INDEX – BOOK II

Absences, - Gen. - [100] - 6

Abuse, - OCE-elem. - [ES200] - 12, OCE-high - [HS400] - 12-13 See also Corporal Punishment and Sexual Misconduct with Minors

Administrator, See Pastor

Alcohol and Drugs, - Gen. - [600] - 9-10, OCE-elem. - [ES200] - 10, 11 See also Alcoholism and Chemical Dependency

Alcoholism and chemical dependency,

alcoholics anoymous, - Priests - [1000] - 5 case manager, - Priests - [1000] - 6 committee on, - Priests - [1000] - 2 committee representative, - Priests - [1000] - 5 confidentiality, - Priests - [1000] - 2, 4 deacons, - Deacons - [300] - 1 evaluation of, - Priests - [1000] - 3-4 identification of, - Priests - [1000] - 3 intervention, - Priests - [1000] - 3 post-treatment, - Priests - [1000] - 5 salary, - Priests - [1000] - 6 treatment determination, - Priests - [1000] - 4 *See also* Alcohol and Drugs

Americans with Disabilities Act – A.D.A, Gen. - [200] - 1, 2

Appearance, - Gen. - [600] - 12

Archdiocesan employee, - Gen. - iii

Assistant principal,

contract, - OCE-elem. - [ES100] - 4 qualifications, - OCE-elem. - [ES100] - 4

At will employer, - Gen. - iii, [700] - 2

Benefits,

accrual of, - Gen. - [400] - 1 anniversary date, - Gen. - [400] - 8 bereavement days, - Gen. - [400] - 12 cafeteria plan, - Gen. - iii, [400] - 5 COBRA, - Gen. - iii, [700] - 5 conditions for, - Gen. - [400] - 1 cost, - Gen. - [400] - 1, 2 eligibility, - Gen. - [400] - 1 graves and crypts, - Gen. - [400] - 14-15 holidays, - Gen. - [400] - 11 insurance, *generally* jury duty, - Gen. - [400] - 11 military duty, - Gen. - [400] - 11-12 pensions, - Gen. - [400] - 6 Benefits (cont'd), personal days, - Gen. - [400] - 9, OCE - [ES200] - 9, OCE-high - [HS400] - 8-9 priests, See Salaries and Benefits for Priests professional growth, - Gen. - [400] - 14 retreats, - Gen. - [400] - 14 shared employees, - Gen. - [400] - 15 sick days, - Gen. - [400] - 9, 10, OCE-elem. - [ES200] - 8-9, OCE-high - [HS400] - 8 tax deferred annuity, - Gen. - [400] - 7 time-off-school, - Gen. - [400] - 13 vacation, - Gen. - [400] - 7-9 voting, - Gen. - [400] - 12 workers' compensation, - Gen. - [400] - 13 See also Leaves of absence

Bereavement, See Benefits

Break periods, - Gen. - [100] - 4

Cafeteria plan, See Benefits

Catechists,

certification of, - ORE - [1400] - 1 formation of, - ORE - [1400] - 1 performance review, - ORE - [1300] - 3 personnel file, - ORE - [1300] - 2, 3 qualifications of, - ORE - [1300] - 1 screening of, - ORE - [1300] - 1-2

COBRA, See Benefits

Collective bargaining agreement, - Gen. - iii

Commission on Mission and Life of Diocesan Priests,

purpose of, - Priests - [100] - 1 structure and operation, - Priests - [100] - 2

Communicable diseases,

policy regarding, - OCE-elem. - [ES100] - 4-5, - OCE-high - [HS200] - 4

Compensation,

compensable time, - Gen. - [300] - 2 deductions, - Gen. - [300] - 1 frequency, - Gen. - [300] - 1 guidelines, - Gen. - [300] - 1 overtime, - Gen. - [300] - 2-3 priests, *See* Salary and Benefits for Priests school personnel, *generally* unemployment, - Gen. - [700] - 4

Computer software, - Gen. - [600] - 11-12

Confidentiality, - Gen. - [600] - 7

Conflict of interest, - Gen. - [600] - 7

Conflict management, - Gen. - [700] - 8 principal, - OCE-elem. - [ES100] - 3 school personnel, - OCE-elem. - [ES200] - 12, 14, OCE-high - [HS400] - 11

Conflict resolution,

administrative agencies, - Priests - [1900] - 2 confidentiality, - Priests - [1900] - 2 deanery level, - Priests - [1900] - 1 department personnel, - Priests - [1900] - 2 jurisdiction, - Priests - [1900] - 2 opportunity to respond, - Priests - [1900] - 2 parish level, - Priests - [1900] - 1 serious misconduct, - Priests - [1900] - 3

Copyright, - Gen. - [600] - 10-11

Corporal punishment, - OCE-elem. - [ES200] - 10, OCE-high - [HS400] - 9

Criminal background checks, - Gen. - [200] - 4 confidentiality of, - Gen. - [200] - 5

Deacons,

appointment of associate director, Deacons - [500] - 1 assignment, - Deacons - [100] - 1 chemical dependency, - Deacons - [300] - 1 concluding rite, - Deacons - [200] - 5 conflict resolution, - Deacons - [400] - 3 cooperation with pastor, - Deacons - [400] - 2 counseling, - Deacons - [300] - 1 death of, See Funeral Procedures divorced, - Deacons - [200] - 29 dress, - Deacons - [200] - 19 evaluation of, - Deacons - [200] - 18, [400] - 2, 3, 4 excardination, - Deacons - [100] - 5 expense reimbursement, - Deacons - [400] - 6 faculties, - Deacons - [400] - 1 in another diocese, - Deacons - [100] - 4-5 requesting, - Deacons - [100] - 2-3, [400] - 1 financial assistance, - Deacons - [200] - 20-21 full-time, - Deacons - [400] - 5 general intercessions, - Deacons - [200] - 3 inactive, - Deacons - [200] - 22, 24, 26 incardination, - Deacons - [100] - 4-5 introductory rites, - Deacons - [200] - 2 job description, - Deacons - [400] - 2 leaves of absence, - Deacons - [200] - 25-26 Liturgy of the Eucharist, - Deacons - [200] - 3-5 Liturgy of the Word, - Deacons - [200] - 2-3 minimum expectations, - Deacons - [200] - 23-24 ministerial development, - Deacons - [200] - 11-16 ministry agreement, - Deacons - [200] - 22-23, 27, [400] - 1, 4-5, [500] - 1, 2 mutual aid fund, - Deacons - [300] - 1 openings, publication of, - Deacons - [400] - 5 personnel board, - Deacons - [100] - 1-2

Deacons (cont'd), preaching, - Deacons - [200] - 3, 6-7 pre-marital ministry, - Deacons - [200] - 8-9 presentation of gifts, - Deacons - [200] - 3 processing, - Deacons - [200] - 1 proclamation of Gospel, - Deacons - [200] - 2-3, 6 retirement, - Deacons - [200] - 27-28 retreats, - Deacons - [200] - 17 separated, - Deacons - [200] - 29 special ministries, - Deacons - [500] - 1-2 stipends, - Deacons - [200] - 20 supervision of, - Deacons - [400] - 3 title, - Deacons - [200] - 19 transfer, - Deacons - [100] - 1-2 vestments, - Deacons - [200] - 1-2 weddings, - Deacons - [200] - 8-10 Diocesan priests' personnel system, purpose of, - Priests - [100] - 1 Directors of religious education (D.R.E.), approval of, - ORE - [900] - 1 compensation, - ORE - [1000] - 2 discipline/dismissal of, - ORE - [1100] - 1 hiring of, - ORE - [1000] - 1-2 performance review, - ORE - [1000] - 4-5 personnel file, - ORE - [1000] - 2-3 qualifications of, - ORE - [800] - 1 responsibilities of, - ORE - [800] - 2, [1200] - 1, [1300] - 1 screening of, - ORE - [1000] - 1 termination of, - ORE - [1000] - 5 Discharge, - Gen. - iii See also Termination **Disciplinary** action, definition of. - Gen. - iv Discipline, - Gen. - [700] - 2-3 Drugs, See Alcohol and Drugs, also Alcoholism and Chemical Dependency Employee, archdiocesan, - Gen. - iii bargain unit, - Gen. - iii benefits-eligible part-time, - Gen. - iii, [100] - 2 exempt, - Gen. - iv, [100] - 1, 4, 5-6 full-time, - Gen. - v, [100] - 2, 4, 5 lay, - Gen. - v non-exempt, - Gen. - v, [100] - 1, 4, 5, [300] - 2 orientation, - [200] - 7 outside sales, - Gen. - iv part-time, - Gen. - [100] - 5-6 regular part-time, - Gen. - vi, [100] - 2 religious, - Gen. - vi seasonal, - Gen. - vi

shared, - Gen. - vi, [400] - 14, - [700] - 7

use of image or likeness of, - Gen. - [900] - 1

Employee (cont'd), (vs. independent contractor), - Gen. - [100] - 2-3

Employment,

applications, - Gen. - [200] - 3 contracts and agreements, - Gen. - [200] - 5 criminal background checks, - [200] - 4, 5 documents required, - Gen. - [200] - 6-7 history, - Gen. - [200] - 3 interviews, - Gen. - [200] - 3 law, - [100] - 6 offer of, - Gen. - [200] - 6 outside, - Gen. - [700] - 7 philosophy, - Gen. - i-ii references, - Gen. - [200] - 3 revocation of, - Gen. - [200] - 6 termination of, *See* Termination

Entertainment, See Gifts and Entertainment

Equal employment opportunity, - Gen. - [200] - 2

Exit interview,

definition of, - Gen. - iv See also Termination

Extern Priests,

benefits, - Priests - [1500] - 5-7 during probation for incardination, Priests - [1600] - 5-6 disclaimer, - Priests - [1500] - 5 employment, - Priests - [1500] - 1-2 faculties, - Priests - [1500] - 2-3 fundraising, - Priests - [1500] - 2 ministry, - Priests - [1500] - 1 residence, - Priests - [1500] - 1 sanctions, - Priests - [1500] - 5 sexual misconduct with a minor, Priests - [1500] - 4 tenure, - Priests - [1500] - 4-5

Fair Labor Standards Act (FSLA), Gen. - [100] - 1, 4

Family members, - Gen. - [200] - 2, 3

Form 45, - Gen. - v

Fundraising, - Gen. - [600] - 8

Funeral procedures,

archdiocesan priests, - Priests - [1800] - 1 parents of, - Priests - [1800] - 1 deacons, - Priests - [1800] - 1, Deacons - [100] - 6 estate administration, - Priests - [1800] - 2 expenses, - Priests - [1800] - 2 funeral instructions, - Priests - [1800] - 2 notification of presbyterate, - Priests - [1800] - 2 personal inventory, - Priests - [1800] - 2 religious priests, - Priests - [1800] - 1

Gifts and Entertainment, - Gen. - [600] - 8

Holidays, See Benefits I-9 Immigration Reform Act form, Gen. - v, [200] - 6, OCE-elem. - [ES200] - 6 Immigration legal services, - Gen. - [200] - 6, 7 ordination, - Priests - [1200] - 1 priests, - Priests - [1200] - 2-3 seminarians, - Priests - [1200] - 1 Incardination of priests, applications, - Priests - [1600] - 1 approval, - Priests - [1600] - 3 benefits, - Priests - [1600] - 4-6 expectations, - Priests - [1600] - 2 incardination, - Priests - [1600] - 3-4 incardination committee, - Priests - [1600] - 2 probation, - Priests - [1600] - 3 revocation, - Priests - [1600] - 4 Independent contractor, - Gen. - [100] - 1 Insurance, cafeteria plan, - Gen. - [400] - 5 dental, - Gen. - [400] - 4 life, - Gen. - [400] - 4-5 long term disability, - Gen. - [400] - 5 medical, - Gen. - [400] - 2-4 extended coverage, - Gen. - iv, [400] - 3-4 open enrollment, - Gen. - [400] - 6 terminating employees, - Gen. - [400] - 3, [700] - 5 Intellectual property, See Copyright Involuntary termination, See Termination

Jury duty, See Benefits

Layoff, - Gen. - v

Leaves of absence, medical/family, - Gen. - [500] - 1 benefits, - Gen. - [500] - 2 compensation, - Gen. - [500] - 1-2 immediate family member, - Gen. - [500] - 1 intermittent leave, - Gen. - [500] - 1 reinstating, - Gen. - [500] - 2 termination, - Gen. - [500] - 2 personal, - Gen. - [500] - 3 benefits, - Gen. - [500] - 3 compensation, - Gen. - [500] - 3 reinstatement, - Gen. - [500] - 4 termination, - Gen. - [500] - 4

Maintenance personnel, salaries and benefits, - OCE-elem. - [ES100] - 3

```
Managers, - Gen. - iv
```

Military duty, See Benefits Ministry positions, - Gen. - v Neglect, See Abuse **Open enrollment**, - Gen. - v, [400] - 6 Orientation, - Gen. - [200] - 7 Overtime, - Gen. - [100] - 4 See also Compensation Parish staffing team, purpose of, - Priests - [100] - 2 structure and organization, - Priests - [100] - 2 Pastor, definiton of, - Priests - [300] - 1, Coordinator - [00] - 1 placement of, See Placement of Priests Pastoral associate, certification, - Associate - [100] - 1 performance review, - Associate - [200] - 1 professional growth, - Associate - [400] - 1 relations with other associates, Associate - [600] - 1 relationship with pastor, - Associate - [500] - 1 retreats, - Associate - [300] - 1 spiritual development, - Associate - [300] - 1 termination of, - Associate - [700] - 1 Pastoral coordinator, appointmenet of, - Coordinator - [00] - 2 benefits, - Coordinator - [00] - 6 collaboration with sacramental minister, Coordinator - [00] - 4 definition of, - Coordinator - [00] - 1 qualifications, - Coordinator - [00] - 4-6 reporting obligation, - Coordinator - [00] - 3 review of policies, - Coordinator - [00] - 7 salary, - Coordinator - [00] - 6 supervision of, - Coordinator - [00] - 3 term of office, - Coordinator - [00] - 3 Performance reviews, - Gen. - [700] - 1 Personal days, See Benefits Personal property, - Gen. - [600] - 10 Personnel records, - Gen. - [700] - 8-9 employee's right to review, - Gen. - [700] - 9 retention of, - Gen. - [700] - 9 Placement of priests,

agency assignments, - Priests - [200] - 9 application, - Priests - [200] - 10 Placement of priests (cont'd), agency assignments (cont'd), - Priests - [200] - 9 appointment, - Priests - [200] - 10 circumstances, - Priests - [200] - 9 consultation, - Priests - [200] - 9-10 notification, - Priests - [200] - 10 verification, - Priests - [200] - 10 associate pastors, - Priests - [200] - 1-5 application process, - Priests - [200] - 3 considerations, - Priests - [200] - 1-2 consultation, - Priests - [200] - 2 letter of agreement, - Priests - [200] - 4 mid-year transfers, - Priests - [200] - 5 notification, - Priests - [200] - 2 openings, - Priests - [200] - 1-2 placement, - Priests - [200] - 3 prioritized list, - Priests - [200] - 3 recommendations, - Priests - [200] - 4 tenure, - Priests - [200] - 5 candidatates for S.T.L., - Priests - [200] - 12 assignment process, - Priests - [200] - 12 completion of study, - Priests - [200] - 12 one year of study, - Priests - [200] - 12 participation in newly ordained program, Priests - [200] - 12 possibility of remaining, Priests - [200] - 12 newly ordained, - Priests - [200] - 6 deacon conference, - Priests - [200] - 6 final list of parishes, - Priests - [200] - 7 final recommendation and approval, Priests - [200] - 8 first year review, - Priests - [200] - 8 identification of parishes, Priests - [200] - 6 leaving assignment without prejudice, Priests - [200] - 9 meeting with parishes, - Priests - [200] - 7 personnel application, - Priests - [200] - 6 placement process, - Priests - [200] - 7 second year review, - Priests - [200] - 9 selection of parishes, - Priests - [200] - 6 pastors, application, - Priests - [300] - 3 appointment, - Priests - [300] - 6-7 completion of second term, Priests - [300] - 8-9 consultation mandate, - Priests - [300] - 2-3 contact, - Priests - [300] - 2 final selection, - Priests - [300] - 6 first reading, - Priests - [300] - 5 follow-up, - Priests - [300] - 2 letters of consultation, - Priests - [300] - 2 letters of recommendation, Priests - [300] - 3-4 letters of support, - Priests - [300] - 8 meetings, - Priests - [300] - 3 notification, - Priests - [300] - 3, 6-7 openings, - Priests - [300] - 1-2 parish profile, - Priests - [300] - 3 recommendation to Archbishop, Priests - [300] - 8

Placement of Priests (cont'd), pastors (cont'd), renewal of term, - Priests - [300] - 8 second reading, - Priests - [300] - 5-6 seniority, - Priests - [300] - 6 term of office, - Priest - [300] - 7-9 process, - Priests - [300] - 4-7 residential placement of priests in non-parochial assignments, - Priests - [200] - 11 placement process, - Priests - [200] - 11 tenure, - Priests - [200] - 11 urban apostolate, - Priests - [200] - 13

Position descriptions, - Gen. - [200] - 1

Priest Personnel Records Policies,

access to, - Priests - [700] - 3, 4-5 confidentiality, - Priests - [700] - 2, 3 deceased priests, - Priests - [700] - 3 file maintenance, - Priests - [700] - 2 purposes, - Priests - [700] - 1 review of prior to assignment, - Priests - [900] - 1-2 nomination, - Priests - [900] - 1-2 reassignment, - Priests - [900] - 1-2 rights of the individual, - Priests - [700] - 5 sexual misconduct, - Priests - [1100] - 24-25

Priestly development,

accountability, - Priests - [500] - 2-3 annual review, - Priests - [500] - 3 counseling, - Priests - [500] - 4 expenses, - Priests - [500] - 2 formation, - Priests - [500] - 1 fraternal support, - Priests - [500] - 1 medical referrals, - Priests - [500] - 5 pastor/associate relationship, - Priests - [500] - 3 psychological testing, - Priests - [500] - 4 retreats, - Priests - [500] - 1, 2 sabbaticals, - Priests - [500] - 3-4 spiritual direction, - Priests - [500] - 4 vacations, - Priests - [500] - 2

Priests' Placement Board,

placement process, - Priests - [300] - 4 purpose of, - Priests - [100] - 2 review process, - Priests - [200] - 11 structure and operation, - Priests - [100] - 3

Priests' Residence,

alternate, - Priests - [400] - 1 exceptions, - Priests - [400] - 1 non-ecclesiastical, - Priests - [400] - 2 ordinary arrangements, - Priests - [400] - 1 policy review, - Priests - [400] - 2 priests in non-parochial assignments, Priests - [200] - 11 remuneration, - Priests - [400] - 2

Principal, Elemenatary schools benefits, - OCE-elem. - [ES100] - 3 Principal, Elemenatary schools (cont'd), conflict management, - OCE-elem. - [ES100] - 3 contract, - OCE-elem. - [ES100] - 2 discipline of, - OCE-elem. - [ES100] - 3 dismissal of, - OCE-elem. - [ES100] - 3 Principal, Elementary schools (cont'd), evaluation of, - OCE-elem. - [ES100] - 2 qualifications, - OCE-elem. - [ES100] - 1 responsibilities, - OCE-elem. - [ES100] - 1, 4 salary, - OCE-elem. - [ES100] - 3 selection process, - OCE-elem. - [ES100] - 1-2 Principal/ President, High schools appointment of, - OCE-high - [HS200] - 1 conflict management, - OCE-high - [HS200] - 3 contract, - OCE-high - [HS200] - 2 discipline of, - OCE-high - [HS200] - 3 dismissal of, - OCE-high - [HS200] - 3 evaluation of, - OCE-high - [HS200] - 2 qualifications, - OCE-high - [HS200] - 1 responsibilities, - OCE-high - [HS200] - 1 Professionals, - Gen. - iv Promotions, - Gen. - [700] - 1-2 Punishment, corporal, OCE-elem. - [ES200] - 10, OCE-high - [HS400] - 9 References, See Employment Resigned priests, acceptance of resignation, - Priests - [2000] - 1 laicization, - Priests - [2000] - 2, 3 leaving without resigning, - Priests - [2000] - 2 working in the diocese, - Priests - [2000] - 2, 3 Retaliation, - Gen. - vi Retired priests, allowance, - Priests - [1300] - 1 estate planning, - Priests - [1300] - 1 housing, - Priests - [1300] - 1 non-pastor, - Priests - [1300] - 4 pastor, - Priests - [1300] - 2-3 medicare, - Priests - [1300] - 5 ministerial services to, - Priests - [1300] - 4-5 pensions, - Priests - [1300] - 1, 4 sabbaticals, - Priests - [1300] - 5-6 serving as parochial ministers, - Priests - [1300] - 4

Retirees,

re-employment of, - Gen. - [200] - 3

Retirement, - Gen. - [400] - 6

Review of priestly ministry, confidentiality, - Priests - [800] - 2

initiation, - Priests - [800] - 2 participants, - Priests - [800] - 2 Review of priestly ministry (cont'd), pastor's first term, - Priests - [800] - 2 pastor's second term, - Priests - [800] - 2-4 presentation, - Priests - [800] - 2 prior to assignment, - Priests - [900] - 1-2 nomination, - Priests - [900] - 1-2 reassignment, - Priests - [900] - 1-2 procedures, - Priest - [800] - 1-4 purpose, - Priests - [800] - 1 review team manager, - Priests - [800] - 2 Sacramental minister. accountability, - Coordinator - [00] - 4, Associate - [00] - 4 definition of, - Coordinator - [00] - 1

Salary and Benefits for Priests,

eligibility, - Coordinator - [00] - 4

base, - Priests - [600] - 1 benefit schedule, - Priests - [600] - 2 auto insurance, - Priests - [600] - 2 dental insurance, - Priests - [600] - 2 health insurance, - Priests - [600] - 2 holidays, - Priests - [600] - 2 liability insurance, - Priests - [600] - 2 life insurance, - Priests - [600] - 2 ministereial expense account, Priests - [600] - 2 pension plan, - Priests - [600] - 2 priests not serving in a parish, Priests - [600] - 3 PRMAA, - Priests - [600] - 3 retreat, - Priests - [600] - 2 tax sheltered annuity, - Priests - [600] - 2 vacations, - Priests - [600] - 2 compensation for diocesan supply priests, additional assignments, - Priests - [600] - 3 confessional assistance, - Priests - [600] - 3 Holy day assistance, - Priests - [600] - 3 missions, - Priests - [600] - 3 part-time agency assistance, Priests - [600] - 3 retreats, - Priests - [600] - 3 Sunday assistance, - Priests - [600] - 3 talks, - Priests - [600] - 3 weekday Mass assistance, Priests - [600] - 3 extern priests, - Priests - [1500] - 5-7 meal allowance, - Priests - [600] - 1 remuneration, - Priests - [600] - 1 resident priests, - Priests - [600] - 1 seniority increment, - Priests - [600] - 1 social security, - Priests - [1400] - 1 stipends, - Priests - [600] - 1 stole fees, - Priests - [600] - 1

School personnel, Elementary schools, background screening, - OCE-elem. - [ES200] - 4

benefits, - OCE-elem. - [ES200] - 3 School personnel, Elementary schools (cont'd), certification, - OCE-elem. - [ES200] - 1 exceptions, - OCE-elem. - [ES200] - 1 contracted services, - OCE-elem. - [ES200] - 15 contracts. failure to complete, OCE-elem. - [ES200] - 5 renewal, - OCE-elem. - [ES200] - 5 terms of, - OCE-elem. - [ES200] - 5 discipline/dismissal, OCE-elem. - [ES200] - 10-12 evaluaton of, - OCE-elem. - [ES200] - 8 formation, - OCE-elem. - [ES200] - 3 illegal substances, - OCE-elem. - [ES200] - 10-11 part-time, - OCE-elem. - [ES200] - 14 personal days, - OCE-elem. - [ES200] - 9 personnel files, local, - OCE-elem. - [ES200] - 6-7 OCE office, - OCE-elem. - [ES200] - 2 principal, generally professional growth, budget for, - OCE-elem. - [ES200] - 7 condition of employment, OCE-elem. - [ES200] - 7 documentation of, OCE-elem. - [ES200] - 8 recruitment, - OCE-elem. - [ES200] - 4 religious standards, - OCE-elem. - [ES200] - 1 salary, - OCE-elem. - [ES200] - 3 selection of, - OCE-elem. - [ES200] - 4 sexual harassment, - OCE-elem. - [ES200] - 13 sick days, - OCE-elem. - [ES200] - 8-9 substitute teachers, - OCE-elem. - [ES200] - 15 teacher requirements, - OCE-elem. - [ES200] - 1 exceptions, - OCE-elem. - [ES200] - 1 termination of, - OCE-elem. - [ES200] - 14 theological background, OCE-elem. - [ES200] - 2 transfer of, - OCE-elem. - [ES200] - 14

School personnel, High schools, background screening, - OCE-high - [HS400] - 1-2 benefits, - OCE-high - [HS400] - 6-7 certification, - OCE-high - [HS400] - 4 contracted services, - OCE-high - [HS400] - 14 contracts, failure to complete, OCE-high - [HS400] - 3 renewal, - OCE-high - [HS400] - 3, 4 terms of, - OCE-high - [HS400] - 3 discipline/dismissal, - OCE-high - [HS400] - 9-10 evaluaton of, - OCE-high - [HS400] - 6 formation, - OCE-high - [HS400] - 5 illegal substances, - OCE-high - [HS400] - 10-11 part-time, - OCE-high - [HS400] - 13, 14 personal days, - OCE-high - [HS400] - 8-9 personnel file, - OCE-high - [HS400] - 2-3 principal/president, generally professional growth, budget for, - OCE-high - [HS400] - 5-6

condition of employment, OCE-high - [HS400] - 5 School personnel, High school (cont'd), professional growth (cont'd) documentation of, - OCE-high - [HS400] - 6 recruitment, - OCE-high - [HS400] - 1 religious standards, - OCE-high - [HS400] - 1 salary, - OCE-high - [HS400] - 6-7 selection of, - OCE-high - [HS400] - 1

sexual harassment, - OCE-high - [HS400] - 11-12 sick days, - OCE-high - [HS400] - 8 substitute teachers, - OCE-high - [HS400] - 15 termination of, - OCE-high - [HS400] - 13 theological background, - OCE-high - [HS400] - 4

Self-employment tax, - Priests - [1400] - 1

Sexual harassment, communicating policy, - Gen. - [600] - 2-3 confidentiality, - Gen. - [600] - 2 definition of, - Gen. - [600] - 1 false charges, - Gen. - [600] - 2, OCE-elem. - [ES200] - 13 reporting, - Gen. - [600] - 1-2, OCE-elem. - [ES200] - 13 retaliation, - Gen. - [600] - 2, OCE-elem. - [ES200] - 13

Sexual misconduct with minors,

allegations against: clerics (bishops, priests and deacons), Priests - [1100] - 11 employees and volunteers, - Gen. - [600] - 3 extern priests, - Priests - [1100] - 7 religious priests, - Priests - [1100] - 6-7, 8 resigned clerics, - Priests - [1100] - 11 anonymous allegations, - Priests - [1100] - 11 assignment review, - Priests - [1100] - 8-9 assistance to those affected, - Gen. - [600] - 3-5, Priests - [1100] - 4 certification, - Priests - [1100] - 5 continuation of ministry, - Priests - [1100] - 10 cooperation with civil authorities, Gen. - [600] - 4, Priests - [1100] - 10 counsel, - Priests - [1100] - 14 determination and disposition, - Gen. - [600] - 4-5 developmental programs, - Priests - [1100] - 5 education regarding, - Priests - [1100] - 3 establishment of policy, - Priests - [1100] - 2 extern priests, - Priests - [1500] - 4 funding of programs, - Priests - [1100] - 3 Illinois Abused and Neglected Child Reporting Act, - Gen. - [600] - 5 initiating allegations, - Gen. - [600] - 4 inquiry, - Gen. - [600] - 4 monitoring protocols and programs, Priests - [1100] - 22-23 personnel records, - Priests - [1100] - 27-28 confidentiality of, - Priests - [1100] - 28

transfer of information. Priests - [1100] - 27 policy, - Priests - [1100] - 2 Sexual misconduct with minors (cont'd), professional fitness review administrator, Priests - [1100] - 8-10 action by, - Priests - [1100] - 18 appointment, - Priests - [1100] - 16 compensation, - Priests - [1100] - 16 confidetiality, - Priests - [1100] - 17 disclosure of information, Priests - [1100] - 17 duties, - Priests - [1100] - 16 qualifications, - Priests - [1100] - 15 receipt of information, - Priests - [1100] - 17 psychological profiles, - Priests - [1100] - 5 reporting, - Gen. - [600] - 4, - Priests - [1100] - 11 restricted ministry, - Priests - [1100] - 25-26 return to ministry, - Priests - [1100] - 24-26 review board, compensation, - Priests - [1100] - 12 duties, - Priests - [1100] - 14-15 first stage review, - Priests - [1100] - 19-20 meetings, - Priests - [1100] - 13-14 membership, - Priests - [1100] - 12 officers, - Priests - [1100] - 12 quorum, - Priests - [1100] - 13 realtionship with Archbishop, Priests - [1100] - 13 review of policies, - Priests - [1100] - 3 second stage review, Priests - [1100] - 20-21 supplementary review, Priests - [1100] - 21-22 term, - Priests - [1100] - 12 screening of: clerics/seminarians, - Priests - [1100] - 5 deacons, - Priests - [1100] - 7-8 extern priests, - Priests - [1100] - 7 religious communities, Priests - [1100] - 5-7 withdrawal from ministry, Priests - [1100] - 24 Shared employee, - Gen. - [400] - 14, [700] - 7 Sick days, See Benefits and School personnel

Smoking, - Gen. - [600] - 9

Solicitation of funds, - Gen. - [600] - 8

Standards of conduct, - Gen. - [600] - 6

Supervisor, - Gen. - iv, vi expectations of, - Gen. - [600] - 5-6 treatment by, - Gen. - [600] - 5

Tardiness, - Gen. - [100] - 6

Tax deferred annuity, - Gen. - vi

Index

Teachers, See School personnel

Termination, closings, - Gen. - [700] - 6 definition of, - Gen. - vi, OCE-elem. - [ES200] - 14 exit interview, - Gen. - [700] - 3-4, of D.R.E.s - ORE - [1000] - 5 health coverage, - Gen. - [700] - 5 involuntary, - Gen. - v leaves of absence, - Gen. - [500] - 2, 4 materials, - OCE-elem. - [ES200] - 14 medical reasons, - Gen. - [700] - 3 notice, - Gen. - [700] - 3 references, - Gen. - [700] - 6 severance, - Gen. - [700] - 3, 4, 6 staff reduction, - Gen. - [700] - 6 unemployment compensation, - Gen. - [700] - 4 vacation, - Gen. - [700] - 4-5 voluntary, - Gen. - vii

Time sheets, - Gen. - [100] - 4-6

Transfers, - Gen. - [700] - 1-2

UC-3 quarterly wage report, - Gen. - vi

Unified Priest Personnel Record Keeping Policies, See Priest Personnel Records Policies

Urban apostolate, - Priests - [200] - 13 definition, - Priests - [200] - 13 expectation of service, - Priests - [200] - 13

Vacation, See Benefits

Voluntary Termination, See Termination

Work schedules, - Gen. - [100] - 4

Worker's compensation, - Gen. - vii, [400] - 13