

## Operational Vitality

### **Standard 11**

**An excellent Catholic school operates in accord with published human resource/personnel policies, developed in compliance with (arch)diocesan policies and/or religious congregation sponsorship policies, which affect all staff (clergy, religious women and men, laity and volunteers) and provide clarity for responsibilities, expectations and accountability.**

#### **Narrative Summary**

St. George Catholic School, in collaboration with the Diocese of Baton Rouge, operates in accord with a published human resource plan. This plan details responsibilities and expectations, as well as benefits provided to the employee. A comprehensive and competitive benefit plan and provided to all full-time employees, as well as an opportunity for growth and development.

#### **Commendations**

St. George Catholic School operates under a detailed human resource policy provided by the Diocese of Baton Rouge. The human resource policies provide clarity regarding the rights, responsibilities and expectations of employees. The human resource programs are professionally staffed at the school and Diocesan levels and ensure full compliance with human resource policies. The Diocese provides an expert in human resource management to assist St. George Catholic School with any questions or problems relating to personnel. Human resource policies and procedures can be found in the Faculty

Handbook and the Diocesan Administrative Manual is posted on the network and can be accessed by all employees. In the Catholic Identity Program Effectiveness survey, 82% of the staff of St. George Catholic School responded that they are treated with consistency, fairness and justice.

St. George Catholic School provides competitive and just salaries and benefits and professional growth opportunities are provided for all staff. Salary scales are provided by the Diocese and are based upon detailed salary studies. The administration, in collaboration with the pastor and the finance council, perform further analyses to provide competitive salaries that are fiscally responsible, given current tuition projections. The commitment by St. George Catholic School to provide its faculty and staff with a competitive benefits package is further evidenced by the fact that over 76% of the total budget is dedicated to salaries and benefits. In addition to competitive salaries, full-time employees are offered health, dental and vision insurance, life insurance, short –term disability, and an employer sponsored 401k retirement plan. On the Diocesan level, a benefits board is in place to determine current benefits offered to all employees of the Diocese. The board is comprised of experts in human resource or business management and offer advice in retirement planning and procurement of other benefits such as health insurance.

St. George Catholic School has a commitment to the growth and development of its faculty. To this end, a budget of \$25,000 is allocated annually to continuing education in the areas of best practices, technology, and innovative teaching strategies. Eighty-two percent (82%) of staff surveyed by the program effectiveness staff survey agree that all administrators, faculty and staff engage in ongoing professional development. This professional development is directly related to the curriculum and helps to achieve an environment of academic excellence.

## **Recommendations**

Every year, the Diocese holds informative meetings outlining benefits for the following year. However, the times of these meetings are not always conducive to teachers' being able to attend them. The Diocese has begun recording the meetings and the presentation is on the Diocesan website for all employees to view. Additionally, the accountant at St. George Catholic School does attend the meeting and is available to answer any questions employees might have. St. George Catholic School will strive to ensure that all employees have access to the benefit information that is available to them. This will be

achieved through email communication, as well as by posting all presentations on the network for employees to view at any time.

St. George Catholic School recognizes that its greatest assets are the employees who educate and serve the students. Because of this, St. George Catholic School will continue to strive to offer the most competitive and comprehensive package that is possible. This will be done by continuing to perform economic forecasts and financial analyses to maximize the funding sources available, as well as continuing to work with the Diocese to provide the highest level of benefits possible.

## **Rating of Standard**

Based upon the evidence, benchmark worksheets and recommendations for Operational Vitality Standard 11, St. George Catholic School rates themselves at level 3.