

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

STAFF PERSONNEL

Handbook

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that each faculty and staff member of each school receives either a hard copy or electronic copy of their schools Faculty/Staff handbook. The handbook is to be updated annually and must include both the Diocesan Personnel Handbook and local procedures and practices.

The Handbook must contain a signature page which stipulates that the employee has read the Handbook and will abide by the rules, regulations and procedures contained therein. Each faculty and staff member must sign and date the signature page and return it to the school administration as soon as possible at the beginning of the school year or, if employed after the school year has begun, as soon as possible upon employment.

Policy Adopted: March 12, 2007

Policy Revised: January 21, 2019
July 30, 2019