

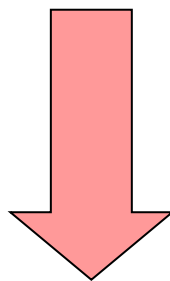
Catholic School H.R. Policies & Procedures

Please read all policies by [clicking here](#) or go to VermontCatholic.org and use the main menu to navigate to:

[*About / Human Resources / School Employee / Policies*](#)

When asked for a password, use: SCH2018

You must read all policies before signing this form. Once you have read all policies, return here and read and complete all pages of this form below.



Catholic School HR Policy Sign-Off

Employee Name: _____ **School Name:** _____

Supervisor Name: _____ **Date:** _____

1. **Orientation Period:** I have received, read and understand Human Resources Policy on my Orientation Period. I realize that my employment can be terminated without cause and for any reason during this 90 day orientation period.
2. **Employment Policy:** I have received and read HR policy 4111, Employment, and understand and will abide by.
 - a. **Staff employee -** I understand by position is voluntary and is subject to termination by the school. I am an employee at will, therefore can be terminated with or without cause, and with or without notice, at any time. I understand that no policy at the school shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of the school's employees. This policy of employment-at-will may not be modified by any employee and shall not be modified in any publication or document.
 - b. **Teachers and Administrators –** I have read and understand and will abide by the policy.
3. **Time Clock and Hourly Employees:** I have received, read, and understand Salary policy number 4410. I am aware that the school will adhere to all federal and state regulations in terms of payment of employees for hours worked. I agree to follow the procedure set forth by this policy.
4. **Positive Employee Relations:** I have received and read HR Policy, Positive Employee Relations. I recognize that the school encourages an “open door” policy, where every employee is treated fairly, with respect, and equitably.
5. **Employee Privacy:** I have received, read, and understand Policy number 4122, Personnel Records and Employee Privacy. I know that the Organization retains the rights and privileges to seek, lawfully use, and safeguard employment related information regarding its employees.
6. **Harassment Policy # 4137:** I acknowledge that I have received training regarding the prevention of harassment, both general and sexual. I agree to abide by the principles that were explained in this training. I understand that if I have any questions that were not addressed in training or if I encounter any problems I can contact my Supervisor or the Principal. I will abide by this policy and report any incident to the Principal.
7. **Drug, Alcohol, and Tobacco Free Workplace:** I have received, read and understand the Drug, Alcohol, and Tobacco Free Workplace Policy of the school. I agree that illegal drugs and the abuse of alcohol have no reason to be a part of the workplace, and that to provide a safe environment for students. I will be drug, alcohol, and tobacco free. If I fail to be drug and alcohol free I agree that my employment should be terminated.
8. **Confidentiality and HIPAA:** I have received, reviewed and acknowledge my understanding of HIPAA, PHI and all contents associated with the school, confidentiality and HIPAA Policy. Due to the personal nature of our work, student information regarding health must be held in strict confidence. I agree to comply and strictly honor this law in all aspects during and after my employment with the school. I understand that questions regarding confidentiality and HIPAA may be directed to the Principal or Nurse or the appropriate supervisor. I also understand that a violation of this policy could be considered a serious matter and possibly could be reason for termination from employment.
9. **Communicable Diseases and OSHA Compliance:** I have received and read policy 4126, Communicable Diseases and OSHA Compliance. I understand the schools are committed to a safe and healthy environment both for employees and students and I will comply with all components of this policy and will adhere to maintaining all health and safety regulations at the school.
10. **Appropriate Dress and Grooming:** I have read and understand policy 4134, the Appropriate Dress and Grooming Policy. I agree and recognize I must strive to adhere to the dress code policy and dress in a professional manner, wearing clothing that is neat, clean, and fits appropriately.
11. **Leaves of Absence:** I have received, read and understand Leave of Absence, 4412. I agree to follow what is presented within the policy and realize any time taken for ones own illness, or family will be counted under the Vermont Medical and Parental Leave Law and/or Federal Family Medical Leave Act.

- 12. **Workplace Behavior and Corrective Action:** I have received, read, understand and will abide by policy 4413. It is my duty and the responsibility to be aware of and abide by existing rules and regulations. It is also my responsibility to perform my duties to the best of my ability and to the standards as set forth in my job description as well as all policies. I realize that not complying with this policy could result in my immediate dismissal of employment.
- 13. **Benefits Policy:** I have read and understand policy 4411, the Benefits Policy. I am aware that benefit eligible employees of this school will be eligible to participate in benefit programs following _____ days of employment, as long as the necessary paperwork is submitted within the stated timeframe.
- 14. **Worker's Compensation:** I have received, read, and understand the Worker's Compensation Policy. I know that the school complies with all federal and state law and furnishes this insurance at no cost to their employees'. I understand that the purpose of Worker's compensation insurance is to cover injuries received while working on the job, including medical expenses as a result of an on the job injury.
- 15. **Time Off:** Sick, personal, professional days and/or vacation days I have read, understood and will abide by the rules set forth by the school.
- 16. **Safe Environment Program:** I will abide by the Pastoral Code of Conduct, the Ethics in Ministry Policy as well as follow all guidelines in regards to the Safety of Children. I will adhere to and be committed to following through on all Virtus and/or Shield the Vulnerable programs.
- 17. **Electronic Communications:** I have read, understood and will abide by policy number 4501, Electronic Communications. I understand that social network applications can be a valuable tool for administration, teachers and staff and promote the school in a positive light. I understand and will practice respectful use of these tools.

Employee Signature: _____

Date: _____

Printed Signature: _____

Form Date: 3/11/11

**Please keep this form in the individuals Employee file and give a copy to the employee.*