

PERSONNEL**SUSPENSION 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.

A situation may occur, in response to which the Pastor does not deem it necessary to dismiss a professional employee, but does deem it necessary to suspend a professional employee for a temporary period. This action may occur without any prior verbal or written notices. The period of suspension ordinarily may not exceed ten working days. This action may be deemed necessary for punitive reasons or for precautionary reasons.

- a. Punitive suspension, without pay, may be deemed necessary when the professional employee: 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 parish, 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 Pastor.
- b. Precautionary Suspension (administrative leave) may be deemed necessary by the Pastor when the professional employee: 1) has been accused of illegal or immoral activity, if the allegation seems to the Pastor 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 professional employee'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 Pastor must, within twenty-four hours of suspending a professional employee, place into writing the specific reason for the suspension. A copy of the report from the Pastor is to be forwarded immediately to the Secretary for Education.

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

This suspension constitutes a formal written notice.

Policy

Adopted: September 1, 1998

NCD/Bishop of Harrisburg