



**Archdiocese of Seattle,  
Office for Catholic Schools  
EMPLOYMENT WORK AGREEMENT  
30 hrs/week or greater, Non-Certified Staff  
(To be used upon new hire only)**

*Be the shepherds of the flock God gave you, and look after it willingly as God would want you to, and not unwillingly. Do not work for mere pay but from a real desire to serve. Do not try to rule over those who have been given into your care, but be examples to the flock (1 Peter 5:2-3).*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signing this Agreement confirms acceptance of the offer for employment as:

\_\_\_\_\_ This position begins: \_\_\_\_\_  
(Job Title) (Date)

at \_\_\_\_\_  
(School)

1. The provisions of the Archdiocese of Seattle Catholic School Policy and Procedure Manual as well as the Parish Personnel Policies, where applicable, are incorporated herein and made a part of the agreement and the employee and the employer agree to abide by the policies and directive therein.

2. Duties and Responsibilities

- a. To abide by all established policies, rules, and regulations of the Archdiocese of Seattle, applicable Canon Law, the Office of the Superintendent of Public Instruction - as it relates to non-public schools – and the local School Commission/Board.
- b. To effect the achievement of school goals in the education of students and the maintenance of good order.
- c. To accept and promote Catholic moral values.

3. The employee agrees to comply with all terms of this agreement; demonstrate general competency; perform the duties incumbent on him/her. This agreement may also be terminated if the employee's life-style is incompatible with Catholic moral values or if his/her conduct is at variance with Catholic teaching.

4. The first three months of employment is a probationary period in which the school administrator and the employee mutually discern the employee's eligibility to continue employment as a regular employee of the school and the employee's suitability to the position.

5. In case of dispute arising from conditions of this agreement, the employee will take up the matter with the Principal to affect conciliation according to the local due process procedures. In the event conciliation is not achieved at that level the employee will take up the matter with the Pastor or Priest Administrator. Either party may also have recourse to the *Due Process of the Archdiocese of Seattle*. In any event, employees are required to complete all canonical recourses available *prior* to seeking remedies under civil law.

6. The work schedule is typically at the following days and times as stated below. If needed, additional days and times can be requested by the employer and approved by the employee in advance, or vice-versa, requested by the employee and approved by the employer in advance. Otherwise, the employee will not work more than \_\_\_\_\_ hours per day, \_\_\_\_\_ hours per week.

7. Beginning salary will be: \_\_\_\_\_, paid in accord with the prevailing Archdiocesan pay frequency in effect. Benefits eligible employees (working 30 hours or greater per week) will be paid on an hourly basis distributed over the school year calendar (September- June). Health insurance benefits will be paid for the employee through the summer months.

**This position is eligible for sick leave and, unless noted below, this position is not eligible for paid vacation. The employee will be expected to follow the school schedule.**

This position is offered with the understanding that the employee will provide authorization to work in the United States, have no convictions or criminal history found upon an authorized background check and agree to maintain absolute confidentiality of information heard or seen during their work relationship with the Archdiocese of Seattle.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

Agreement accepted by:

\_\_\_\_\_  
(Principal Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor if other than Principal)

\_\_\_\_\_  
(Date)

**Reference: Policy 3.12**  
**Revised March 2019**