

EMPLOYEE RIGHTS

UNDER THE NATIONAL LABOR RELATIONS ACT

The NLRA guarantees the right of employees to organize and bargain collectively with their employers, and to engage in other protected concerted activity. Employees covered by the NLRA* are protected from certain types of employer and union misconduct. This Notice gives you general information about your rights, and about the obligations of employers and unions under the NLRA. Contact the National Labor Relations Board, the Federal agency that investigates and resolves complaints under the NLRA, using the contact information supplied below, if you have any questions about specific rights that may apply in your particular workplace.

Under the NLRA, you have the right to:

- Organize a union to negotiate with your employer concerning your wages, hours, and other terms and conditions of employment.
- Form, join or assist a union.
- Bargain collectively through representatives of employees' own choosing for a contract with your employer setting your wages, benefits, hours, and other working conditions.
- Discuss your terms and conditions of employment or union organizing with your co-workers or a union.
- Take action with one or more co-workers to improve your working conditions by, among other means, raising work-related complaints directly with your employer or with a government agency, and seeking help from a union.
- Strike and picket, depending on the purpose or means of the strike or the picketing.
- Choose not to do any of these activities, including joining or remaining a member of a union.

Under the NLRA, it is illegal for your employer to:

- Prohibit you from soliciting for a union during non-work time, such as before or after work or during break times; or from distributing union literature during non-work time, in non-work areas, such as parking lots or break rooms.
- Question you about your union support or activities in a manner that discourages you from engaging in that activity.
- Fire, demote, or transfer you, or reduce your hours or change your shift, or otherwise take adverse action against you, or threaten to take any of these actions, because you join or support a union, or because you engage in concerted activity for mutual aid and protection, or because you choose not to engage in any such activity.
- Threaten to close your workplace if workers choose a union to represent them.
- Promise or grant promotions, pay raises, or other benefits to discourage or encourage union support.
- Prohibit you from wearing union hats, buttons, t-shirts, and pins in the workplace except under special circumstances.
- Spy on or videotape peaceful union activities and gatherings or pretend to do so.

Under the NLRA, it is illegal for a union or for the union that represents you in bargaining with your employer to:

- Threaten you that you will lose your job unless you support the union.
- Refuse to process a grievance because you have criticized union officials or because you are not a member of the union.
- Use or maintain discriminatory standards or procedures in making job referrals from a hiring hall.
- Cause or attempt to cause an employer to discriminate against you because of your union-related activity.
- Take other adverse action against you based on whether you have joined or support the union.

If you and your coworkers select a union to act as your collective bargaining representative, your employer and the union are required to bargain in good faith in a genuine effort to reach a written, binding agreement setting your terms and conditions of employment. The union is required to fairly represent you in bargaining and enforcing the agreement.

Illegal conduct will not be permitted. If you believe your rights or the rights of others have been violated, you should contact the NLRB promptly to protect your rights, generally within six months of the unlawful activity. You may inquire about possible violations without your employer or anyone else being informed of the inquiry. Charges may be filed by any person and need not be filed by the employee directly affected by the violation. The NLRB may order an employer to rehire a worker fired in violation of the law and to pay lost wages and benefits, and may order an employer or union to cease violating the law. Employees should seek assistance from the nearest regional NLRB office, which can be found on the Agency's website: www.nlrb.gov.

Click on the NLRB's page titled "About Us," which contains a link, "Locating Our Offices." You can also contact the NLRB by calling toll-free: **1-866-667-NLRB (6572)** or (TTY) **1-866-315-NLRB (6572)** for hearing impaired.

***The National Labor Relations Act covers most private-sector employers.** Excluded from coverage under the NLRA are public-sector employees, agricultural and domestic workers, independent contractors, workers employed by a parent or spouse, employees of air and rail carriers covered by the Railway Labor Act, and supervisors (although supervisors that have been discriminated against for refusing to violate the NLRA may be covered).

This is an official Government Notice
and must not be defaced by anyone.



U.S. Department of Labor

Job Description

POSITION NAME: Business Manager	SCHOOL: Regis St. Mary Catholic School
REPORTS TO: Principal	EFFECTIVE DATE: May 20, 2019
CLASSIFICATION: Exempt	APPROVED:

GENERAL STATEMENT OF DUTIES:

Assists the Principal in the prudent stewardship of the school's personnel, financial and capital resources. Ensures the effectiveness of operations, informing and advising the Principal, department heads, and various councils and committees as needed. Handles all accounting procedures for schools. This position is part of the core management team that supports the Principal and ensures that the pastoral and administrative needs of the School are met.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and the requirements of the job change.)*

Financial Responsibilities:

1. Maintains an accurate filing, recordkeeping, and reporting system for all school and foundation financial matters. Prepares monthly, quarterly and year end reports for School Board, Foundation Board and Archdiocese as needed.
2. Administers a cash flow management system with purchasing and payment schedules clearly defined.
3. Prepares, administers and reviews the budget process in collaboration with the Finance Committee, Principal and other committees. Assists the Finance Committee & Principal in presenting the budget to the School Board for approval.
4. Monitors the collection, counting, recording and depositing of school and foundation revenue from all sources.
5. Responsible for monitoring and implementing internal controls.
6. Serves as a helpful resource to parish organizations and the Archdiocese.
7. Serves as a school contact with financial institutions and the Archdiocese.
8. Assists in the planning of financial stewardship and long-range planning efforts.
9. Responsible for understanding and maintaining archdiocesan policies, procedures, and guidelines.

Administrative Responsibilities:

1. Directs the operation of the school and foundation business office and supervises clerical staff.
2. Responsible for matters relating to the use of school property. Responsible for scheduling and renting school facilities and entering on master calendar.

3. Coordinates school liability, property insurance, and workers' compensation in collaboration with Archdiocesan insurance programs. Coordinates and prepares school response to liabilities and legal concerns in collaboration with Archdiocesan offices as appropriate.
4. Assists with hiring and selection of personnel, administers school salary and benefit programs, and handles employee relations issues as directed by the Principal. Consults with appropriate school/Archdiocesan resources to ensure personnel actions are appropriate and consistent with Archdiocesan personnel guidelines.
5. Works with the Principal, Foundation Board and/or Marketing & Enrollment Director in the development activities of the school and foundation, including marketing, public relations, communications, grant writing, fundraising, and stewardship.

Campus Management Responsibilities:

1. Supervises the maintenance staff and manages major repairs, improvements or construction.
2. Solicits and reviews bids and quotes and negotiates contracts.
3. Establishes and monitors preventive maintenance programs for all properties.
4. Maintains security of school property (keys, files, etc.)

Other:

1. Maintains good working relations and effective communication between the school community, various groups, and outside authorities. Consults with and advises Principal on business and administrative matters that affect the parish and school.
2. Participates in school and Archdiocesan programs and activities as directed by the Principals. Attends staff, Archdiocesan, and council meetings as required.
3. Handles other duties as assigned.

JOB SCOPE:

Position encounters frequent new and varied work situations with a high degree of complexity. Some formal policies and procedures exist to govern work; incumbent will develop parish office structure, including policies and procedures. Position operates independently with minimal supervision.

COMMUNICATION/CLIENT CONTACT:

Contacts are made with others both inside and outside the organization, either by telephone or in person. Contacts frequently contain confidential/sensitive matters necessitating discretion at all times. Contacts are made by both supervisor's request and on the employee's own initiative.

SPECIFIC JOB SKILLS:

Excellent verbal and written communication skills. Individual must also be able to be creative, use independent judgment and take action to solve problems, function as a team member, and handle presentations. Service orientation, organizational and public relations skills, and ability to negotiate are important. Position requires highly developed interpersonal skills and ability to maintain confidentiality. Knowledge of required accounting procedures for parishes and schools. Proficiency with PC software, calculator and all basic office equipment is required, including experience with spreadsheet, word processing, accounting and report writing software. Knowledge in design of technology systems in business software and ability to frequently perform advanced math and basic programming.

EDUCATION AND/OR EXPERIENCE:

B.A. degree specializing in Accounting/Business Administration is preferred, along with 5 years financial, accounting, office management, human resources and facilities management experience. Accounting experience must include budget preparation, payroll, and data entry/management with double entry accounting system. Previous supervisory experience required. Experience with Quickbooks & Microsoft Office Suite preferred. Practicing Catholic preferred. Valid driver's license required.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, stoop, finger, talk, reach, feel, sit, climb, grasp, hear and perform repetitive motions of the hands/wrists. Lifts and moves items up to 30 pounds.

JOB CONDITIONS:

Work is performed mostly in an office setting. Employee is required to do extensive close computer work, as well as sit for long periods of time and attend evening or weekend meetings.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES:

Facilities Manager, Clerical Staff

Employee Signature

Date

Supervisor Signature

Date

Employment Application
(School, Child Care Facility, Preschool Program, etc.)*

Date: _____

Last Name: _____ First Name: _____ MI: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone # (home): _____ (mobile): _____

Email Address: _____

May we call you at your current employment? Yes No

We are committed to providing equal employment opportunities for all persons without discrimination based on race, color, sex, national origin, age, disabilities, veteran status, or on-the-job injuries. As a religious organization, however, the Archdiocese is not subject to various anti-discrimination laws based on religion or religious belief and may make hiring and other employment decisions based on religious belief or practice.

The overriding mission of a Catholic school is to develop and maintain a Roman Catholic faith community, and to offer a quality education that meets the needs of students and applicable educational standards. The school environment is intended to reflect the doctrines, laws, norms, and values of the Roman Catholic Church and a philosophy of education that fosters Catholic values for the entire school community.

In recognition of this unique commission, **all school personnel** – administrators, teachers, and staff – are called to be role models of the Gospel of Jesus Christ to share in the teaching ministry of the Catholic Church by modeling Christian values and living an exemplary life, both in and out of school. You will be expected to maintain by your words, actions and lifestyle a position that is in conformity with the teaching, standards, doctrines, laws, and norms of the Roman Catholic Church as interpreted by the Archbishop of Portland in Oregon, in his sole discretion.

General Information

Position applied for: _____

Available to work:	Full-time	Part-time	Temporary
Do you have a legal right to work in the US?	Yes	No	
Are you at least 18 years of age?	Yes	No	

Religious affiliation: _____

Have you ever worked or volunteered for the Catholic Church or a similar organization? Yes No

If yes, where? _____

How did you learn about us?	Advertisement	Friend	Walk-in	Relative	Other
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*This form may be used for a position in which federal, state, or local law requires consideration of an applicant's criminal history.

Education

Name and Address of School	Major	Years Completed	Degree(s)
High School			
College			
College			
Other (Specify)			

1. Please summarize any skills, training, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position you are applying for.

2. Why do you want to be considered for employment here?

3. Please list any job-related professional trade, business, civic activities, organization, and/or associations. (You may choose to omit those that indicate race, color, national origin, ancestry, or disability, etc.)

4. Are you able to perform all the essential functions of the job you are applying for with or without reasonable accommodation?

Yes
No
If no, please explain:

5. Have you ever been convicted of a crime? (A conviction is not an automatic bar to employment. Each case will be considered on its own merits).

Yes
No

6. Are you currently being charged with a crime?

Yes
No

If yes, explain

7. Have you ever been the subject of allegations related to misconduct with children?

Yes
No

If yes, please explain:

Employment History

Please list your present and past work experience for the last 10 years beginning with your current job. We will contact your current/ most recent employer only after an offer has been extended unless you indicated below that we may contact them now. You may include volunteer activities/positions. Attach an additional page if necessary. Please complete this section even if you have submitted a resume.

Current Employer	Name of employer:			
	Telephone #:			
	Address:			
	Employment dates:	(From)	(To)	
	Position:		Supervisor:	
	Description of duties:		Ok to call at workplace? Yes No	
Reason for leaving:				
Previous Employer	Name of employer:			
	Telephone #:			
	Address:			
	Employment dates:	(From)	(To)	
	Position:		Supervisor:	
	Description of duties:		Ok to call at workplace? Yes No	
Reason for leaving:				
Previous Employer	Name of employer:			
	Telephone #:			
	Address:			
	Employment dates:	(From)	(To)	
	Position:		Supervisor:	
	Description of duties:		Ok to call at workplace? Yes No	
Reason for leaving:				

Have you ever been suspended or asked to resign a position? Yes No

Is there anything else you would like to tell us about yourself that would help qualify you for this job?

Please list 3 professional references:

Name/Job Title	Organization	Telephone #	Years Known

Certification and Authorization Information Release

I certify that the information in this application is true and correct to the best of my knowledge, and I agree to allow the Employer to verify any of this information, unless I indicate in writing to the contrary. I authorize the references and other persons listed on this application, as well as other persons contacted, to verify this and other information I supply in connection with this application, to provide any and all information concerning my previous employment, and/or to supply any other pertinent details they may have. I also release and discharge to the extent permitted by law the Archdiocese, its employees, any individual or agency obtaining information for the Archdiocese, my personal and professional references, and my former employers, from any and all claims, damages, losses, liabilities, costs, and other expenses from disclosing information in connection with this application. I understand that any misinterpretation, falsification, or substantial omission on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.

Applicant Signature

Date

At-Will Employment Statement

I understand that, if I am hired, in the absence of a written employee agreement that states otherwise, I may terminate my employment with the Archdiocese at any time, for any reason. The Archdiocese may do the same. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

Applicant Signature

Date

Background Check Statement

I understand that all offers of employment are contingent upon providing satisfactory proof of my identity and legal authority to work in the United States and successful completion of a criminal background check. A background check may include my driving records, court records (civil and criminal), educational and professional credentials, and personal and professional references. This information, which may come from public or private sources, may contain details on my character, experience, work habits, and/or reasons for termination from past employers.

Applicant Signature

Date