



Catholic Schools - Diocese of Rockford

City _____ School _____

CONTRACT FOR LAY PROFESSIONAL STAFF

This contract is to be used for staff positions for certified individuals employed in non-teaching positions such as an Assistant Principal, Athletic Director, Dean of Students, or School Counselor.

THIS CONTRACT is by and between _____ hereinafter referred to as EMPLOYEE, and _____ (name of School, City) a religious corporation, hereinafter referred to as SCHOOL, acting through _____ (Pastor/ Parochial Administrator/Principal (Elementary School)/Principal and Superintendent of Catholic Schools (Consolidated School)/Principal (High School)), its authorized agent.

WHEREAS EMPLOYEE wishes to accept [] full-time [] part-time employment for the rendering of professional services as _____ (Title) for the period commencing on _____, and terminating on _____ at _____, and SCHOOL desires to employ EMPLOYEE for the same term and purposes:

THEREFORE, IT IS AGREED AS FOLLOWS:

I. DUTIES OF THE EMPLOYEE:

- A. EMPLOYEE'S essential job duties are based in the School's mission of the formation of the students in the Catholic faith for the lived experience of Gospel values and for the preservation of the School's Catholic identity, and the Teacher agrees to train students to be intentional disciples of Jesus Christ who will live by their Catholic faith. The teacher agrees to assist the School to advance the Church's mission through daily example, witness, and instruction of the Catholic faith which is incorporated within the entire curriculum.
B. EMPLOYEE agrees to serve as _____ (Title) of SCHOOL and to perform the duties and responsibilities commensurate with that position as set forth in the applicable job description and/or policies, as they are now and may be amended from time to time and which are made a part of and incorporated by reference into this contract.
C. EMPLOYEE agrees to serve SCHOOL in a professional manner and to develop and support the ideal that Catholic Education is best realized by programs which first and foremost create widest opportunities for students to receive systematic catechesis; to experience daily living in Catholic life; and to develop commitment and skill in serving others.
D. EMPLOYEE agrees to be bound by the written policies of the Diocese of Rockford and SCHOOL, as they are now and may be amended from time to time and which are made a part of and incorporated by reference into this contract.
E. EMPLOYEE, before the execution of this contract, has received, reviewed, executed and delivered to the Education Office of the Diocese of Rockford or SCHOOL the following completed forms: 1) "Employment a. Eligibility Verification (1-9)"; 2) "Receipt Acknowledgement of Employee Handbook"; and 3) Receipts from the "Required Safe Environment Documents". This contract is contingent upon EMPLOYEE's successful completion of all these forms as well as a fingerprint criminal background check, and "Protecting God's Children" training. EMPLOYEE warrants that if he/she has previously submitted the above-referenced forms to SCHOOL that the information contained therein is accurate and current and that the obligations undertaken and/or authorized by EMPLOYEE therein are hereby reaffirmed.
F. EMPLOYEE represents that all information he or she provided at the time of application remains true and correct, and agrees that, if any information, including criminal conviction information, changes, EMPLOYEE shall notify SCHOOL promptly. EMPLOYEE also understands that misrepresentation or omission shall entitle SCHOOL to cancel this contract and void any and all obligations under it.
G. EMPLOYEE agrees that, both at work and away from work, EMPLOYEE will abide by and live in accordance with the religious faith and moral teachings of the Roman Catholic Church, as determined by the Ordinary of the Diocese or his designee, and that failure to do so shall entitle SCHOOL to cancel this contract and void any and all obligations under it.
H. EMPLOYEE agrees to fulfill his or her contract.

II. COMPENSATION:

A. In consideration for the services to be performed by EMPLOYEE, SCHOOL agrees to pay EMPLOYEE the annual salary of \$_____ to be paid in _____ equal [] monthly [] semi-monthly installments beginning on _____.

B. In addition to the compensation for services rendered, EMPLOYEE shall receive such applicable benefits for full-time employees for part-time employees as are set forth in the Catholic Diocese of Rockford Employee Handbook, as those are now and may be amended from time to time.

C. Additional Benefits or Compensation for added services or activities: _____ \$ _____
_____ \$ _____
TOTAL SALARY \$ _____

III. **DURATION OF CONTRACT:** The term of EMPLOYEE'S employment shall include _____ days of service and 1/_____th the annual salary shall be considered as pay for one day of service, equaling \$_____.

IV. **GRIEVANCE PROCEDURE:** Refer to Diocese of Rockford Employee Handbook.

V. **TERMINATION OF CONTRACT:**

A. EMPLOYEE agrees that SCHOOL may discharge EMPLOYEE without further obligation under this Contract, in accord with applicable Diocesan policies, and/or for dissatisfaction with EMPLOYEE's conduct or performance of service. EMPLOYEE agrees that any act or conduct, at or away from work which is not consistent with the philosophy, goals, objectives, or rules and regulations of SCHOOL, or SCHOOL's or the Diocese of Rockford's mission(s), or the religious faith and/or moral teachings of the Roman Catholic Church, as determined by the Ordinary of the Diocese or his designee, warrants immediate discharge and termination of this contract or other disciplinary action considered appropriate by the Pastor/Parochial Administrator/Principal (Elementary School)/Area Superintendent (Consolidated School)/Area Superintendent/Chief Administrative Officer (High School) after consultation with the Diocesan Catholic Education Office. If a prior or other contract between EMPLOYEE and SCHOOL or another entity affiliated with the Diocese of Rockford was terminated for reasons cited in this paragraph, then this contract shall also be terminated without further obligation of SCHOOL to EMPLOYEE.

VI. **ADDITIONAL PROVISIONS:** (Not to be in conflict with any of the above policies or provisions)

_____ IN
WITNESS WHEREOF, the parties have executed this contract with their signature on _____
(Date)

SCHOOL

EMPLOYEE

By:

Principal

Pastor/Parochial Administrator