

ADMINISTRATOR of FAITH FORMATION EMPLOYMENT CONTRACT

For positions such as Director of Religious Education (DRE), Coordinator of Religious Education (CRE), and Youth Ministers:

Form Approved by Diocesan Bishop 3-11-11

THE AGREEMENT, made and entered into this _____ day of _____, at _____, Wisconsin
(month) (year)
by and between _____
(Parish or System, and City)

hereinafter referred to as Employer and _____ hereinafter referred to as Employee,
(Name of Administrator of Faith Formation)
WITNESSETH,

The Employer agrees to hire, and the Employee agrees to be employed by the Employer under the following wages, hours and conditions of employment:

1. TERM: The term of this contract is July 1, _____, through June 30, _____ or if the beginning date is not July 1, it will be
(year) (year)
_____ through _____ not to exceed one (1) year. The Employee understands that this contract
is for the term expressed not to exceed (1) year and the Employer expressly reserves the right not to renew this contract at the end of the contract year.

Days of Service: The days of service contracted shall begin on _____ and end on _____.

2. A. SALARY: In consideration of the Employee performing the services hereinafter described, the Employer shall pay to the Employee the sum of
\$ _____, by installments of \$ _____ to be made _____ over _____ months, subject to
(Total) (Monthly, Twice a Month, Every Two Weeks, Weekly)
appropriate deductions for FICA, and withholding taxes, federal, state and local and any other deductions authorized by the Employee.

B. Salary Computation

Allowances for Extra Assignments

C. Total

Base Pay \$ _____

\$ _____

\$ _____

\$ _____

(Must Match the Total in 2. A
or have an * indicating proration)

3. Is this contract prorated? Yes _____ No _____ If yes, please, show calculations. _____

4. TITLE: The Employee shall be employed as a _____
(Title at Parish(es))
at _____
(Parish(es))

5. EMPLOYEE BENEFITS:

A. Retirement: The Employee, **if eligible**, shall participate in the diocesan retirement program as that program is modified from time to time by the Diocese.

B. Unemployment Compensation: The employee shall be entitled to unemployment compensation, **if eligible**, pursuant to the provisions of the diocesan unemployment program as that program is modified from time to time by the Diocese.

C. Health Insurance: The Employee, **if eligible**, shall be afforded the opportunity to participate in the diocesan hospital/medical program and the diocesan dental program, as those programs are modified, amended or altered from time to time by the Diocese. A separate written application or waiver by the employee is required for both diocesan hospital/medical and diocesan dental programs.

D. Life Insurance: The Employee, **if eligible**, shall be afforded the opportunity to participate in the diocesan life insurance program as that program is modified, amended or altered from time to time by the Diocese. A separate written application or waiver by the Employee is required for the diocesan life insurance program.

E. The Employee has the opportunity to participate in an annuity program.

F. EDUCATIONAL REIMBURSEMENT (with documentation) Amount \$ _____

G. PAID LEAVE TIME: PLT includes vacation days and sick days. Employee shall be eligible to accrue the following PLT according to the schedule. However, PLT is negotiable at the parish level. This is the minimum standard that the Diocese will approve.

1) Paid Leave Time shall be made available to all full-time (40 hours per week) and twelve-month employees on the following basis:

a) Up to 1 year of service: 11 days per year.

b) From 1 to 5 years of service: 16 days per year.

c) From 5 year to 15 years of service: 21 days per year.

d) After 15 years of service: 26 days per year.

2) Less than full-time and twelve-month employees shall be entitled to paid time off proportionately adjusted according to the above schedule and the employee's regular work schedules. (For example, $\frac{3}{4}$ employee = $\frac{3}{4}$ paid time off.)

PLT days that may accrue this year _____

H. OTHER: (Include **ALL** local option fringe benefits – e.g. employer contributions for health insurance premiums, etc.)

NOTE: As to individual eligibility, coverage and effective date of the Employee's participation in any diocesan-wide administered benefit program, only the Diocesan Finance Office is entitled to bind the Employer. Therefore, Employees are encouraged to verify such issues with the Diocesan Finance Office at the commencement of initial employment or re-employment.

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6. DUTIES: The employee agrees to faithfully and conscientiously perform any and all duties of the position(s) for which he/she is hired and all other duties or responsibilities involved in said assignment as directed by the Employer for the term of this contract: to attend and participate in all parish meetings and such other professional meetings as called by diocesan offices such as the annual Catechetical Conference and/or deanery authorities for improving and/or coordinating the work of the administrator; to comply with the requirements of the Diocese of La Crosse for basic and advanced certification and standards for preparation of Administrators of Faith Formation; and to participate in associations and meetings for the promotion of close collaboration between parents, catechists and priests regarding faith formation. _____ (Employee initials)

The Employee, as an administrator in a Catholic parish(es), agrees that as a condition of employment, he/she will support and exemplify in conduct both Catholic doctrine and morality as determined by the Diocesan Bishop. He/She must be consistent, in expression and example, with the teaching and practice of the Catholic Faith and shall not teach, advocate, encourage or counsel beliefs or practices contrary to the Catholic Faith. _____ (Employee initials)

7. TERMINATION DURING THE TERM OF THE CONTRACT:

A. Discharge: It is agreed that the first ninety (90) service days of an employee's initial contract with the Employer is a probationary period and the contract can be terminated by the Employer without just cause during such period. Thereafter, and for all other employees, the Employee shall not be discharged during the term of this contract without just cause.

B. Layoff: It is agreed that nothing contained herein prevents the Employer from laying off the Employee during the term of this contract due to lack of work, lack of funds or other unanticipated events, provided the Employee receives thirty (30) days notice of such layoff. In the event such layoff occurs, the Employer agrees to consider years of service, qualifications, work performance and the needs of the parish(es) as factors in selecting persons for layoff.

8. POLICIES: In addition to this contract, the Employee agrees that the Employee shall be governed by rules, regulations, policies, and norms as may from time to time be adopted, modified or rescinded by the Diocese of La Crosse or by interparochial authorities. All such policies shall be made available to the Employee in writing. All policies require the prior approval of the Diocesan Bishop or his delegate before being enforceable under this contract. _____ (Employee initials)

9. ADMINISTRATIVE RECOURSE: Any and all disputes between the Employee and the Employer concerning the meaning and /or application of any terms of the contract shall be resolved through diocesan administrative recourse, as outlined in the Diocesan Catechetical Handbook, which shall constitute the exclusive method for resolving such disputes. The parties agree that its determination is final and binding upon them. _____ (Employee initials)

10. EXCLUSIVE AGREEMENT: This contract contains the complete agreement concerning the employment arrangement between the parties and shall, as of the effective date hereof, supersede all other agreements between the parties. The parties understand all prior or existing contracts, agreements, rules, regulations or policies are rescinded. _____ (Employee initials)

11. MODIFICATION OF THE CONTRACT: No waiver or modification of this agreement or of any covenant, condition, or limitation herein contained shall be valid unless in writing and duly executed by the parties and approved by the Diocesan Bishop. Any changes in wording from the original Diocesan contract form will make this contract null and void ab initio. _____ (Employee initials)

12. DIOCESAN APPROVAL: The terms of this contract are not binding on the Employer unless and until approved by the Diocesan Bishop or his delegate.

In Witness Whereof, the parties hereto have set their hands on the day and date first above written.

EMPLOYER: By: _____
(Pastor, Pastors, Parochial Administrator or Dean)

EMPLOYEE: _____
(Administrator of Faith Formation)

DIOCESAN APPROVAL

The undersigned Diocesan Bishop or Bishop's Delegate does hereby approve the foregoing contract this ____ day of _____, _____ (Year)
Diocesan Bishop/Bishop's Delegate _____