

**DIOCESE OF DES MOINES**  
**Catholic Schools Policies/Regulations**

**STAFF PERSONNEL**

**Reduction in Staff**

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop that, when the number of contracted teachers desiring to return to school exceeds the number of teaching positions which will be available, it is the responsibility of the administrator and/or pastor/canonical administrator, based on the recommendation of the administrator, to determine which contracts will be renewed.

Prior to notice being given to the teachers, the administrator will contact the Superintendent to create awareness of the situation. Information will be shared with the Bishop, if the pastor has not already done so.

Policy Adopted: March 19, 1979  
Policy Revised: January 21, 2019  
July 30, 2021

**Reduction in Staff  
Regulation 457.1**

When it becomes necessary to reduce staff, the administrator shall utilize available vacancies whenever possible.

There are a number of criteria that an administrator should use when making decisions affecting reduction in staff. Included are appropriate licensure and certification; a Catholic if the teacher is to teach religion; performance evaluations; rapport with staff, students and parents; professional growth; and collaboration as well as years of service.

If it becomes necessary to notify a teacher that a contract will not be renewed because of a reduction in teaching positions, the administrator/pastor/canonical administrator must notify the teacher by dates listed in the Diocesan Personnel Handbook.

Regulation Adopted: February 18, 1980  
Regulation Revised: January 21, 2019  
July 30, 2021