

National Standards and Benchmarks for Effective

Catholic Elementary and Secondary Schools

Rubrics for Benchmarks

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.

Benchmark: 11.4

Human resource policies ensure that institutional planning includes investment in personnel growth, health care and retirement.

Level 4 Exceeds Benchmark	Human resource policies ensure a comprehensive and integrated approach to institutional planning around investment in personnel growth, health care and retirement. These programs are further integrated with salary and benefit package data to provide a “total compensation” approach to school employment. Benchmark data about health care, retirement and other benefits has been collected and is used in making decisions for the school.
Level 3 Fully Meets Benchmark	Human resource policies ensure that institutional planning includes investment in personnel growth [i.e. targeted professional development for all personnel], health care and retirement.
Level 2 Partially Meets Benchmark	There are HR policies and they are used in the school to guide decisions; however, the policies cover institutional planning related to only some of the following: investment in personnel growth, health care, and retirement.
Level 1 Does Not Meet Benchmark	There are no HR policies related to personnel growth, health care and retirement, or the relevant HR policies are not used in the school to guide decisions, or the relevant policies do not cover institutional planning for investment in personnel growth, health care and retirement.
Possible Sources of Evidence	<ul style="list-style-type: none">• Central HR policy documents• School-specific HR policy documents• Financial and strategic planning documents• School budget• Annual expenditures (aggregate and per employee) on personnel

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	<p>growth, health care and retirement</p> <ul style="list-style-type: none">• Records of school-wide activities promoting wellness or financial health• Schedule of benefits consultations for individuals
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