DIOCESE OF MARQUETTE SUPPLEMENTAL SCHOOL PERSONNEL POLICIES

Adopted by \_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_, 2025

PURPOSE AND APPLICABILITY:

These Supplemental Policies may be adopted in whole or in part by any Catholic school in the Diocese of Marquette, at the option of the school. Those adopted must be compiled by the school and an Acknowledgment of Receipt must be signed by each employee. If these Supplemental Policies are adopted, they are to be read together with the mandatory policy handbook, *School Personnel Policies*.

Section AA: EMPLOYEE LEAVE TIME

# Vacation for Non-Contract Employees.

All non-contract, regular full-time and part-time fiscal year employees, who work twenty or more hours per week, are eligible for paid vacation. Contract employees do not accrue vacation and are not subject to this policy.

Accrual of vacation begins after the first day of employment. Vacation time accrued may not be taken until the employee has completed three months of employment. Vacation time is accrued for all fiscal year employees as follows:

|  |  |
| --- | --- |
| Years of Employment | Annual Vacation Leave, Non-Contract Employees |
| 1 | \_\_ days |
| 2-10 | \_\_days |
| 11-20 | \_\_ days |
| 21st and following | \_\_ days |

Part-time fiscal year employees working twenty hours or more per week accrue an equivalent proportion of the vacation time accrued by full-time fiscal year employees. Vacation accruals may be different than stated above if stated in a contracted employee’s contract. Any leave requests that result in a negative balance must be approved by the employee’s supervisor.

Employees must take at least a portion of their annual vacation each year. A year for measuring vacation accruals begins July 1 and ends on June 30. Up to 12 days of vacation time may be carried over to the next fiscal year. All other unused vacation time is forfeited without pay. See Section V (Termination) for the treatment of unused vacation time at termination of employment.

Vacations are scheduled so that the needs of the school are continually met. Requests for vacation must be received at least two weeks prior to the desired date and must involve at least a one-half day absence from work. Holidays that fall within a vacation are not counted as a vacation day used. Vacation leave may not be changed to sick leave once the employee has begun vacation. An attempt to use more vacation time than allocated will be subject to discipline.

# Paid Personal Leave for Contract Employees.

All contracted employees are eligible for two days of paid personal leave per contract year. A year for measuring personal leave accruals begins with the start date of the employee’s contract and ends on the end date of the employee’s contract. Personal leave will begin in the first full calendar year employed. Non-contract employees do not accrue paid personal leave and are not subject to this policy.

Paid personal leave must be used in half-day increments, and only upon prior approval of the employee’s supervisor. Paid personal leave must be used in the year accrued, and will not be carried over to the next year. No payment for unused paid personal leave will be given upon termination of employment. An attempt to use more paid personal leave than accrued is not permitted and will be subject to discipline.

# Sick and Pregnancy Leave.

**Sick Leave**

As set forth in Section H, Paragraph 4 (Employee Leave Time – Sick Leave), all eligible employees are entitled to 1 hour of paid sick leave for every 30 hours worked under the Michigan Earned Sick Time Act (ESTA), up to 72 hours per year. The policy applies to all school employees, including full-time, part-time, and temporary, including substitute teachers who are exclusively employed by the school. The policy does not apply to employees younger than 18 employed under the Youth Employee Standards Act; unpaid interns; and does not apply to anyone who is not an employee, such as independent contractors and volunteers.

* The following is added to Section H, Paragraph 4 (Employee Leave Time – Sick Leave):

Allocation of Hours and General Provisions

Choose this option if you want to “frontload” paid sick hours for each employee on January 1, and use accrual method for new employees to delay use by 120 days:

Allocation of Hours and General Provisions

*Allocation of Hours:*

* For Existing Employees:
  + Exempt (salaried) employees employed as of February 21, 2025 on this date will be front-loaded with 72 hours of ESTA leave available to use through December 31, 2025. Employees employed on January 1, 2026 and thereafter on each January 1 of their employment will be front-loaded with 72 hours of ESTA leave available to use through December 31. Any ESTA leave that has not been used by December 31 in a given year is forfeited; there is no carryover from year to year.
  + Non-exempt (hourly) employees employed as of February 21, 2025 on this date will be front-loaded with ESTA leave by the employer based on a written estimate of expected work hours through December 31, 2025. On December 31, 2025, the employer will look back on the hours worked by the employee during the year and verify that the amount of front-loaded ESTA leave met or exceeded what would have accrued based on 1 hour of ESTA leave for every 30 hours worked. If the employee did not receive the appropriate amount of ESTA leave during the year, the employer will add the difference to the ESTA leave front-loaded to the employee on January 1st of the next year. Employees employed on January 1, 2026 and thereafter on each January 1 of their employment will be front-loaded with ESTA based on estimated work hours, and the same “true-up” process will be followed by the employer each December 31. Any ESTA leave that has not been used by December 31 in a given year is forfeited; there is no carryover from year to year.
* For New Employees: All new employees will begin accruing 1 hour of ESTA leave for every 30 hours worked beginning on their first day of work but cannot use ESTA leave until 120 days have passed since their start date. Up to 72 hours of unused ESTA leave accrued as of December 31 in the employee’s calendar year of hire shall be carried over on January 1 to the next year. Also on that January 1, the employee becomes an “Existing Employee” and will be front-loaded with ESTA leave based on their exempt status as described above.

*General Provisions:*

* The maximum amount of ESTA leave that can be used by an employee in a calendar year is 72 hours.
* Full-time employees are not required to report their weekly hours worked when ESTA leave is front-loaded. Part-time employees are required to report weekly hours worked.

Alternatively, choose this option if you instead want employees to accrue paid sick hours incrementally as they work:

Allocation of Hours and General Provisions

*Allocation of Hours:*

* Employees employed as of February 21, 2025, on this date begin accruing 1 hour of ESTA leave for every 30 hours worked. There is no limit on the number of ESTA hours that may be accrued in a calendar year. Up to 72 hours of unused ESTA leave accrued as of December 31 shall be carried over on January 1 to the next year.
* New Employees begin accruing 1 hour of ESTA leave for every 30 hours worked on their first day of work but cannot use ESTA leave until 120 days have passed since their start date. There is no limit on the number of ESTA hours that may be accrued in a calendar year. Up to 72 hours of unused ESTA leave accrued as of December 31 in the employee’s calendar year of hire shall be carried over on January 1 to the next year.

*General Provisions:*

* The maximum amount of ESTA leave that can be used by an employee in a calendar year is 72 hours.
* ESTA leave is not available for use under this policy until it is accrued.
* The employer will maintain a spreadsheet of ESTA hours accrued and ESTA hours used by each employee each calendar year. The spreadsheet will also track any unused ESTA hours carried over year to year.
* All non-exempt (hourly) employees, both full-time and part-time, are required to report weekly hours worked. Exempt (salaried) employees do not need to report hours; they will be presumed to work 40 hours per week.

**Pregnancy Leave**

The employer has elected to provide paid pregnancy leave to eligible school employees in addition to the Michigan Earned Sick Time Act (ESTA) leave to which they are entitled.

All regular full time and part time employees, who work twenty or more hours per week, are eligible for paid pregnancy leave.

Pregnancy leave includes childbirth or related medical conditions, and includes absences for uncomplicated pregnancies, vaginal or cesarian deliveries, miscarriage, postpartum depression, edema, placenta previa, lactation, medical appointments, or other leave related to an employee’s pregnancy.

Accrual of pregnancy leave begins after the first month of employment. Pregnancy leave is accrued monthly and may not be taken until it is earned. Pregnancy leave is accrued for all full-time employees at the rate of 1 day per calendar month worked.

Part-time employees working twenty hours or more per week accrue a fraction of the pregnancy leave accrued by full time employees. The fraction is the average number of hours the part time employee works, divided by the hours in the normal full-time work week. This fraction is then multiplied by the number of pregnancy hours the employee would accrue based on years of service if full time.

A foreseeable need for pregnancy leave must be communicated to the employer as far in advance as possible and notify the employer in writing as to probable length of absence. A need for pregnancy leave that is not foreseeable must be reported to the employer as soon as practicable. The employer, normally the principal, may request written notice from the employee’s physician to verify the reason for absence or verify the employee’s fitness for duty upon return.

Requests for pregnancy leave must involve at least a [choose: [half-day] or [one hour] absence from work.

Unused pregnancy leave days may be carried over from year to year, with a maximum accumulation of \_\_\_\_ days. Pregnancy leave has no cash value; accrued, unused pregnancy leave cannot be cashed out instead of taking leave, and will not be paid out on separation from employment.

[Optional: An employee may use pregnancy leave as supplemental paid sick leave for his or her own illness or to attend to the illness of the employee’s family. In this case, “illness” includes illness, pregnancy or related illness, injury, exposure to contagious

disease endangering others, doctor, or dentist appointments or for other similar absences that are approved by the supervisor.]

# Holidays.

All full-time fiscal and school year employees will be allowed to take off, with pay, the following holidays when they are observed on a scheduled workday.

The following paid holidays and holy days are normally observed:

* + New Year’s Day
  + Good Friday
  + Memorial Day
  + Independence Day
  + Labor Day
  + Thanksgiving Day
  + Day after Thanksgiving
  + Christmas Eve Day
  + Christmas Day

# Funeral Leave.

For the funeral leave policy, the employee’s “immediate family” includes, spouse, children, stepchildren, foster children, parents, stepparents, foster parents, grandparents, grandchildren, sisters and their spouses, brothers and their spouses, mothers-in-law, fathers-in-law, sons-in-law, daughters-in-law, or any other relative of the employee or spouse residing in the household of the employee. The following additional relationships shall be treated as “immediate family” under this policy:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Each contracted employee, and each non-contracted employee regularly scheduled to work 20 or more hours per week, is entitled to up to five (5) work days of funeral leave for the funeral of a parent, spouse or child. In the event of the death of another member of the employee’s immediate family, the employee is entitled to leave of up to three (3) work days to attend the funeral if the funeral is within the Upper Peninsula of Michigan, and up to five (5) work days if the funeral is outside the Upper Peninsula.

Funeral leave is paid for employees who have completed at least 90 days of employment, and unpaid for employees who have not completed 90 days of employment.

If additional time off is required after the allotted funeral leave, the employee may use vacation or sick time with the prior approval of the supervisor. No funeral leave will be provided if the employee chooses not to attend the funeral.

# Personal Leave of Absence Without Pay.

The employer may grant unpaid leave of absence for medical or personal reasons provided holding the position open will not interfere with its operation. As a general rule, unpaid leave granted for personal reasons will not exceed thirty (30) days. Unpaid leave granted for medical reasons, including pregnancy, childbirth, and maternity/paternity leave, generally will not exceed six (6) months.

Except for emergencies or extenuating circumstances, requests for an extended leave of absence without pay beyond the 30-day time period must be submitted in writing to the supervisor at least thirty (30) calendar days prior to the date projected for the commencement of the leave. The leave may be approved for up to three (3) months with a possibility of extension, not to exceed an additional three (3) months. Requests for such extensions must be submitted in writing by the employee to his/her supervisor prior to the expiration of the leave. Approval of a leave of absence does not guarantee that the same position will be available to the employee on his/her notification of intent to return to work with the employer. The employer will make an effort to place an individual returning from a leave of absence in a similar vacant position, should one exist, upon receipt of written notification of such intent to return to employment.

While on extended leave of absence without pay beyond 30 days, an employee will not be eligible for employer-paid group health, disability, life insurance, or any other related benefit unless required by applicable law; nor will a contribution be made to the Michigan Catholic Conference Retirement Plan. Length-of-service time will be frozen and, on return, will be considered in calculating vacation, sick leave and length of service for retirement purposes.

Accrued sick leave (health-related leave) or vacation time may be applied during the leave of absence, allowing staff members to be paid at their regular rate. However, sick leave and vacation may not be applied to extend the length of the leave of absence beyond thirty (30) days. An attempt to use more personal leave days than approved by the employee’s supervisor will be subject to discipline.

# Pay-The-Sub Leave.

All contracted employees are eligible for \_\_\_day[s] of pay-the-sub leave per year. A pay-the-sub leave day is unpaid to the employee who uses it, and by exercising the use of a pay-the-sub leave day the employee agrees to indemnify the employer the equivalent of a full day’s conventional substitute pay for each day granted by authorized payroll deduction.

Pay-the-sub leave day eligibility begins with the start date of the employee’s contract and ends on the end date of the employee’s contract.

A pay-the-sub leave day must be used in full-day increments, and only upon prior approval of the employee’s supervisor. A pay-the-sub leave day must be used in the year accrued, and will not be carried over to the next year. No payment for an unused pay-the-sub leave day will be given upon termination of employment. An attempt to use more pay-the-sub leave days than allocated will not be approved and will be subject to discipline.

Section BB: BENEFITS

Through Michigan Catholic Conference (MCC) Group Insurance programs, the following briefly describes the benefit program. The contract or certificates between MCC and insurance companies define your rights. The following does not create any rights over and above those contained in the contracts or certificates. Eligibility for benefits and coverage are subject to terms of the policies and plans and are subject to change.

# Additional Benefits for Employees Working At Least 20 hours per week.

* 1. **Health Insurance.**

The employer offers the following group PPO medical insurance coverage to eligible employees who normally work 20 to 29 hours per week:

|  |  |  |
| --- | --- | --- |
| PPO HD | Single employee | Employee premium contribution: 100 % |
| Plus-one coverage | Employee premium contribution: 100 % |
| Family coverage | Employee premium contribution: 100 % |
| PPO1 | Single employee | Employee premium contribution: 100 % |
| Plus-one coverage | Employee premium contribution: 100 % |

|  |  |  |
| --- | --- | --- |
|  | Family coverage | Employee premium contribution: 100 % |
| PPO2 | Single employee | Employee premium contribution: 100 % |
| Plus-one coverage | Employee premium contribution: 100 % |
| Family coverage | Employee premium contribution: 100 % |
| BCN Blue | Single employee | Employee premium contribution: 100 % |
| Plus-one coverage | Employee premium contribution: 100 % |
| Family coverage | Employee premium contribution: 100 % |

The employer offers the following group PPO medical insurance coverage to eligible employees who normally work 30 to 34 hours per week for at least six months per calendar year in accordance with federal guidelines:

|  |  |  |
| --- | --- | --- |
| PPO HD | Single employee | Employee premium contribution:  $100.00 |
| Plus-one coverage | Employee premium contribution: 100 % |
| Family coverage | Employee premium contribution: 100 % |
| PPO1 | Single employee | Employee premium contribution: 100 % |
| Plus-one coverage | Employee premium contribution: 100 % |
| Family coverage | Employee premium contribution: 100 % |
| PPO2 | Single employee | Employee premium contribution: 100 % |
| Plus-one coverage | Employee premium contribution: 100 % |
| Family coverage | Employee premium contribution: 100 % |
| BCN Blue | Single employee | Employee premium contribution: 100 % |
| Plus-one coverage | Employee premium contribution: 100 % |
| Family coverage | Employee premium contribution: 100 % |

The employer offers the following group PPO medical insurance coverage to eligible employees who normally work at least 35 hours per week for at least six months per calendar year in accordance with federal guidelines:

|  |  |  |
| --- | --- | --- |
| PPO HD | Single employee | Employee premium contribution: \_\_\_ % |
| Plus-one coverage | Employee premium contribution: \_\_\_ % |
| Family coverage | Employee premium contribution: \_\_\_ % |
| PPO1 | Single employee | Employee premium contribution: \_\_\_ % |
| Plus-one coverage | Employee premium contribution: \_\_\_ % |
| Family coverage | Employee premium contribution: \_\_\_ % |
| PPO2 | Single employee | Employee premium contribution: \_\_\_ % |
| Plus-one coverage | Employee premium contribution: \_\_\_ % |
| Family coverage | Employee premium contribution: \_\_\_ % |
| BCN Blue | Single employee | Employee premium contribution: \_\_\_ % |
| Plus-one coverage | Employee premium contribution: \_\_\_ % |
| Family coverage | Employee premium contribution: \_\_\_ % |

# Flexible Benefit Plan – Employer Compensation Account.

Full time employees who would be eligible for the employer’s health insurance coverage but who have such coverage through another source, and who provide proof of such coverage, are eligible for an Employer Compensation Account (ECA) through the MCC Flexible Benefit Plan. The employer contributes to the employee’s ECA in lieu of the employee’s enrollment in the employer’s health insurance coverage. (commonly referred to as “cash-in-lieu”). The employer must pay the same amount for all employees who participate in the ECA. The amount of the contribution is evaluated annually. For more details, see the plan summary provided by the MCC.

# Dental Insurance.

Employees normally working 20 hours per week or more are eligible for dental insurance in accordance with the plan administered by Delta Dental Plan of Michigan. For more details, see the plan summary provided by the MCC.

|  |  |  |
| --- | --- | --- |
| Employees working 20  to 34 hours per week | Single employee | Employee premium contribution: 100 % |
| Plus-one coverage | Employee premium contribution: 100 % |
| Family coverage | Employee premium contribution: 100 % |
| Employees working  35 to  40  hours per week | Single employee | Employee premium contribution: varies depending on school’s contribution |
| Plus-one coverage | Employee premium contribution: varies depending on school’s contribution |
| Family coverage | Employee premium contribution: varies depending on school’s contribution |

# Disability Benefits.

Employees normally working 20 hours per week, or more are eligible for accident and sickness disability benefits, which may be short-term or long-term. Premiums for this program are paid by the employer. For more details, see the plan summary provided by the MCC.

***Short-Term Disability Benefits.*** Subject to the utilization of accumulated sick leave or the expiration of ten (10) consecutive business days, whichever is greater, an eligible employee may receive short-term disability benefit payments for total disability at the rate of 66-2/3% of covered monthly salary. Short-term disability benefits are payable for a maximum of six months.

***Long-Term Disability Benefits.*** Subject to the utilization of accumulated sick leave and the expiration of 180 consecutive calendar days, an eligible employee may receive long-term disability benefit payments to the attainment of age 65 at the rate of 60% of covered monthly salary.

# Life Insurance.

Employees normally working 20 hours per week, or more, are eligible for life insurance in accordance with the master contract or certificate. Premiums for this program are paid by the employer. For more details, see the plan summary provided by the MCC.

EMPLOYEE-PAID BENEFITS OPTIONAL TO THE EMPLOYEE.

# Vision & Life Insurance.

Optional vision and life insurance policies are available through Michigan Catholic Conference at full cost to the employee through payroll deduction. For more details, see the plan summary provided by the MCC.

# 403(b) Plan.

Optional 403(b) Plan is available through Prudential through employee contributions only. For more details, see the plan summary provided by the MCC.

Section CC: USE OF EMPLOYER EQUIPMENT

Personal use of equipment of the employer is allowed if approved by the employee’s immediate supervisor. The employee must reimburse the employer for the cost of using the equipment, e.g., gasoline, photocopying, long-distance telephone calls, postage. No equipment or property of the employer may leave the building at any time for personal use.

Section DD: BUSINESS EXPENSES

Employees who use their own vehicles and travel on behalf of the employer for business purposes will be reimbursed at a rate determined annually by the employer. Reasonable meal expenses will be reimbursed when an employee is attending employer-mandated special meetings and conferences inside or outside the Diocese of Marquette, or when the employee (with prior approval of his or her supervisor) engages in business on behalf of the employer during a meal. Expense reimbursement forms must be completed and approved by the employee’s supervisor prior to reimbursement. Alcohol purchases will not be reimbursed.

Section EE: PROFESSIONAL DEVELOPMENT

The employer supports and encourages the professional development of its employees. The employer may also identify certain mandatory conferences that must be attended by certain employees. Expenses related to workshops and seminars will be paid by the employer if approved by the employee’s supervisor and if within the employer’s budget. Reimbursable expenses include hotel, meals, travel, and registration, provided these expenses are both documented with itemized receipts and deemed reasonable. Alcohol purchases will not be reimbursed. Expense reimbursement forms must be completed and approved by the employee’s supervisor prior to reimbursement. Expenses for recreation incurred during a business trip will not be reimbursed.

Section FF: SNOW / WEATHER DAYS

Schools must maintain regularly scheduled days of operation to meet state requirements and provide educational consistency to the students they serve. During periods of extremely inclement weather, however, the school may be declared closed by the principal, in which case all employees scheduled to work that day will be paid. If the school is not declared closed, an employee electing not to report to work must notify the principal and use vacation leave or personal leave.

Section GG: TUITION POLICY

Regular full-time employees, fiscal or school year (as defined in Section F), are eligible for the following tuition benefit for the employee’s child(ren) enrolled at the school. Tuition benefits end when the employee is no longer employed by the school.

\_\_\_\_ Tuition scholarship in the amount of $\_\_\_\_\_\_ per school year per child to attend Pre-K.

\_\_\_\_ Tuition scholarship in the amount of $\_\_\_\_\_\_ per school year per child to attend K-8.

\_\_\_\_ Discount of \_\_\_\_\_\_% regular tuition per school year per child to attend Pre-K.

\_\_\_\_ Discount of \_\_\_\_\_\_% regular tuition per school year per child to attend K-8.

\_\_\_\_ Free regular tuition per school year per child to attend Pre-K-8

Regular part-time employees, fiscal or school year (as defined in Section F), are eligible for the following school tuition benefit for the employee’s child(ren) enrolled at the school. Tuition benefits end when the employee is no longer employed by the school.

\_\_\_\_ Tuition scholarship in the amount of $\_\_\_\_\_\_ per school year per child to attend Pre-K.

\_\_\_\_ Tuition scholarship in the amount of $\_\_\_\_\_\_ per school year per child to attend K-8.

\_\_\_\_ Discount of \_\_\_\_\_\_% regular tuition per school year per child to attend Pre-K.

\_\_\_\_ Discount of \_\_\_\_\_\_% regular tuition per school year per child to attend K-8.

\_\_\_\_ Dependent on hours normally worked per week, as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nothing in this tuition policy prohibits eligibility for financial assistance/scholarship aid.

Section HH: TECHNOLOGY ACCEPTABLE USE POLICY

In addition to the Electronic Communications Policies set forth in Section O, employees who use any technology owned or provided by the school will be held to the following standards of acceptable use:

* Respect and protect the privacy of others. Do not distribute private information (i.e. address, phone number, confidential information).
* Do not view, use, or copy passwords, data, or networks without authorization. Do provide (and keep updated) password information to the school’s network administrator.
* Use the Internet only for educational activities. Do not use the Internet for commercial activities, product promotion, political advocacy, or unlawful activities. Do not use the Internet during work hours to make purchases for personal, non-educational use.
* Respect and protect the integrity, availability, and security of all electronic resources. Report security risks or violations to a supervisor or network administrator.
* Do not damage data, networks, or other technology. Do not attempt to repair software, hardware, and/or peripherals without authorization of a supervisor or network administrator.
* Respect and protect the intellectual property of others. Do not infringe copyrights (i.e., no making illegal copies of music, games, or movies). Do not plagiarize.
* Do not engage in bullying or cyberbullying. Cyberbullying misuses technology to harass, tease, intimidate, or terrorize another person, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, social networks (such as Facebook), or website postings (including blogs) which has the effect of:
  + Physically, emotionally, or mentally harming another.
  + Placing another in fear of physical, emotional or mental harm.
  + Placing another in fear of damage to or loss of personal property.
  + Creating an environment that interferes with another’s educational opportunities.
* Report threatening or discomforting materials to a supervisor or network administrator.
* Do not intentionally access, transmit, copy, or create material that violates school policies (i.e., material that is pornographic, threatening, rude, discriminatory, or meant to harass). A user who inadvertently accesses inappropriate material is expected to disclose this information immediately to a supervisor or the network administrator.
* Do not load or copy any software or other programs to or from school equipment without permission from a supervisor or network administrator.
* Do not send spam, chain letters, or other mass unsolicited mailings.
* Do not use computers for unauthorized game playing, “chat” rooms, or personal email.
* Do not clear Internet browsing history. Clearing history causes suspicion of guilt and may result in the cancellation of technology privileges. Do not engage in private Internet browsing.

The use of the Internet and related technologies provided by the school is a privilege, not a right, and inappropriate use will result in cancellation of those privileges and/or disciplinary action. When applicable, law enforcement agencies may be involved. The employer reserves the right to suspend or terminate an employee’s access to the Internet at school.

When using the Internet for class activities, teachers will select material that is age appropriate for the students and is relevant to the school curriculum. Teachers will preview the materials and sites to determine the appropriateness of the material contained on or accessed through the site. Guidelines and lists of resources will be provided to assist students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of site information and distinguish fact from opinion.

ACKNOWLEDGMENT OF PERSONNEL POLICIES

I acknowledge that I have received a copy of the Diocese of Marquette School Personnel Policies, together with any Supplemental School Personnel Policies adopted by my employer. These policies govern my employment.

The Policies, which may be amended from time to time, outline my privileges and benefits, as well as my responsibilities and obligations as an employee, and I understand that I am bound by these responsibilities and obligations.

I understand and agree with the provisions of the Policies, which include, but are not limited to, the following:

* My employment is “at will,” meaning that my employment can be terminated at any time, by me or my employer, for any reason or for no reason, and if applicable, subject to the terms of my Teacher Contract or Principal Contract.
* My employer is a Roman Catholic religious institution. In both personal and professional life, I must exemplify the moral teachings of the Catholic Church as contained in the *Catechism of the Catholic Church*. I understand I must, as an integral part of my duties of employment:
  + Support the mission of the Church by what I say and do;
  + Not take a public position contrary to the Catholic Church and its teaching;
  + Respect the Pope and Church authorities;
  + Demonstrate a public life consistent with the teaching of the Catholic Church;
  + If Catholic, be an active member of the Catholic Church and not publicly reject the Catholic Church.

I understand that if I have questions regarding the *Catechism,* I am to consult the pastor of the school’s supporting parish, or the chair of the council of pastors or the Chancellor of the Diocese of Marquette.

Printed name of Employee Name of Employer

Signature of Employee Date

File: Employee’s Personnel File

C:\Users\Public\Pictures\Crest.cover.tif

#### Diocese of Marquette

#### 1004 Harbor Hills Dr.

#### Marquette Michigan 49855

#### (906) 225-1141

#### www.dioceseofmarquette.org