



TO: Administrators

FROM: Mary Filippone
Personnel Coordinator

SUBJECT: Guidelines for Professional/Administrator Employment Agreements

DATE: January

Please read all guidelines carefully before completing your employment agreements to assure ALL fields are filled out correctly.

Adobe Acrobat Standard 6.0, or higher, is needed to complete and save the employment agreements. Once completed and saved, you will have minimal information to update each year. ***We will not accept any agreement that is printed out and completed by hand.***

Each employment agreement is three (3) pages and should be printed as an 8 ½ x 11 document. Please complete and submit all three pages for each teacher/administrator. Once the agreement is complete and all required signatures have been obtained, two additional copies should be made. The **ORIGINAL employment agreement is submitted to the Catholic Schools Office**. One copy is kept at the local school/parish office and one copy is distributed to the employee.

Employment agreements should be completed and signed by June 15th and delivered to the Catholic Schools Office **NO LATER THAN June 30th**. If you have any questions or concerns, please contact me at 302-573-3133 or mfilippone@cdow.org.

EMPLOYMENT AGREEMENT GUIDELINES

- The **ORIGINAL** agreement is sent to the Catholic Schools Office. One **copy** is kept in the school/parish file and one **copy** is given to the employee.
- First paragraph – the “Employer” is the **Pastor** for parish schools and the **Superintendent** for diocesan schools. Enter the name accordingly. The “Employee” is the teacher. Enter the formal name of the teacher.
- #1 of the agreement – “That the Employee is appointed as a _____.” Enter the **SPECIFIC** position. For teacher, i.e. Spanish Teacher, Grade 5 Teacher, Grade 6-8 Science Teacher. For Administrator, i.e. Principal, Assistant Principal, President. **Agreements that simply list the word “Teacher” or “Administrator” will be returned.**
- #1 – “The school year for which the Employee is engaged in this Agreement begins _____ and concludes _____.” These dates should reflect the official diocesan school calendar for teachers. **Alternates dates MUST be approved by the Superintendent.** For Administrators the school year begins July 1, 20xx and concludes June 30, 20xx.
- #2 – “The total annual salary for the Employee shall be \$_____ which appears as _____ on the diocesan salary scale.” Please complete the dollar amount of the salary in the first cell and the salary scale level in the second cell. The salary scale level should be entered as education first and year second (i.e. A7, B25, C2, etc.) Please remember that the first year a teacher is employed they begin on the “0” scale (i.e. A0, C0, etc.) For high schools the salary scale level should correspond directly to the individual school’s salary scale, which will still be known as “diocesan salary scale.”
- #3 – “Benefits for this position will include: _____.” This should read **“Employee benefits are outlined in the Diocese of Wilmington Catholic Schools Office School Personnel Handbook and are determined at the parish or local level.”**
- #4 – “The total annual salary for this position will be paid in _____ installments over _____ payments.” Enter the number of times the individual will be paid for the school year (i.e. 12, 24, 26, etc.) in the first cell. Enter how often the payments are made (i.e. monthly, bi-monthly, semi-weekly, etc.) in the second cell.
- #4 – “Payment of salary shall be made on the _____ of each month.” Enter the date(s) associated with the school’s pay period. (i.e. 15th and 30th, 30th, etc.)
- Page 3 – This information is a legal part of the agreement and should be entered electronically, **NOT HAND WRITTEN**. Please be sure the teacher’s information is current and complete (full social security number or the last four digits, current address - including city, state and zip code - and phone number.) In addition, all necessary signatures and dates must be complete on each employment agreement.