

PERSONNEL**DISMISSAL OF A PROFESSIONAL EMPLOYEE**

Professional employee means both a C/DRE and a person employed as a paid catechist.

The professional employee is expected to conduct himself or herself in accordance with Catholic morality and to avoid any embarrassment to the parish or the Diocese.

Under ordinary circumstances the Pastor, in consultation with the Secretary for Education, reserves the right to terminate the employment of a professional employee for reasons of professional incompetence, inadequate performance, or improper behavior, provided two formal written notices have been given to the professional catechetical employee. In these cases,

- a. If the professional employee is judged to be exhibiting professional incompetence, inadequate performance, or improper behavior, the Pastor must discuss this deficiency with the professional employee as soon as possible. A formal written notice stating clearly the specific action, deficiency, or behavior that gave rise to the Pastor's concern and what the future expectations are for the professional employee, including an anticipated time frame, when appropriate, for correcting the deficiency, must be given to the professional employee.
- b. If the professional employee has not shown improved performance/behavior in the area specified in the first written notice or demonstrates professional incompetence, inadequate performance, or improper behavior in another area, a second formal written notice must be given to the professional employee. This second written notice must state clearly the specific action, deficiency or behavior that gave rise to the concern. This second formal written notice must once again specify what is expected of the professional employee. The second written notice must also state clearly that this is the second notice and that termination of employment may result from another notice.
- c. In each of the two formal written notices of dissatisfaction, the professional employee's signature is requested, indicating that the professional employee acknowledges having seen it. If the professional employee is unwilling to sign it, this should be noted on the form and, if possible, a witness should be asked to verify that the notice was shown to the professional employee.
- d. If, after two formal written notices, the professional employee continues to exhibit professional incompetence, inadequate performance, or improper behavior, the professional employee may be dismissed.

continued

DISMISSAL OF A PROFESSIONAL EMPLOYEE-continued

In the event of extraordinary circumstances, including but not limited to serious or public immorality, sacrilege, lewd conduct, endangerment of health or safety, abusive conduct, public scandal or for rejection of, or the holding up to doubt or question, the official teaching, doctrine or laws of the Catholic Church, the professional employee will be terminated without the aforesaid notices, by the Pastor after consultation with the Secretary for Education.

In the event of termination, the professional employee may petition the Bishop within seven days of his or her dismissal. The Bishop shall consider a petition at his discretion, and he is the sole and exclusive means for reviewing the termination decision.

In the event of termination for any other reason, the professional employee may petition for a review of the case. Such an appeal must be made in writing and within ten days to the Secretary for Education who will set up a review committee.

In the case of the termination of a Religious, in addition to the following procedures outlined above, the Pastor must notify the Secretary for Education who, in turn, will notify the proper religious superior.

Policy

Adopted: September 1, 1998

NCD/Bishop of Harrisburg