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 P-CDOP

**HIRING/TERMINATION OF TEACHERS**

Every reasonable effort shall be made to employ teachers who live and share the Catholic faith and believe in the philosophy of the school. Teachers of other faiths may be employed if they support the teachings of the Roman Catholic Church and believe in the philosophy of the school. Catholic schools shall not discriminate on the basis of race, color, national origin, biological sex, age, or physical handicap in the hiring of teachers.

Private tutors who deliver instructional services to students on school property must be employed by the school.

Administrators must contact the Office of Catholic Schools prior to the termination of any teacher.

Reviewed 6/2020, 7/2021, 7/2022

Revised 7/2022

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AR-OCS

**HIRING OF TEACHERS**

The following procedures are to be followed in hiring teachers:

1. Any person seeking a teaching position in the Catholic schools of the Catholic Diocese of Peoria must file an application with the Office of Catholic Schools. When all required information has been received, the names of applicants whose files are complete and the position sought are listed for principals, and copies of applicant files are made available to principals of schools that have openings.

2. A principal interested in a particular applicant on the applicant list will contact the applicant and arrange for an interview. The principal will check references and contact all current and previous employers. The Office of Catholic Schools does not check references or work histories.

3. Any principal who identifies a candidate for an opening in the school who is not yet listed with the Office of Catholic Schools is to require the person to complete the application process described in step #1 above. Only when the application is complete is the candidate eligible to be offered employment.

4. If a principal decides to hire an applicant, the principal notifies the Office of Catholic Schools. The Office of Catholic Schools then sends the original file to the hiring principal and removes the applicant’s name from the list of available applicants.

5. Prior to hiring, the principal shall obtain the pastor’s/canonical pastor’s approval. No job offer can be made to an applicant until their application materials are complete, references and work histories have been checked, and the pastor has given his approval.

6. Employment is provisional pending satisfactory results of a live-scanned fingerprint background check, a CANTS check, and drug screening. Illinois Senate Bill 143, which requires fingerprint criminal background checks for state recognized nonpublic school employees, also requires that these employees be checked against the Illinois Sex Offender Management Database and the Statewide Murderer and Violent Offender Against Youth database. Schools must document the date when they checked their new hires against these lists. The databases can be accessed online at <https://isp.illinois.gov/Sor/Disclaimer> and <https://isp.illinois.gov/MVOAY/Disclaimer>.

8. Please refer to Policy C400 for further details on background check requirements.

9. Effective July 1, 2015, all newly hired employees must have either a physical exam or a written letter signed by a physician stating that the employee is free of communicable disease. Previously hired employees are not subject to this requirement. TB tests are required for employees working in schools that offer a preschool and/or prekindergarten program. The physical exam must be issued within the previous 90 days prior to the initial date of employment. The new employee is responsible for all costs associated with meeting this requirement.

**TERMINATION OF TEACHERS**

Prior to any termination, the Principal shall contact the Office of Catholic Schools. Upon separation, the school shall submit the following document to the Office of Human Resources:

* Employment Termination/Transfer/Address Change Report

Reviewed 6/2020, 7/2021, 7/2022

Revised 6/2020, 5/2023