



## EMPLOYMENT WORK AGREEMENT

### Non-Regular Position

***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).***

The following are the conditions of employment which apply to the position of \_\_\_\_\_  
Job Title

for \_\_\_\_\_ at \_\_\_\_\_  
Office Parish/School

Start Date \_\_\_\_\_ and continuing until \_\_\_\_\_  
Estimated End Date if Temporary

Employee Name \_\_\_\_\_

1. Employee will work \_\_\_\_\_ hours / week.
2. Employee will receive a wage of \$ \_\_\_\_\_ / hour. Paid in accord with the prevailing Archdiocesan pay frequency in effect.
3. Employees working below 20 hours per week will NOT receive vacation or holiday pay; medical, or other insurance coverage.
4. Employees working less than six months will NOT receive vacation or holiday pay; health, or other insurance coverage.
5. Employees working below 30 hours per week will NOT receive health, or other insurance coverage.
6. Employee will be covered by Worker's Compensation.
7. Employee will [ ] will NOT [ ] be covered by Unemployment Insurance.
8. Employee's earnings are subject to FICA and Federal Income Tax withholding regulations.
9. In return for above remuneration, the employee agrees to provide the services outlined in the attached list of duties or position description.
10. Employee agrees to maintain absolute confidentiality of information heard or seen, during the work relationship with the Archdiocese of Seattle and/or after the work relationship ends.
11. Employee understands that the Archdiocese of Seattle will conduct a background check as a condition of employment.
12. This employment is subject to all applicable Archdiocesan policies.
13. This agreement expresses initial terms and conditions of employment between the parties and is not a contract either expressed or implied. The terms and conditions of employment may change at any time in accordance with the expressed policies of the Archdiocese of Seattle as detailed in the current Human Resource Policies handbook and its supporting documents. Beyond this there exists no other agreement, written or oral, between the parties involving the obligations outlined above.

This agreement may be terminated by either party at any time.

By: \_\_\_\_\_

Supervisor Name

\_\_\_\_\_

Office

\_\_\_\_\_

Cost Center

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date

By \_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date