

# HOLY FAMILY ACADEMY

*Ad veritatem per fidem et rationem*

(To the truth through faith and reason)

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## CONTRACT: INSTRUCTIONAL STAFF

Contract between \_\_\_\_\_ hereinafter called Teacher, and Holy Family Academy, a non-diocesan, non-profit corporation hereinafter called Academy.

The parties agree hereto as follows:

1. Teacher hereby agrees to teach at the Academy for the duration of the \_\_\_\_\_ school year and shall be on duty beginning \_\_\_\_\_ and ending \_\_\_\_\_.

Teacher will be on school grounds at least fifteen minutes prior to the opening and closing of each regularly scheduled school day.

Teacher shall furnish to the Administrator of Holy Family Academy official transcripts of all college and post-graduate coursework and records of former employment.

2. Academy agrees to pay to Teacher the sum of \$ \_\_\_\_\_ for services pursuant to this contract and its provisions. Payments will be made on a weekly basis over a 12-month period. In addition, full-time Teachers will be offered a health care and dental benefits package for which the Academy will pay for 80% of the cost. There shall be deducted from said sum the Teacher's 20% of the health care and dental benefits package, withholding taxes, social security taxes, local taxes where applicable, and all other sums required by law.

3. Teacher agrees to serve the Academy and perform duties directed by the Administrator and faithfully comply with the philosophy, objectives, rules and regulations of the Academy as specified in the Personnel and Academy Handbook. The teacher agrees to a profession of faith to the Holy Roman Catholic Church and an oath of fidelity to the Magisterium of the Holy Roman Catholic Church.

4. Teacher is obligated herein for the full term of one school year. If Teacher cannot fulfill the contract, Teacher shall notify the Administrator, in writing, not less than 30 days prior to the termination date.

5. In the event of early termination of this Agreement for any reason, Teacher's salary shall be prorated as of the date of such termination.

\_\_\_\_\_  
(TEACHER'S INITIALS & DATE)

6. The Administrator, in consultation with the Board of Trustees, may suspend or dismiss Teacher for conduct which would reflect adversely on the Academy; for the violation of the terms of this contract; for the clause including, but not limited to, neglect of duty, physical or mental incapacity, inadequacy, insubordination, non-cooperation; for disruption of the intimate working relationships of the Academy and its community of Faith.

7. Teacher shall give written notice to the Administrator, on or before April 1 of the current contract year, whether Teacher desires to renew or not renew this contract for the subsequent year.

8. The Administrator, in consultation with the Board of Trustees, shall give written notice to Teacher, on or before April 15 of the current contract year, whether or not Administrator intends to renew this contract for the subsequent year.

9. This contract is for one school year and nothing herein contained shall be construed as entitling Teacher to a renewal contract for any subsequent year. This contract shall terminate at the end of the period herein specified or upon the dismissal or withdrawal of the Teacher during the term of this contract.

(Beginning probation period: one school year)

This contract will be finalized upon a signed acceptance of the Holy Family Academy Personnel Handbook at its completion in June of 2003.

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TEACHER \_\_\_\_\_ DATE \_\_\_\_\_

Full time employees: Please initial the following showing your intentions:

I accept the health care/dental benefits package \_\_\_\_\_

I waive the health care/dental benefits package \_\_\_\_\_

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ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_