

**PERSONNEL****DISMISSAL OF SUPPORT PERSONNEL**

Support Personnel, such as teacher aides, maintenance workers, secretaries, bookkeepers or cafeteria workers are expected to conduct themselves in accordance with the accepted code of morality for an employee in a Catholic school and to avoid any scandal or embarrassment to the individual school or the Diocese.

1. In ordinary circumstances, the Pastor/Executive Director of an elementary school or the Principal, acting on behalf of the Board of Directors in a secondary school reserves the right to terminate the employment of a Support staff member for reasons of incompetence, inadequate performance or improper behavior, provided two prior notices have been given to the employee. In these cases,
  - a. If the employee is judged to be exhibiting incompetence, inadequate performance, or improper behavior, the Principal must discuss the lack of performance or misbehavior with the employee. A written warning must be given to the employee that states the action, deficiency, or behavior that gave rise to the Principal's concern and the future expectations for the employee. Disciplinary action may accompany the issuance of the written warning.
  - b. If the employee has not shown improved performance, unacceptable behaviors continue, or additional areas of concern develop, a second written notice explaining the concerns should be issued to the employee. Disciplinary action may also be taken. The written notice should also state that this is a second notice and is to include the consequences that may result from a third notice: i.e., termination of employment.
  - c. In each of the two written notices of dissatisfaction, the employee's signature is requested, indicating that the employee acknowledges having received it. If the employee is unwilling to sign, this should be noted on the form and, if possible, a witness should be asked to verify that the notice was shown to the employee.
  - d. Should deficiencies or behaviors continue after two written warnings have been issued the employee may face additional disciplinary sanctions or dismissal. The notices or causes of action do not have to be on the same or related matters.
2. Under more serious circumstances, such as the commission of a crime, endangering of life or welfare, stealing, public immorality, public scandal, public rejection of Church teaching or laws, etc., the employee may be terminated immediately, without the aforesaid notices, by the Pastor of the elementary school or by the Principal of the inter-parochial school, after consultation with the Secretary for Education.

3. The employee may petition for a review of their dismissal. Such an appeal must be made in writing and within ten days to the Employer.
  - a. For any dismissal under section 1, a review of the circumstances of the case may be accomplished by a committee of the parochial or inter-parochial school board of the elementary or secondary school. In the event that a standing committee does not exist, the appeal shall be referred to the Secretary for Education who will authorize a review committee. It is the role of the review committee to ascertain that the policy has been properly followed.
  - b. For the dismissal of an employee under section 2, the Bishop of the Diocese will have the final authority to review the case.

Policy

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Adapted: July 1, 2014

RWG/Bishop of Harrisburg