

**SUSPENSION OF SUPPORT PERSONNEL**

The Support Personnel, defined as any individual not under the Professional Employee or Principal's Contract, is expected to conduct himself or herself at all times in accordance with Catholic morality and the rules and regulations of the school and the Diocese of Harrisburg and to avoid any embarrassment or scandal to the individual school or the Diocese.

A situation may occur, in response to which the Principal does not deem it necessary to dismiss the Support Personnel, but does deem it necessary to suspend the Support Personnel for a temporary period. This period may not exceed ten working days without the approval of the Secretary for Education. This action may be deemed necessary for punitive reasons or for precautionary reasons.

a. Punitive suspension, without pay, may be deemed necessary when the Support Personnel: 1) has, through negligence or incompetence, committed so serious an error or omission in defined and expected duties as to have inflicted demonstrable harm upon another person; 2) has caused scandal or exposed another person, the school, or the diocese to embarrassment, liability or harm; 3) has demonstrated unprofessional conduct of a serious nature, including but not limited to unexcused absence from work, insubordination, harassment, or profanity; or 4) has otherwise committed a grave job-related offense or error which merits immediate punitive action in the judgment of the Principal.

b. Precautionary Suspension (administrative leave) may be deemed necessary by the Principal when the Support Personnel: 1) has been accused of illegal or immoral activity, if the allegation seems to the Principal to be credible enough to investigate; 2) has demonstrated or been accused of gravely serious and unacceptable job-related behavior which could injure another person; or 3) has demonstrated evidence of mental or physical illness which seriously impairs the Support Personnel's ability to perform defined and expected duties.

A precautionary suspension is to be lifted as soon as the reason for it ceases. This precautionary suspension may be with or without pay, depending on the circumstances.

The Principal must, within twenty-four hours of suspending the Support Personnel, place into writing the specific reasons for the suspension and all events and circumstances leading up to it. A copy of the report is to be forwarded immediately to the Secretary for Education. The Principal is to notify the Pastor/Executive Director in an elementary school or the Chairperson of the Board of Education in a secondary school as soon as possible of the action.

The Support Personnel is to receive written notice of the suspension, stating the reason for the suspension and stating the consequences that may result from this suspension or a subsequent instance of serious and improper behavior.

This suspension constitutes a formal written notice.

Policy

Revised: May 7, 1997

NCD/Bishop of Harrisburg