

PERSONNEL**PROCEDURE FOR EMPLOYMENT OF TEACHERS**

In the Diocese of Harrisburg, the procedure for hiring lay teachers or religious* under individual contract shall be:

1. The applicant must complete the diocesan professional employee application form and obtain all the required documents.
2. The application and documents will be reviewed by the Superintendent of Schools. If these are in order, the applicant's name will be circulated among the schools on a list of available teacher applicants. (Please note that the listing of an applicant does NOT indicate APPROVAL by the Superintendent of Schools. It merely indicates that documentation is on file with the Secretariat for Education for that applicant.)
3. The elementary school Principal and the Pastor/Executive Pastor shall interview the applicant for elementary positions. The Secondary Principal and administrative staff shall interview applicants for Secondary positions.
4. Before an applicant is promised employment, even orally, all the documents must be received. The following is a checklist of the documents required for the employment of professional employees in the Diocese of Harrisburg.
 - a) Professional Employee Application
 - b) Professional Certification
 - c) Pastor's Recommendation of Professional Employee Applicant
 - d) Transcript of Credits
 - e) PA State Police check – Act 34
 - f) FBI Background check – Act 114 (Need PAE number)
 - g) Pennsylvania Child Abuse History – Act 151
 - h) Professional Educator and Discipline Training - Act 126
 - i) Mandated Child Abuse Recognition and Reporter Training – Act 31
 - j) Arrest Conviction Report – PDE 6004
 - k) Record of Disclosure - Act 168
 - l) Diocese of Harrisburg Employee Disclosure Statement
 - m) Form I-9 (Employment Eligibility Verification)
 - n) Tuberculosis Testing
 - o) Pre-employment Medical Examination on Form H511.340

NOTE: *For Religious, see also policy 4141.1

5. All of the required documents must be submitted to the Superintendent of Schools, together with three (3) copies of the official diocesan contract. (Please note that there are separate contracts for elementary and secondary Professional Employees.)

6. The Secretary for Education or the Superintendent of Schools will review the application and the accompanying documents. If all is in order, the Secretary of Education will approve the contracts, two copies of which will be returned to the Pastor, Executive Pastor or Principal. If one or more of the documents listed above is missing, the school will be notified that the contracts will not be approved until the necessary documents have been submitted. If there is reason to refuse approval, the Pastor, Executive Pastor or Principal will be notified. The contract, even though it has been signed by each party (school/parish and applicant), will not be binding until signed by the Secretary for Education.

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RWG/Bishop of Harrisburg