

PERSONNEL POLICIES

for

CATHEDRAL PRESCHOOL

600 Locust Street

Owensboro, KY 42301

(270) 926-1652

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CONTENTS

CONTENTS	3
MISSION STATEMENT	5
SELECTION OF PERSONNEL	5
PRE-EMPLOYMENT REQUIREMENTS	5
POST-EMPLOYMENT REQUIREMENTS	6
PRESCHOOL ORGANIZATIONAL STRUCTURE, JOB ROLES	6
Director	6
Assistant Director.....	7
Office Assistant.....	8
Lead Teacher	8
Assistant Teacher	10
Wraparound Assistant Teacher	11
Substitute Assistant Teacher	12
Faith Enrichment Teacher	13
GENERAL RESPONSIBILITIES OF ALL STAFF.....	13
Supervision and Safety Policies.....	13
Accident and Incident Reporting Requirements.....	14
Reporting Child Abuse and/or Neglect.....	14
Confidentiality	15
Medication and Food Guidelines	15
Personal Care and Appearance	16
Use/Care of Work Areas and Monitoring of Supplies.....	16

Use of Cell Phones	17
Communication with Media and on Social Media	17
Training.....	18
DIOCESAN WORKPLACE POLICIES	18
ATTITUDE AND CONDUCT	18
Conflict Resolution Among Staff	19
Absenteeism and Tardiness	20
COMPENSATION	20
Payday.....	20
Paid Holidays.....	21
Payment for Training	21
Benefits.....	21
Daily Work Schedule	21
Sick Pay/Personal Days	21
Rate of Compensation for Substitute in Event of FMLA.....	22

MISSION STATEMENT

Our mission is to complement the role of Christian parents in providing for the spiritual, physical, social, emotional, and intellectual development of children of all faith traditions. Our goal is to help each child feel loved and respected, thereby gaining a positive self-image. Our most important accomplishment will be a preschool student who is happy and eager to come to school and begin a lifelong love of learning.

SELECTION OF PERSONNEL

Hiring will be made according to the standards of the Diocese of Owensboro as an Equal Opportunity Employer. It is the Diocese's policy to provide equal employment to all qualified employees and applicants for employment, and to not discriminate on any basis, including race, color, religion, gender, national origin, disability, age 40 and over, genetic information, or any other characteristic protected by federal, state, or local law, except where religion is a bona fide occupational qualification. Employees are prohibited from discriminating against any person based on the above-mentioned characteristics.

PRE-EMPLOYMENT REQUIREMENTS

- Lead Teachers: completed Diocesan employment (parish application, not school) application form, resume, transcripts, high school diploma or equivalent
- Assistant Teachers: completed Diocesan employment (parish application, not school) application form, high school diploma or equivalent
- All staff and any volunteer must have completed the Child Abuse and Neglect (CAN) Child Care Central Registry Check, and the KARES fingerprint-based national background check before they can work with the children.
- Safe Environment Training as required by the Catholic Diocese of Owensboro
- Must read and sign acknowledgement form for "The Revised Sexual Abuse Policy & Procedures" (can be found on the diocesan website under the safe environment tab)
- TB test results

POST-EMPLOYMENT REQUIREMENTS

- Signed Memorandum of Understanding regarding pay, work hours, paid time off, and work responsibilities
- Signed W-4 form, and I-9 form
- Paycor payroll auto-deposit forms
- Full-time employees signed insurance and/or retirement plan information forms
- Employee must read and abide by all policies and procedures included in the:
- Cathedral Preschool Parent Handbook
- Cathedral Preschool Personnel Policies Handbook
- Complete Pediatric CPR and First Aid training (included in the ECE-TRIS orientation training for new employees as of 2021.)
- Complete orientation training (6 hrs.) and “Preventing Pediatric Abusive Head Trauma” (1.5 hrs., must be retaken every 5 years) within 90 days of hire date and utilize/implement what is learned in orientation in the classroom.

PRESCHOOL ORGANIZATIONAL STRUCTURE, JOB ROLES

The preschool staff consists of a Director, Assistant Director, Office Assistant, Lead Teachers, Assistant Teachers, and WrapAround Teaching Assistants. The preschool is a ministry of St. Stephen Cathedral parish, so the director reports to the pastor of the parish. All preschool employees are likewise employed by the parish, under the direction of the preschool director. The responsibilities of each job are outlined below but can extend to other duties as determined by the director or pastor.

Director

- Serve as a role model for Christian values and service
- Ensure compliance with Kentucky Cabinet for Human Resources licensing standards and Catholic Diocese of Owensboro personnel policies / safe environment standards.
- Report to: Parish Pastor, Business Manager, Parish Pastoral Council, Parish Finance Committee, Kentucky Cabinet for Human Resources
- Hire and oversee staff. Arrange substitutes when needed.

- Comply with employment requirements and record-keeping regarding background checks, training documentation, health screenings, and other necessary human resource files.
- Serve as purchasing agent and manage school budget.
- Verify and report staff hours worked for payroll processing.
- Conduct registration process for all students and determine class configurations.
- Direct any necessary fundraising efforts.
- Maintain school hallway boards and displays.
- Ensure communication between School and Parent, and Teacher and Parent.
- Oversee the daily operation of the preschool program.
- Schedule, supervise and record monthly fire drills and disaster drills as required by state licensure.

Assistant Director

- Model Christian values always
- Manage the WrapAround Program and staff
- Coordinate implementation of WrapAround Care programming
- Develop and maintain programmatic schedule of yearly activities pertaining to WrapAround Program
- Maintain communication with administration about the program function and adhere to protocol regarding student behavior. Maintain communication with families of WrapAround students
- Direct activities of the WrapAround Care workers
- Schedule WrapAround Care staffing and substitutes
- Be able to work until 5:30 p.m. each day
- Maintain office files and student records, including immunization records under Director's supervision

- Manage monthly tuition payments
- Supervise WrapAround staff in the cleanliness of kitchen and staff room including: wash all dishes at the end of the day, clean refrigerator, appliances, and cabinets as needed, sweep floors in kitchen and staff area
- Management of snack cabinet: Purchase nutritious snacks, maintain one week's inventory of snacks, turn in receipts from purchases, and observe all sanitary, health and CHR regulations
- Plan monthly snack calendar
- Plan and purchase classroom cleaning and consumable supplies such as hand towels, cups, napkins, soap, etc.

Office Assistant

- Model Christian values always
- Assist Director as needed with preparation of faith enrichment curriculum materials
- Office assistant may be used as a classroom assistant when necessary
- Maintain clean appearance and organization of all shared areas of school, including hallways, entrance, kitchen, staff break/work room, supply closets
- Help assistant director with monitoring inventory of supplies and snacks
- Pick up weekly grocery order from Walmart and prepare any fresh vegetables/fruits as necessary
- Help classroom lead teachers and assistants with various logistical needs that arise
- Assist Director with morning check-in procedures; check Brightwheel attendance to confirm accurate headcount following all morning arrival
- Keep fogger solution prepared for use each day
- Enter "time sheet" data using Brightwheel app procedures each day

Lead Teacher

- Model Christian values always

- Meet spiritual, developmental, and emotional needs of the students
- Develop and implement curriculum in coordination with other lead teachers and director/assistant director
- File written daily lesson plans with the director one month in advance
- Curriculum must be developmentally appropriate
- Send monthly parent newsletter and detailed calendar to parents, file with office, and display outside of classroom/main entrance hall
- Establish acceptable developmental centers in the classroom
- Maintain appropriate parent/teacher communications in person and via Brightwheel
- Conferences in November and February
- Complete student progress reports in August, November, February, and May
- Ensure developmental screening within 90 days of enrollment and referral within 30 days of screening for all enrolled children. Administer the follow up screening by the end of April later that school year
- Adhere to Cathedral Preschool policies and procedures
- Ensure clean and safe classroom
- Ensure that attendance is recorded correctly in Brightwheel each day
- Arrive 15 minutes prior to and remain after class to prepare the classroom
- Direct activities of assistant teacher and classroom volunteers. For lead teachers also serving in WrapAround classrooms, act as mentor to WrapAround Assistants to ensure continuity of quality care, instruction and discipline
- Plan party day menus to include a significant portion of healthy snacks
- Assist in substitute coverage and planning by submitting any non-immediate requests for time off as early as possible

Assistant Teacher

- Model Christian values always
- Serve as auxiliary teacher following the Lead Teacher's directions
- Maintain strict health and cleanliness conditions within the classroom:
 - tables are to be cleaned and disinfected before and after snack
 - bathroom and toilet are to be cleaned and sanitized daily
 - classroom floor is to be cleaned each day
 - After children leave, thoroughly clean all classroom centers as needed and use fogger
 - Take trash to dumpster
 - If assistant is in a room with Wraparound care, these cleaning activities would be appropriately modified
- Assist lead teacher in conducting parent teacher conferences
- Deep clean classroom twice a year (Christmas break and end of school year), which includes but is not limited to washing and drying all toys, washing windows, washing fan blades and light fixtures, and dusting on top of cabinets. List and guidance provided by Assistant Director
- Serve snack provided by the school. Wash and sanitize containers used during snack
- Assist the lead teacher in supervising the students to always ensure their safety and well-being
- Assist the lead teacher in preparation of curriculum materials
- Assist the lead teacher during school drills; check bathroom and all centers for children before leaving the classroom
- Assist at occasional after-hours functions scheduled throughout school year
- Enter "time sheet" data using Brightwheel app procedures each day.

- Assist in substitute coverage and planning by submitting any non-immediate requests for time off as early as possible

Wraparound Assistant Teacher

- Model Christian values always
- Always supervise the students to ensure their safety and well-being
- Assist the lead teacher in preparation of curriculum materials
- Assist the WrapAround Manager during school drills; check bathroom and all centers for children before leaving the classroom. Take the emergency back pack before leaving the classroom and close the door.
- Maintain strict health and cleanliness conditions within the classroom:
 - Tables are to be cleaned and disinfected before and after snack
 - Bathroom sink is to be cleaned and sanitized prior to handwashing at snack time.
 - Bathroom is to be cleaned and sanitized daily
 - Toilet wiped top to bottom and bowl scrubbed
 - Sink bowl and faucet sprayed and wiped clean
 - Mirror sprayed and wiped clean
 - Trash emptied
 - Floor swept
 - Refill soap dispenser and paper towels if needed.
 - Classroom floor is to be swept and spot cleaned each day, with a thorough cleaning at least once a month.
- After children leave, thoroughly clean all classroom centers, chairs etc. as needed. Vacuum rug and fog the classroom upon exiting.
- Take trash to dumpster.

- Serve snack listed on calendar and provided by the school. If serving a different snack, please note it on snack calendar. Wash and Sanitize pitchers/utensils/dishes used during snack.
- Keep supplies stocked within classroom (paper towels, cups, napkins, trash bags, etc.)
- Keep counter tops, cabinets and play centers neat and organized
- Clean air-conditioner/heater vent often. Remove paint and glue.
- Towards the end of first semester, either during Thanksgiving or Christmas Break, must come in with other room assistants to do a thorough room cleaning, which includes:
 - Washing all toys and containers,
 - Dusting shelves, windowsills, ceiling fans, bathroom vent, chalk rails, above bulletin boards, cabinets, and closets,
 - Wash dress-up clothes, doll clothes, bathroom rugs, paint smocks, etc.
 - Wash chairs, table ledges and legs.
 - Remove sticky-tac residue from classroom walls, closet doors, and hallway.
- Enter “time sheet” data using Brightwheel app procedures each day

Substitute Assistant Teacher

- Serve as auxiliary teacher following the Lead Teacher’s directions. Substitute teachers function in the Assistant role: if they are substituting for the Lead Teacher, the regular Assistant Teacher in the classroom should assume the lead role.
- Maintain strict health and cleanliness conditions within the classroom:
 - tables are to be cleaned and disinfected before and after snack
 - bathroom and toilet are to be cleaned and sanitized daily
 - classroom floor is to be cleaned each day

- After children leave, thoroughly clean all classroom centers as needed and use fogger
- Take trash to dumpster
- If assistant is in a room with Wraparound care, these cleaning activities would be appropriately modified
- Serve snack provided by the school. Wash and sanitize containers used during snack
- Assist the lead teacher in supervising the students to always ensure their safety and well-being
- Assist the lead teacher in preparation of curriculum materials
- Assist the lead teacher during school drills; check bathroom and all centers for children before leaving the classroom

Faith Enrichment Teacher

- Models Christian values and service always
- Prepares materials for and teaches faith enrichment lessons for all students on a weekly basis, unless precluded by other scheduled events
- Regularly communicates with parents about faith enrichment activities at school
- Coordinates Catholic Schools Week Blessing Services with classroom teachers

GENERAL RESPONSIBILITIES OF ALL STAFF

Supervision and Safety Policies

- All staff members are responsible for the general welfare of all Cathedral Preschool students
- Children shall never be left without adult supervision
- Staff must be alert while supervising the children
- A staff person must accompany the child back to the school building if the child needs to use the toilet

- All staff members are to be aware of allergies and irrational fears of any student as listed on the student application and posted in the classroom
- Staff shall conduct monthly fire drills and quarterly disaster drills
- All staff shall enforce playground guidelines:
 - no pushing or hitting
 - no lifting or throwing mulch or any items from the ground unless as part of a play activity involving the transportation of mulch
 - no one goes down the slide until the previous child has reached the bottom
 - no standing at the top of the slide
 - children cannot crawl up the slide unless the morning lead teacher has given express permission
 - children must be sitting and facing forward while going down the slide

Accident and Incident Reporting Requirements

- If first aid is administered on school premises, the staff must inform the parents by either a phone call or at dismissal and fill out an “Accident Report”
- Staff shall submit Incident Report to the Cabinet for Human Resources within 24 hours of any serious incident including: serious accident or injury, death, fire or emergency situations, incidents that result in legal action, any form of child abuse

Reporting Child Abuse and/or Neglect

- As required by Kentucky law, anyone who obtains information of known or suspected physical or sexual abuse, neglect or exploitation of a minor must report it immediately to the proper authorities.
 - Local Department of Social Services: (270) 687-7491
 - Kentucky Child Protective Services: (877) 597-2331
 - Diocesan Safe Environment Pastoral Assistance Coordinator, Scott Ingram, (270) 852-8369, scott.ingram@pastoral.org

- In case of an emergency, or if the child is in immediate danger, dial 911 first
- An oral report is required if the person has reason to believe that immediate protection for the child is advised
- Under the law, anyone making a report shall have immunity from any civil or criminal liability
- All employees have the following documents available in the preschool office for review:
 - Kentucky Cabinet for Human Resources Licensed Child-Care Walk-Through Tool
 - Laws for the Commonwealth pertaining to Child Abuse and Neglect
 - Child Abuse and Neglect Policy for Child Care Staff, published by Childcare Aware of Kentucky, updated 10/22

Confidentiality

Staff members are to respect the work and dignity of both their colleagues and the families they serve. Information or communication shared in confidence must always be respected and kept confidential. Any violation may be cause for disciplinary action.

Medication and Food Guidelines

- Staff will strictly adhere to health and sanitation rules when preparing and serving food – posted in classrooms and kitchen
- Staff will observe these guidelines when serving snacks:
 - Food is not to be used as a reward or punishment
 - Students should be encouraged to do things on their own – for instance, pouring their drink, picking up after themselves
 - Children should be encouraged but not forced to eat everything, and the child’s eating preferences and patterns will be respected
- Prescribed medication shall be administered with:
 - Signed Medication permission form by parents/guardian and

- medication properly labeled in original bottle with valid expiration date

Personal Care and Appearance

- There will be no smoking on the school premises
- No alcohol or controlled substances are allowed on school premises. No one under the influence of alcohol or a controlled substance is allowed on school property
- Good personal hygiene shall be practiced by all persons, and the children shall be assisted with personal care and cleanliness:
 - Staff and children will wash hands at the following times:
 - upon arrival each day
 - prior to handling food and eating
 - after toilet use
 - returning to classroom from outside/inside play and
 - before dismissal
- Staff members shall be neatly groomed and dressed appropriately to their working environment: Jeans are allowed on designated casual days and on field trips, Capri pants are allowed. Crop tops, yoga pants, shorts or low-cut tops are not allowed. Leggings may be worn with a long top.

Use/Care of Work Areas and Monitoring of Supplies

- When using the faculty room, kitchen, and all work areas: Return books and materials to the shelves after use, all staff members will assist in keeping the areas free of litter, find the appropriate place for “stray items,” put dishes and food in the kitchen when finished eating
- Inform the office (via the GroupMe Supplies group) if you use the “last of something” and/or inventory needs to be replenished
- Staff other than the three-year-old classroom lead teacher and assistant teacher should avoid accessing the common areas (kitchen and staff break/work room) during the preschool class day to minimize distraction. Remember to get needed items (copies, paper, other supplies) prior to the start of class day or after the

end of the class day, or plan around the regularly scheduled playground time when the class is normally empty.

Use of Cell Phones

Cell phones are permitted to be used during the school day for work purposes only unless an employee is on break. Acceptable work purposes for cell phone use include:

- Using Brightwheel for signing in and out of work (timecard), monitoring parent communication (for instance, to monitor when a parent communicates that they are on their way to pick up a child), checking a child in or out, or assisting a parent in doing so.
- Communicating to other staff members, via text message, GroupMe staff conversation group, or voice call, for school-related needs as they arise throughout the school day.
- Taking pictures or videos of school activities to be shared with parents.

Cell phone use for work purposes should not distract staff members from their obligation to supervise the children in their care and maintain the necessary staff-to-child ratios. If a staff member needs to use their phone for more than a momentary communication purpose, they must ensure that the proper staff-to-child ratio is maintained without themselves in the ratio. Ideally, more extensive communication or documentation would be reserved for times when the staff member is not in the room and not responsible for being engaged with the children in their care.

When not being actively used, cell phones need to be placed out of reach of children or enclosed in an inaccessible pocket in the staff member's clothing.

Communication with Media and on Social Media

- Only the Director or her designated spokesperson will answer media questions. In her absence, all media will be referred to the Cathedral's pastor
- Only designated staff members can post on the preschool's social media accounts
- Any social media posting with students must follow the expressed permission of the parents
- Employees must comply with the Diocesan standards for personal social media use

Training

- Complete 15 hours of state-approved training per year. Year runs from July 1 – June 30. Courses to specifically include:
 - “Preventing Pediatric Abusive Head Trauma” every 5 years.
 - At least 2 hours of training in each of the following subject areas
 - Strengthening family engagement
 - Developmental screening/assessment
 - Curriculum based assessment
 - Curriculum, teaching and learning
- Hours must be completed in 5-hour increments, by the end of the following months: October, January, and April

DIOCESAN WORKPLACE POLICIES

Cathedral Preschool will adhere to the workplace policies of the Catholic Diocese of Owensboro, Kentucky. Policies regarding the following subject areas are covered in detail in the Diocese of Owensboro Employee Policy Handbook: Jury Duty, Bereavement Pay, Sexual Harassment/Abuse Policy, Worker’s Compensation, Unemployment Compensation Exemption, Family Medical Leave Act (FMLA).

ATTITUDE AND CONDUCT

As employees of the Diocese, we are expected to adhere to reasonable standards of conduct and work performance. While an employee may be hired for possessing certain skills, it is important that each employee maintain a positive and hospitable attitude around families and co-workers. They must be flexible by adapting to changes in their work environment. They must be a team player and show initiative and good judgment.

If an individual’s conduct for a particular situation requires disciplinary action, it may include a warning. And if the situation persists, it could warrant the termination of employment. In all circumstances, the Director or Pastor will take the disciplinary action they consider commensurate with the offense.

As a general guideline, employees are to conduct themselves responsibly in the workplace to maintain the traditional standards of honesty and cooperation, working with a good constructive attitude and avoiding insubordination. Any conduct that is

considered to interfere with the employee's work and/or the Preschool operation will require review and consideration of possible discipline.

Each individual case will be handled based on individual circumstances surrounding that incident. The Diocese reserves the right to decide what disciplinary action is appropriate.

Should disciplinary action be necessary, the Director or Pastor may request the employee's signature to show the problem has been addressed. Signing a warning does not necessarily mean the employee agrees with the charge or the disciplinary action. The employee will be required to comply with instructions on how to improve, particularly when disciplinary action is involved.

Immediate dismissal may be deemed necessary for a violation of the following:

- failure to act in accordance with Christian values
- harsh and/or abrupt treatment or discipline
- failure to comply with licensing regulations or policies of Cathedral Preschool
- failure to exhibit teaching excellence as defined by the Director
- violation of confidentiality

Warning of possible dismissal includes the following steps:

- Director will write specific terms of the failures of the employee so that they can improve, giving a specific time in which to correct deficiencies
- Director must hold frequent conferences with the employee, helping them to improve and maintain an excellent standard of performance
- If performance fails to meet the standard of excellence after the above efforts, dismissal will result.

Conflict Resolution Among Staff

In the event of lack of agreement between members of the teaching staff, the Director will make the final decision. In the event of lack of agreement between members of the teaching staff and the Director, the parish pastor will arbitrate a final decision.

Absenteeism and Tardiness

- Employees should contact the Director and Assistant Director via a group text at least 1 hour prior to their regular work shift when they will be unable to work or will be late; if the text message is not acknowledged as received, a phone call must be made to verify message has been received. When possible, earlier notification of an absence is preferred so that a substitute can be arranged with more lead time
- Any sick days beyond three days must be documented with a doctor's note detailing the reason for the absence
- After allotted sick and personal days are used, any further workdays missed will result in the employee being placed on probation for 30 calendar days, and any absences during the probationary period may result in termination
- Excessive absenteeism and/or frequent tardiness will result in a conference with the Director to determine a solution
- All morning staff members are expected to be in the school by 7:45 a.m.
- Frequent tardiness is defined as more than five occurrences within the 9-month school year

COMPENSATION

The salary and hourly pay scale is based on the scale established by the Finance Committee of St. Stephen Cathedral. All salary and budget amounts must be approved by the St. Stephen Cathedral Finance Committee, and are determined by the director, parish business director, and pastor.

Payday

- All employees are paid on the business day closest to 10th and 25th of the month using auto-deposit
- Salaried employees (lead teachers) can choose between either a 9-month plan or a 12-month plan
- The parish Business Manager is responsible for payroll (deductions, insurance, benefits, etc.)
- Employee will submit authorization for Paycor to handle auto-deposit

- Hourly employees will receive a timecard via email to review and approve at the end of each pay period for payroll processing

Paid Holidays

Hourly Staff will be paid the following days as ‘holidays’: Labor Day, Thanksgiving Day, Christmas Day, and New Year’s Day. Cathedral Preschool follows the schedule of the Daviess County School system regarding days off for Fall Break, Christmas Break, and Spring Break.

Payment for Training

All staff members must meet a minimum of 15 hours of training hours each year (July 1 – June 30) per Kentucky State regulations. The current minimum wage will be paid for the required 15 hours of training after all employees have completed their yearly hours.

Benefits

Part-time employees are those working less than 20 hours a week and are not eligible for benefits offered through the Diocese of Owensboro.

A tuition discount is offered for employees with children enrolled at Cathedral Preschool. Employees working at least 7 hours a week are eligible for a 25% discount, and those working at least 14 hours a week are eligible for a 50% discount.

Any employee working 20 hours or more per week is considered full-time and is entitled to benefits outlined in the Employee Handbook of the Diocese of Owensboro.

Daily Work Schedule

Morning session: 7:45 a.m. – 11:15 a.m.

Class for 5-year-olds: 7:45 a.m. – 12:15 p.m.

Wraparound care: 10:45 a.m. – 5:30 p.m.

Sick Pay/Personal Days

All employees are granted leave per school year according to the following formula:

- work 2 full days each week = 1 sick day + 1 personal day
- work 3 full days each week = 3 sick days + 1 personal day
- work 4 full days each week = 4 sick days + 2 personal days
- work 5 full days each week = 6 sick days + 2 personal days

Sick days may accumulate up to 60 days for full-time employees and 15 days for part-time.

The school will be sensitive to lending sick days to employees who have no accumulated sick days. If a salaried employee exceeds their allotted sick and personal days, the Director will collaborate with the employee to compensate for time missed through an alternative/additional work schedule.

Unused sick days are not reimbursable and will not be paid at termination or at retirement but do roll over each year.

Personal days may be used for any personal business or needs. Personal days are not accumulative as personal days but are rolled over instead as sick days. The staff member will give reasonable notice to the Director when he/she anticipates the need for a personal day.

After using the allotted sick days in a contract year, any further illness that exceeds three consecutive days requires a doctor's statement. After a sick day total of 60 calendar days per school year, the staff member's paycheck will cease until the staff member returns to work.

Only in the case of illness or emergency may an employee be absent during the first week of school, last week of school, or the day prior to or immediately following a holiday. This also applies to events that take place in the evening, such as Preschool at Night, Christmas Program, and other special events that may be scheduled. These events require the presence of all staff.

Rate of Compensation for Substitute in Event of FMLA

If a Lead Teacher is absent from work for an extended length of time and FLMA takes effect, the Assistant Teacher or a Substitute Teacher will assume the responsibilities of the Lead Teacher. The Assistant Teacher or Substitute Teacher will be compensated according to their number of years' experience at Cathedral Preschool at salary Level II (2). Likewise, when an Assistant Teacher is absent for an extended length of time and another Assistant Teacher fills in, he/she will be paid at his/her current rate of pay from the beginning. A Substitute Teacher will be paid Level III (3) with two years' experience when FLMA takes effect. The change will take effect when FLMA begins and will revert to the original compensation when the regular employee returns to work.

Acknowledgement of Cathedral Preschool Personnel Policies

- I have received and read the Cathedral Preschool Personnel Policies Handbook.
- I understand this signed acknowledgement will be placed in my personnel file.
- I understand the handbook and its content do not create a contract, expressed or implied.
- I understand this handbook is subject to change and I will be given updated information which I have the responsibility to read.
- I understand that I am responsible for reading and complying with the Cathedral Preschool Policies Handbook.

Employee Signature

Date