt employees is compensated at the regular rate of pay through the 40<sup>th</sup> hour. Non-exempt employees will be paid 1.5 times the regular rate for hours worked in a week above 40 hours. It is permissible, however, when an employee works extra hours during one or more days to provide time off during the same week at straight time, as long as total hours actually worked do not exceed 40 in the work week. For purposes of counting overtime hours, holidays, vacation, sick leave and other paid time off need not be counted toward hours worked in a week for calculating required overtime payments. (e.g., an employee whose total hours equal 48 hours during a week but includes 8 hours sick time is not entitled to any overtime pay).

## **2.5 Holiday Compensation**

Non-exempt employees who are required to work on a holiday may choose to schedule another day off during the same pay period or will be compensated at 1.5 times their regular rate of pay.

## **2.6 Reimbursement for Job Related Expenses**

Employees will be reimbursed for expenses incurred in the performance of job-related duties only if the expense is pre-authorized by the Business Office, Principal, or Executive Director and within budget.

With prior approval of the Executive Director or Principal, the cost of attending meetings, conferences, or other official business may be reimbursed (see also Policy 4.1.5). For further information, refer to the school's [Travel and Expense Reimbursement Policy](#).

## **2.7 Dress Code/Personal Hygiene**

Employees are professional representatives of La Salle High School. This policy is an effort to demonstrate respect for our organization. An employee's attire during work hours and work related activities shall be appropriate to the duties of the position, to the safety of the employee and other individuals, and to the probability of public contact. This policy shall be applicable to all exempt and non-exempt employees exclusive of those positions required to wear uniform attire.

Employees are required to use good habits of grooming, personal hygiene, and dress that are consistent with the responsibilities of one's position and service to the Roman Catholic Church.

To avoid uncertainty as to what is considered unacceptable, a number of ***non-acceptable standards*** are outlined below. These examples are non-exclusive and are provided solely for guidance. In addition, the dress code is subject to change as deemed necessary by the Principal.

**Slacks, Pants:** sweatpants, exercise pants, shorts, bib overalls, leggings, and any spandex or other form-fitting pants. Blue jeans/denim are only permitted when announced by the Principal. Leggings may be permissible if worn with a blouse or sweater that is no shorter in length than mid-thigh.

**Shirts, Tops, Blouses:** Tank tops, midriff tops, halter-tops, tops with spaghetti straps or no straps, sweatshirts, t-shirts (logo and plain) unless worn under a blouse, shirt, jacket or dress. Spirit shop/La Salle quarter zips and crew neck apparel are permitted.

**Shoes and Footwear:** Slippers, work boots, flip-flops (rubber/beach) or any shoe that poses a safety risk.

In general, clothes should have minimal ornamentation, never have slogans, and should always be in good repair.

## **2.8 Smoke Free Facility**

All offices and classrooms of La Salle High School are smoke and tobacco-free facilities. This includes all athletic, stadium, and school-related facilities.

## **3.0 JOB PERFORMANCE**

### **3.1 Performance Evaluation**

An employee's immediate supervisor will periodically evaluate the employee's performance. This evaluation may occur on an annual basis or at other time intervals. Immediate supervisors, either on their own initiative or at the request of an employee, may conduct additional evaluations. The purpose of the evaluation session is to allow the employee and the supervisor to set goals for the future, evaluate the success with which previously set goals have been met, commend the employee for work well done, and help improve performance when necessary. The job description is a useful guide for goal setting and evaluation.

Both employee and supervisor will sign the evaluation to signify that it has been read and discussed. The employee will receive a copy and a copy will be placed in the employees permanent personnel file.

## **3.2 Health Problems**

A supervisor may request a medical report when a long absence, or frequent short absences due to illness, interfere with ability to perform the duties of the job. If unable to meet the requirements of the position because of poor health, an employee may be assigned to a less demanding position. If a transfer to another position is accepted, the employee will receive the salary designated for that job classification. When health improves, reinstatement will be considered if a position is available. For further information, see the Archdiocese [Fit for Duty](#) policy.

## **4.0 EMPLOYEE BENEFITS**

### **4.1 Paid Absence Benefits**

#### **4.1.1 Holidays**

La Salle High School observes the following holidays:

New Years Eve  
New Years Day  
Martin Luther King Day (third Monday in January)  
Presidents' Day (third Monday in February)  
Good Friday  
Easter Monday  
Easter Tuesday  
Memorial Day (last Monday in May)  
July 4  
Labor Day  
Day after Open House  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve  
Christmas Day  
Day after Christmas

#### **4.1.2 Vacation**

Certificated, contracted teachers at LaSalle do not have to report to work on days when the school is closed to students except for those days designated ahead of time by the Principal (i.e. In-Service Days or other specifically identified days). The school calendar will be published to all teachers so they can appropriately plan their time off when their presence is not required at the school.

Regular full-time at-will employees may be eligible to take paid vacation time. However, the school does not have an accumulation of vacation days. Vacation schedules must be approved by the employee's supervisor in order to insure that the office/duty will be covered at all times. It may be necessary for employees to stagger vacation requests in order to accommodate departmental coverage.

All vacation time for at-will employees will require final approval by the Executive Director or a designee of the Principal.

#### **4.1.3 Sick Leave, Emergency Leave**

Sick leave for regular full-time employees is accumulated at the rate of one and one-quarter days per month (15 days per year) from the date of hire. Sick leave is cumulative to 120 working days. Sick leave for a regular part-time employee is accumulated on a pro-rated basis.

Sick leave is calculated based on employment status (i.e., full-time, part-time) at the time sick leave is taken, regardless of whether the employee's employment status changed at some point during the period sick leave was accrued.

An employee may be asked to present a physician's statement if there are frequent absences, absence for three consecutive days, or if it appears that job performance is being adversely affected by poor health or absenteeism.

All absences due to illness or unexpected circumstances are to be reported to the immediate supervisor or designee by 6:30 a.m. Human Resources will provide a system for the maintenance of sick leave records, and employees will be required to report absences through this system.

During a paid leave of absence due to a prolonged illness, or the inability to work for reasons associated with pregnancy and/or childbirth, an employee's position will be held. In granting a leave, the employer presumes that it is the intent of the employee to return to his/her position. Leaves will not be granted if it is the employee's intent to not return to work at the end of the leave. The employer reserves the right to require a written verification of illness after a reasonable length of time.

An employee from any entity outside of La Salle High School may transfer a maximum of 120 accumulated sick days when hired by La Salle High School upon verification.

Up to three days of sick leave days may be taken in the event of the death

of an immediate family member, defined as a spouse, child, parent, sibling, grandparent, grandchild, parent-in-law, step parent, or a member of the employee's immediate household. If more than three days will be necessary, approval by the Principal or Executive Director will be required.

Unused sick leave is not reimbursed with pay, and sick leave may not be used as extra vacation time.

In addition to sick time, each employee is eligible for two personal days per contract/12 month period.

#### **4.1.4 Civic Duty**

An employee summoned to jury duty will be granted time off work and will be paid the regular base pay while they fulfill their civic duty. The employee will be required to give to Human Resources a copy of the notification of jury duty selection. The employee is expected to report to work during normally scheduled hours except for the time involved in jury duty. Court payments and jury duty card must be forwarded to the Payroll Office. A statement from the court showing the jury duty served may be required.

Employees who are subpoenaed by a court for personal or family matters may be granted an emergency leave day. Employees who are subpoenaed in connection with their work as an employee of the La Salle High School will be paid their regular base pay for their time away from work to comply with the subpoena.

#### **4.1.5 Educational Benefits/Professional Development**

With the prior permission of the Principal and the approval of the Executive Director, employees may attend conventions, conferences, seminars, institutes, and courses directly related to their job, which will improve job skills. Any costs associated with education or professional development must be approved in advance and be within the school's approved budget or Title IIA allocation. Additionally, employees must receive approval for any absences that the educational opportunity may incur.

Regular full-time employees with students that attend La Salle High School will qualify for free tuition at La Salle. Additionally, employees with high school students that are attending another Archdiocesan high school will qualify for a tuition subsidy equal to 50% of the average tuition cost among all qualifying high schools (as calculated by the Archdiocese of Cincinnati). This subsidy is given in recognition of the importance of the ministry of a Catholic school education. The cost for any athletic/co-curricular activity, tablet fees, dances, etc. are fully the responsibility of the employee.

A Subsidy Form should be submitted to the Business Office by April 1 of the year that the student will be attending high school.

Employees should be aware that this benefit may be taxable under Internal Revenue Service regulations.

**4.1.6 Maternity/Paternity Leave**

In order to enable parents bringing newborn/adopted children into their homes, employees of La Salle High School will be provided with three weeks of paid maternity/paternity leave. The leave must be completed within twelve weeks of the birth/adoption of a child. Further time off may be requested in accord with the provisions of the Family Medical Leave Act. In granting a leave, the employer presumes that it is the intent of the employee to return to his/her position. Leaves will not be granted if it is the employee’s intent to not return to work at the end of the leave.

The application of accrued sick time may be applied towards maternity/paternity leave per the table below:

	Weeks 1, 2 & 3	Weeks 4, 5, & 6	Weeks 7 & 8	Weeks 9 through 12
<b>FEMALE EMPLOYEE</b>				
Regular Birth	Maternity/ Paternity Pay	Accrued Sick Days	UNPAID*	UNPAID*
Cesarean Birth	Maternity/ Paternity Pay	Accrued Sick Days	Accrued Sick Days	UNPAID*
<b>MALE EMPLOYEE</b>				
Spouse Regular Birth	Maternity/ Paternity Pay	UNPAID*	UNPAID*	UNPAID*
Spouse Cesarean Birth	Maternity/ Paternity Pay	UNPAID*	UNPAID*	UNPAID*
<b>MALE &amp; FEMALE EMPLOYEES</b>				
Adoption/Foster Care	Maternity/ Paternity Pay	UNPAID*	UNPAID*	UNPAID*

\*Employee can use Sick Days for these weeks if the child has an FMLA qualifying illness or if the mother has FMLA qualifying complications or illness beyond the normal delivery recovery (medical certification required).

## **4.2 Unpaid Absence Benefits**

### **4.2.1 Leaves of Absence**

An employee may make a written request to their supervisor for an unpaid leave of absence. The request must be for a compelling personal reason acceptable to and approved in writing by the Principal. Unpaid leaves available to employees include medical leave, workers' compensation leave, long term disability leave and FMLA leave. FMLA leave may be requested for a qualified exigency in connection with a family member who is serving on (or has been called up for) active duty, or to care for a family member who has been injured in connection with military duty per the provisions of the Family Medical Leave Act. Employees will be required to utilize any accumulated paid absence benefits prior to being granted unpaid absence. Sick day benefits do not accrue during an unpaid leave of absence.

After three months on leave of absence an employee's position may be filled. Leaves of absence requested under FMLA require that the employee must have completed one year of employment with La Salle High School and worked at least 1,250 hours in the 12-month period preceding the start of the leave.

### **4.2.2 Military Leave**

Employees inducted into the military, or who are members of the National Guard will be granted duty leave without pay and without loss of accumulated service as, and to the extent, provided by law. See section provisions with the Family Medical Leave Act.

## **4.3 Archdiocesan Benefit Plans**

Regular full-time employees who regularly work 30+ hours per week and meet other eligibility requirements are entitled to Medical, Dental and FSA benefits. All employees who are regularly scheduled to work 20+ hours per week are eligible for the 401(k) Plan, Life and Long Term Disability (LTD) insurance. The eligibility and other terms and conditions of each of these benefit plans are established and governed by the insurance policies and formal plan documents which set forth their terms and conditions. Any employee with questions regarding these plans should contact Human Resources.

### **4.3.1 The Health Care Plan of the Archdiocese**

The Archdiocese offers a self-insured, comprehensive, major medical plan, administered by Anthem Blue Access (PPO Plan). The Archdiocese offers single or family coverage for eligible employees. The Archdiocese

voluntarily complies with federal PPO regulations. For further details, please refer to the plan booklet.

#### **4.3.2 Group Life Insurance**

Eligible employees are covered by a group life insurance policy. If coverage is waived under the health plan, employees may still enroll in the group life insurance plan. The premiums for the base coverage are paid entirely by La Salle High School. For further details, please refer to the plan booklet.

#### **4.3.3 Retirement Benefit - 401(k) Plan**

The Archdiocese offers a 401(k) Plan that provides eligible employees the opportunity to make voluntary contributions with investment choices that have favorable tax advantages. La Salle High School will make quarterly contributions to the Plan equal to 4% of the employee's quarterly earnings. The 401(k) Plan is intended to help employees supplement their retirement savings.

Effective January 1, 2016, if you are a new or rehired Eligible Employee, you are subject to **"automatic enrollment"** in the Plan at a rate of 4% of your compensation. After you satisfy the Plan's general eligibility rules [i.e., age 21 and 30 days of employment], you will automatically be enrolled in the Plan as of the next administratively feasible calendar quarter [January 1, April 1, July 1 or October 1] with 4% of your paycheck deducted and contributed to the Plan as a Pre-Tax contribution. If you do not want to enroll in the Plan at the 4% contribution rate and you would like to contribute a different amount or no amount of your paycheck, you must timely complete the online enrollment process upon receipt of your PIN letter and instructions from Fifth Third Bank.

#### **4.3.4 Group Long-Term Disability Insurance Plan**

Eligible employees other than Religious and Priests are covered by the Archdiocesan long term disability plan. The cost of the plan is paid entirely by La Salle High School. For details of eligibility and benefits, please refer to the plan booklet.

#### **4.3.5 Voluntary Dental Plan**

Eligible employees may select single or family dental coverage administered by a third party administrator. As a voluntary plan, the entire cost of dental insurance is the full responsibility of the employee.

#### **4.3.6 Voluntary Life Insurance**

Eligible employees may select additional life insurance coverage above the group term life and long term disability coverage provided by La Salle High School. Voluntary life insurance coverage is administered by a third party administrator. As a voluntary plan, the entire cost of additional life insurance is the full responsibility of the employee.

### **4.4 Government Programs**

#### **4.4.1 Unemployment Compensation**

Ohio unemployment law provides for temporary assistance to employees other than Religious and Priests who have lost their jobs through no fault of their own. Though exempt from this law for office employees, the Archdiocese voluntarily provides coverage. Premiums are paid entirely by La Salle High School and the fund is administered by a third party administrator.

#### **4.4.2 Workers' Compensation**

Employees of the Archdiocese are covered under Ohio law for job-related illness or injury. Premiums are paid entirely by La Salle High School. Job-related illness or injury must be reported immediately to the Business Manager and Executive Director.

#### **4.4.3 Social Security**

Archdiocesan employees other than Religious and Priests are covered under the Federal Social Security program for retirement benefits and other survivor and disability benefits. La Salle High School contributes the amount required for each employee as established by this program.

## **5.0 TERMINATION**

### **5.1 Dismissal**

An employee may be dismissed for unsatisfactory work performance, habitual or excessive absences or tardiness, violation of Archdiocesan policies or other inappropriate behavior. Sometimes dismissal may occur after the employee has received a written warning and has been given an opportunity to improve performance or conduct. In some situations immediate dismissal may be appropriate, with or without prior warning. The reasons for immediate dismissal may include, but are not limited to, one or more of the following:

1. Insubordination or intimidation;
2. Condition unfit for duty, such as reporting to work under the influence of alcohol or drugs;
3. Theft or misappropriation of property or funds belonging to La Salle High School, employees, or clients;
4. Conduct contrary to or detrimental to the religious and professional character of the Archdiocesan Central Offices or the policies (e.g. accepting gifts or bribes for services rendered, altering, removing or destroying records, failure to respect confidentiality of records and information);
5. Inability to work cooperatively with the supervisor and/or staff;
6. Other inappropriate behavior of a significant nature or degree.

## **5.2 Reorganization/Reduction in Force**

La Salle High School has the right to reorganize its work force and/or to reduce its work force, either permanently or temporarily, in its sole discretion. If La Salle High School makes the determination to reduce its work force, it will do so on the basis of its assessment of job requirements, performance, length of service, and any other factors deemed relevant by La Salle High School in its sole discretion. Respecting the fact that the content and timing of information provided to employees may be limited, La Salle High School will endeavor to provide employees with as much information as possible in as timely a manner as possible regarding a reorganization and/or reduction in force.

If an employee is released as a result of a reduction in work force, the date of termination will be set with at least four weeks' notice.

Human Resources and the Principal will participate with the applicable Department Chair or Director in any announcement to employees of a reorganization and/or reduction in force to provide information and to answer questions regarding employee benefits upon separation of employment.

## **5.3 Resignation**

At-will employees are requested to give their supervisor advance notice in writing of the intent to terminate employment. The minimum time requested for such notice is two weeks for all at-will employees, exempt and non-exempt. Employees under the Teacher-Minister contract must adhere to all contract provisions, including length of service and separation.

## **5.4 Retirement**

La Salle High School does not have a mandatory retirement age. For the normal retirement age with full retirement benefits, refer to the current Archdiocesan Pension Plan and/or 401K booklet. The formal plan documents govern eligibility and other terms and conditions of the plan.

## **5.5 Exit Interview**

An employee leaving the employ of the Archdiocesan Central Offices of La Salle High School may be interviewed by Human Resources, the Principal, or his/her designee. The interview will take place before the last day of employment. The purposes of the exit interview are:

1. To discover why the employee is leaving;
2. To discuss the employee's future plans and offer assistance in finding other work if necessary;
3. To identify whether something could have been done to prevent this separation;
4. To see if trends in turnover seem to indicate a need for policy changes.

An employee may decline to be interviewed.

## **6.0 ADMINISTRATION**

### **6.1 Administration of the Policies**

The Principal, Executive Director, and person responsible for Human Resources have the responsibility for the administration of the policies contained in this manual. Human Resources is responsible for interpretation of the policies.

### **6.2 Human Resources Records**

A permanent human resources file will be maintained by Human Resources for each employee. Employee files will be maintained in a confidential manner. These files are the property of La Salle High School. Employees may review their files upon written request to Human Resources.

### **6.3 Reference Check**

Requests for information about employees will be handled with discretion by the

Human Resources. Generally, only the name, employment dates and position title will be provided. If factual information must be released in order to secure a loan or proceed with a business transaction, the employee must first send a written authorization to Human Resources. An example of an exception to this policy would be the record of a terminated employee discharged for activity resulting in a criminal conviction.

Written requests for information from the Social Security Administration, agents who administer unemployment compensation and other government agencies and as required by law may be answered without the employee's written authorization.

#### **6.4 Exemptions and Supplementary Policies**

In the event that an office or department sees a need for additional policies for the use only of such office or department, the supplementary policies must not be in conflict with Archdiocesan policies.

Employees agree to adhere to supplementary policies put in place with the school, including policies related to Business Office Processes, Payment Security Policies, Data Security Policies, etc. These policies will be communicated through email, shared Google documents, and other electronic means.

#### **6.5 Conflict Resolution**

The Archdiocesan Human Resources Policies are intended to promote equitable treatment of all employees. On occasion, however, claims that an employment condition is unjust, or that a provision of the Human Resources Policies has been improperly, unjustly, or inequitably applied may arise. Employees are encouraged to try to resolve conflict situations informally perhaps even with the assistance of the Department of Human Resources. In the event that these situations cannot be resolved to the mutual satisfaction of both parties, the [Employee Problem Solving Process](#) shall be initiated. (See AOC Policy) The Office of Due Process, under the Archbishop, is available to employees provided they have first gone through the Employee Problem Solving Process.

#### **6.6 Theft of Employee's Property**

Employees who bring significant or valuable personal items to the job site do so at their own risk. La Salle High School is not responsible or liable for the loss or theft of any such property. If an employee suffers the loss of personal property from an Archdiocesan site, the theft must be reported immediately to the supervisor and to the appropriate civil authorities.

#### **6.7 Communication with the Media**

Any employee or agency communicating with the media as a representative of La

Salle High School about controversial matters, matters of official policy of the Archdiocese, or teachings of the Church may do so only after consulting with the Principal and Executive Director. Responses to the media should be in accord with the official policy of La Salle High School and with the teachings of the Catholic Church.

## **6.8 Information Technology**

All computer systems and related data (including electronic mail and all word-processing equipment and materials) and the voice mail system are property of La Salle High School. La Salle High School reserves the right to monitor, inspect, or access an employee's computer, voice mail system or electronic media at any time with or without notice. La Salle High School also may retrieve any information or material retained in any such system. There is no expectation of privacy in any matter created, received, stored, or sent from any computer system or the voice mail system. Additionally, the recording of any conversations, whether in person or over the telephone, is prohibited unless it is by mutual consent.

The complete text of the Information Technology policy is available online at: [Information Technology Policy](#)

All employees are required to sign the "Information Technology Disclosure Statement," which is available online at: [Information Technology Disclosure Statement](#)

## **6.9 Fit For Duty**

La Salle High School expects all employees to report for work in a condition that will allow them to perform the essential functions of their job without jeopardizing the safety and security of the working environment for themselves and others. The Fit for Duty Policy provides a list of general warning signs that indicate that an employee may be unfit for duty and provides uniform procedures that must be followed when management determines that an employee is unfit for duty. The complete text of this policy is available online at: [Fit for Duty Policy](#)

## **6.10 Conflict of Interest**

La Salle High School expects responsible individuals to avoid conflicts of interest by not allowing outside obligations, financial interests or other activities to interfere with their obligations and commitments to their work. Responsible individuals are those who hold decision-making or policy setting positions or significantly influence decisions with respect to investments or purchases of any other goods. Such employees have the responsibility to report any personal, family or business relationships that may conflict with their Archdiocesan duties. The complete text

of the Conflict of Interest policy is available online at: [Conflict of Interest Policy](#)

Responsible individuals are required to sign a “Conflict of Interest Disclosure Statement,” which is available online at: [Conflict of Interest Disclosure Statement](#)

### **6.11 Ethics and Conduct**

Employees of La Salle High School are held to the highest ethical standards and accountability. Each employee (exempt and non-exempt) must sign a statement assuring that he/she will adhere to the laws of government and ethical principles of the Church, will demonstrate the highest level of integrity, honesty and conduct and will not misuse his/her power and authority. The complete text of the Ethics and Conduct policy is available online at: [Ethics and Conduct](#)

All employees are required to abide by the “Ethics and Conduct Disclosure Statement,” which is available online at: [Disclosure Statement](#)

**The Archdiocese has established a hotline to provide employees a simple, risk-free means for reporting financial misconduct by calling 1-888-389-0381 or logging onto [www.catholiccincinnati.org](http://www.catholiccincinnati.org) which has a direct link to EthicsPoint (a third party administrator).**

### **6.12 Records and Retention**

The purpose of this policy is to ensure that necessary records and documents of La Salle High School are adequately protected and maintained to ensure that records no longer needed by La Salle High School are discarded at the proper time. This policy aides employees in understanding their obligations in retaining records, which include electronic documents (e-mail, Web files, text files, PDF documents, word processing documents, spreadsheets, databases, database data, backup tapes and other formatted files). The complete text of the Records and Retention policy is available online at: [Records & Retention Policy](#)

### **6.13 Gifts and Gratuity**

Employees of La Salle High School are prohibited from conducting business with customers or vendors on the basis of gifts or favors. No employee shall receive any improper payment or gratuity from any business enterprise which is a supplier, customer of La Salle High School or its affiliates. A business gift is anything of value received as a result of a business relationship and for which the recipient does not pay fair market value. Employees are prohibited from receiving business gifts and entertainments more than a value of \$50.00. Employees receiving gifts from vendors must complete and sign a Gifts and Gratuities Transaction Log in the Business Office. The complete text of this policy is available online at: [Gifts and](#)

## [Gratuities Policy](#)

The Gifts and Gratuities Transaction Log is available online at: [Gifts and Gratuities Transaction Log](#)

### **6.14 Security (Access Cards/ID Badges/Return of Property)**

Employees have a responsibility to help maintain secure environment for students and employees.

1. Each new employee will be issued an ID Badge. Employees are required to display this ID Badge at all times while in the building .
2. The Executive Director determines building access needs and the Business Manager issues keys with the assistance of the Facilities Manager. If keys are lost or misplaced, it should be reported to the Business Office immediately. The employee is responsible for the cost to replace any areas that need to be rekeyed as a result of the key loss.
3. All visitors to La Salle High School will sign in and be issued a visitor badge at the front desk or Business Office. This visitor badge is to be worn during the entire visit and will be returned when the visitor signs out.

Access cards/ID badges/keys/etc. remain the property of La Salle High School, and must be submitted, along with other school property (including but not limited to computers, phones, credit cards, passwords, files, manuals, etc.) to Human Resources upon termination.

### **6.15 Weapons in the Workplace**

La Salle High School is committed to providing a safe workplace for their employees and all those who enter their property or premises. The term “premises” includes all buildings or land owned by the Archdiocese. Accordingly, the Archdiocese has adopted the following policy on weapons in the workplace. This policy applies to all employees and other persons entering Archdiocesan property or premises regardless of whether such employee or other person possesses a valid license that permits the carrying of a concealed weapon. Unless specifically authorized in writing by a management official of the Archdiocese, the possession, transfer or use of weapons is prohibited while on Archdiocesan property or premises, including without limitation, while in Archdiocesan-owned vehicles.

This policy shall not prohibit the following persons from carrying a firearm on Archdiocesan property or premises provided the person possesses valid

photographic identification: (1) law enforcement officers; and (2) security personnel employed by or contracted with the Archdiocese and who have been granted written permission by a management official of the Archdiocese to carry a firearm while on duty.

Weapons prohibited by this policy include without limitation: firearms (including concealed handguns), firearm replicas, objects indistinguishable from firearms, ammunition look-alike's (dummies or duds), explosives, night sticks, spring loaded knives, and other objects designated to intimidate or injure people.

Nothing in this policy prohibits an employee or other person who possesses a valid license that permits the carrying of a concealed weapon from transporting or storing a firearm and ammunition in his or her personal vehicle on Archdiocese/Affiliate premises where the vehicle is permitted to be, such as a parking lot. If the employee or other person is outside of the vehicle, the firearm and ammunition must be locked in a trunk, glove box, or other enclosed compartment within or on the vehicle.

Any Archdiocesan employee who violates this policy will be subject to discipline, up to and including termination of employment. Any other individual who violates this policy will be removed from the Archdiocesan property or premises and may be prohibited from future entry to the Archdiocesan property or premises. Additionally, any violation of this policy that results in damage or injury may not be covered by Archdiocesan insurance.

#### **6.16 Reporting to Work**

Employees of La Salle High School are expected to report to work as scheduled and to maintain a consistent record of good attendance. Office hours and work schedules have been established based on the needs of the various locations and departments. Employees who have a chronic problem with reporting to work will be subject to a corrective counseling process which may begin with a verbal warning and can progress to termination if the undesirable conduct is not corrected. The complete text of the Reporting to Work Policy is available online at: [Reporting to Work Guidelines](#)

#### **6.17 Corrective Counseling**

The conduct of employees who work for La Salle High School is governed by established fundamental principles from church teachings and traditions. The excellent work record and reputation of the Archdiocese is dependent upon employees maintaining an orderly and harmonious working environment.

Employees failing to meet Archdiocesan standards will be subject to corrective counseling which focuses on encouraging the employee to meet expectations.

Corrective counseling may begin with a verbal warning and can progress to termination if the undesirable conduct is not corrected. The Archdiocese has established thirty-five rules and regulations that employees must adhere to or receive corrective counseling. The list is not all inclusive. The complete text of the Corrective Counseling Policy is available online at: [Corrective Counseling Guidelines](#)

#### **6.18 Solicitation & Distribution**

It is the policy of La Salle High School to prohibit employees, volunteers and non-employees from unauthorized solicitation of employees or parents/students, and/or distribution of materials on Archdiocesan premises unless approved by the Principal. The complete text of this policy is available online at: [Solicitation and Distribution Policy](#)

#### **6.19 Social Media**

La Salle High School recognizes that in today's environment, with the increasing prevalence of the internet, employees, clerics and volunteers will use the internet to conduct ministry work and to communicate with associates and friends. The internet provides various ways for individuals to interact and has changed the way we communicate and share information. La Salle High School views the internet as an important educational and evangelizing tool to promote school and ministerial programs. The Social Media Policy was written to ensure that social networking tools will be used safely, without compromising their effectiveness. The policy sets forth language and boundaries to govern their use. The complete text of the Social Media Policy is available online at: [Social Media Policy](#)

#### **6.20 Association with Programs/Contractual Agreements**

No employee shall sponsor or institute a program (i.e., lecture, seminar, conference, fundraiser, etc.) or otherwise lend the name of La Salle High School to any program without the permission of the Principal and Executive Director.

Any and all contractual agreements must be reviewed by the Business Manager and Executive Director, and can only be signed/executed by the Principal or Executive Director. Contracts for purchases or services that exceed a cost of \$20,000 must have further approval by the Archbishop/Archdiocese.

#### **6.21 Family and Medical Leave Act**

La Salle High School provides eligible employees up to 12 weeks of job-protected leave in compliance with the Family and Medical Leave Act (FMLA). FMLA is designed to help employees balance their work and family responsibilities by allowing them to take reasonable leave for certain family and medical reasons.

Family Medical Leave of Absence is available for eligible employees for up to twelve weeks during a twelve-month period for the following reasons: (i) the birth of the employee's child and to care for the newborn child; (ii) the placement of a child with the employee for adoption or foster care; (iii) when the employee is needed to care for a child, spouse, or parent who has a serious health condition; (iv) when the employee is unable to perform the functions of his or her position because of a serious health condition (as defined by the FMLA); or (v) for Military Family Leave (a qualifying exigency or care for an injured service member).

The complete text of the Family & Medical Leave Policy is available online at: [Family & Medical Leave Policy](#)

## **6.22 Medical Leave of Absence (MLA)**

A Medical Leave of Absence (MLA) is available for employees who have not met the eligibility requirements for an FMLA leave or for employees who have exhausted their 12-week entitlement to FMLA for that 12-month period and are still unable to return to work due to the illness (as supported by their physician).

Total allowable time off from La Salle for medical reasons is 6 months. The following two bullets outline how this works:

- Employee uses his/her 12-week entitlement of FMLA leave, but is not medically ready to return to work. This employee can then apply for MLA and, assuming his/her physician provides documentation supporting the medical condition, can be out on leave for up to an additional three months.
- Employee is not eligible for FMLA, but has a medical condition that requires them to be off work. Assuming the employee can provide medical documentation supporting the need for a medical leave, he/she can be out on leave for up to 6 months.

An MLA leave does not guarantee re-employment in the same or other job upon return to work. After 6 months, the employee can be reinstated in another position if available and if he/she is qualified.

## **6.23 How FMLA & MLA Leaves are Paid**

### **FMLA:**

Female employees who take a maternity FMLA will be paid for 3 weeks pursuant to the Maternity/Paternity Leave Policy without the employee using Sick Days. These employees will be required to use accrued Sick Days, if available, for any portion of their recovery period (as supported by their physician) that is not covered by their 3 weeks of pay pursuant to the Maternity/Paternity Leave Policy. Once the recovery period is over, and if the 3 weeks of pay pursuant to the Maternity/Paternity Leave

Policy has been exhausted, the remainder of the maternity FMLA leave is unpaid.

For employees who take paternity FMLA leaves or for adoption or foster care placement FMLA leaves, La Salle will pay the first 3 weeks pursuant to the Maternity/Paternity Leave Policy without the employee being required to use accrued Sick Days. After the first 3 weeks the leave is unpaid.

Employees who use FMLA for their own serious health condition will be required to use accrued Sick Days beginning on the first day of the leave. If the employee does not have Sick Days available, this portion of the leave will be unpaid.

FMLA leaves taken to care for a spouse, child or parent will be required to use any accrued sick time. If the employee does not have Sick Days available, this portion of the leave will be unpaid.

#### **MLA:**

Employees are required to exhaust all accrued, unused Sick Days beginning on the first day of their MLA. After exhaustion of available Sick Days, the leave will be unpaid.

#### **6.24 Medical Coverage Premiums during FMLA and/or MLA**

During the paid portion of *any* leave, and during any FMLA leave (paid or unpaid), employees who purchase AOC medical coverage continue to pay the employee portion of their medical premium. During any full months of non-FMLA unpaid leave, employees will be required to pay the full medical premium.

#### **6.25 Harassment**

La Salle High School is firmly opposed to any form of harassment in the workplace. Specifically forbidden is harassment based on race, color, religion, gender, national origin, age, disability and sexual harassment. Not only is harassment offensive to the individual, it is offensive to the values of the Gospel and the Church's teachings on the dignity of the human person. Any employee should be able to work in an atmosphere free of harassment and intimidation.

The complete text of the Harassment Policy is available online at: [Harassment Policy](#)

#### **6.26 Extra Salary Compensation**

Employees of La Salle High School qualify for extra salary compensation when an employee is approved to perform work that is: 1) Truly necessary 2) For a limited period of time 3) Does not interfere with the employee's current work schedule

and 4) Does not fall within the scope of the employee's responsibilities. If all four of these "Required Working Conditions" are met, the employee may receive extra salary compensation for a defined duty. The complete text of the Extra Salary Compensation Policy is available online at: [Extra Salary Compensation](#).

Employees that participate in running academic or co-curricular camps agree to follow the compensation guidelines on the La Salle Camp Form.

Employees that engage in summer tutoring and instruction, camp coaching/counseling, or any other activity that involves a service or fee must be pre-approved by the Principal and Executive Director. If approved, the employee may charge the student's parents a fair rate for a service, at a rate determined by the school. Payments for summer tutoring and instruction must be processed through the La Salle Business Office, and are subject to applicable payroll taxes and benefit deductions.

#### **6.27 Workplace Violence Prevention**

La Salle High School is committed to providing a safe workplace environment and protecting the safety of our employees, volunteers, the public and our operations. Prevention of violence in the workplace is a goal and responsibility that we all share. Aggressive or violent behavior, threats, harassment, stalking, bullying, verbal or physical abuse and other hostile or destructive acts are prohibited by La Salle High School.

The complete text of the Workplace Violence Prevention Policy is available online at: [Workplace Violence Prevention](#)

#### **6.28 Telephone Usage**

The purpose of this policy is to establish guidelines for employees of the Archdiocese regarding the use of telephones and cell phones while conducting Archdiocesan business. The office telephone and the cell phone play a vital role in our business operation, but it is necessary in today's work environment to have guidelines regarding their safe and productive use both within the office and outside of the office. The complete text of the Telephone Usage Policy is available online at: [Telephone Usage Policy](#)

#### **6.29 Driving**

The purpose of this policy is to establish guidelines for employees of the Archdiocese regarding the use and/or operation of vehicles while conducting Archdiocesan business; to ensure that staff who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times and promote a safe driving culture within the organization. The complete text of the Driving Policy is available online at: [Driving Policy](#)

Any employee that wishes to use the School Van for transportation must be fully Van Certified. Van usage must be reserved through the Business Office, and all safety procedures and student transportation protocols must be fully adhered to.

### **6.30 Children in the Workplace**

La Salle High School does not permit the presence of children in the workplace in lieu of child care arrangements. The presence of children, visitors, or family members during work hours, except for an occasional basis for a brief visit, is to be avoided. Employees with dependent children are expected to make regular arrangements for proper care of their children while at work. Parents may use personal days when childcare issues arise. The complete text of the Guidelines for Children in the Workplace is available online at: [Children in the Workplace](#)

## **7.0 PROCEDURES/POLICIES**

### **7.1 School Policy, Archdiocesan Policy and Church Teaching**

Employees agree to comply with all Archdiocesan policies and processes, and agree to act consistently in accordance with the stated philosophy of the teachings of the Roman Catholic Church.

All employees agree to uphold the provisions contained within the Decree on Child Protection, and to complete a monthly Virtus bulletin. Employees are subject to corrective action if they fall more than three bulletins behind.

Employees further agree to adhere to and enforce all of the policies set forth in the Student Handbook.

La Salle reserves the right to update or change policies and procedures, including those listed in this handbook.

### **7.2 Individualized Professional Development Plans**

All certified/licensed employees must complete Individualized Professional Development Plans, or IPDPs.

### **7.3 Arrest or Indictment of School Employees**

Effective September 12, 2008, Ohio House Bill 428 requires educational institutions to report to the Department of Education any school employee misconduct that involves an arrest or indictment for certain offenses, including felonies, certain thefts and crimes of violence. Employees who are arrested or indicted for these offenses must be suspended from duties involving the care,

custody or control of children during the criminal investigation. Educational employers who knowingly fail to report the misconduct by licensed educators will be charged with a criminal penalty. The Principal must notify the Chancellor's Office or the Human Resources Office immediately if a school employee has been arrested or indicted.

#### **7.4 Employee/Student Safety**

No student is permitted to be on scaffolding or any ladder taller than a 6-foot step ladder. A band conductor's platform is approved for use during rehearsals, performances, and competitions under supervision. Students may not use any type of hoisting apparatus or power-driven machinery (other than office machines).

Only adults with appropriate and current certification may use power-driven machinery (such as scissor lifts), and must wear the required safety equipment during operation. Any adult using scaffolding or extension ladders are required to use OSHA-approved safety equipment (such as harnesses and hard hats) and to follow OSHA guidelines. When using certain tools (e.g., hammers) employees and students must wear safety gear if appropriate (protective eye wear, gloves, etc.), and may only use those tools under adult supervision.

Employees should be familiar with the Crisis Plan located on the Employee Hub of the school website. The crisis plan can also be found in the red emergency "Classroom Go-Kit".

In accordance with regulation of the Environmental Protection Agency (EPA), the school is required to inform employees of the availability of the Asbestos Management Plan. This statement serves as the annual notice since employees are required to read and agree to the handbook on an annual basis.

#### **7.5 Statement of Equal Employment Opportunity**

La Salle High School is an Equal Opportunity Employer. It is the policy of La Salle High School to promote equal opportunity in the areas of recruitment, employment, training, development, transfer, and promotion. Employment in the Archdiocesan offices and subsequent development, transfer or promotion will go to those individuals whose training and experience most nearly qualify them for the positions offered without regard to race, color, religion, sex, age, disability or national origin, except where religion, sex or ordination is a bona fide occupational qualification. In the event of reorganization, Policy 5.2 will be operative.

## **7.6 ADA Compliance and Requests for Accommodation**

It is the policy of La Salle High School to comply with the Americans with Disabilities Act (ADA) protecting qualified individuals with disabilities. The Archdiocese provides reasonable accommodations for known physical or mental disabilities to qualified individuals to the extent required by law, provided that the requested accommodations do not create undue hardships for the Archdiocese and/or do not pose direct threats to the health or safety of the requesting individuals and/or others in the workplace.

If an accommodation is required to perform the essential functions of one's job, the Human Resources Department must be notified. The Human Resources Department will then work with the employee and the employee's supervisor to identify possible accommodations enabling performance of the essential functions of the job. Equal opportunity is extended to qualified persons with disabilities in all aspects of the employer-employee relationship, including recruitment, training, promotion, transfer, compensation, benefits, leaves of absence, discipline, and termination of employment.

Instances of non-compliance with this policy noted by the employee should be referred to the immediate supervisor or office/department director and/or the HR Department. The Archdiocese prohibits and will not tolerate any form of retaliation by management or co-workers against an employee who submits an ADA compliance request.

## **7.7 Employee Problem Solving Process**

La Salle High School is committed to providing professional working conditions for its employees. Part of this commitment is encouraging an open and honest atmosphere in which employees may express and resolve any appropriate issues or concerns. The Employee Problem Solving Process assures a complete, impartial and prompt attempt to resolve work-related conflicts.

If an employee believes that an employment condition is unjust or that a provision of the written policies of the Human Resources Policies and Procedures Handbook has been improperly, unjustly, or inequitably applied, an employee problem solving process must be employed as the sole and exclusive remedy for any such claim.

An employee using the problem solving process must follow the specified time schedule at each step of the informal and formal process. The Employee Problem Solving Process is intended to resolve differences in a cooperative manner between employees who work together toward the same goals. The complete text of this policy is available online at: [Employee Problem Solving Process](#)