



TEACHER'S PART TIME CONTRACT
2015-2016
DIOCESE OF COLUMBUS
OFFICE OF CATHOLIC SCHOOLS

Contract between _____ School, _____, Ohio, herein referred to as "School"
and _____ herein referred to as "Teacher."

This Part-Time Limited Contract with the Teacher is for the school year **2015-2016** for which the Teacher will be paid \$ _____ or a proportional part of this sum, for such portion of the school year served. A part-time certificated employee is defined by Diocesan Policy 4112.1 as one who is under contract by one or more schools to work in an assignment which requires less than one hundred twenty (120) teaching days and less than five (5) hours per day in one school year.

The Teacher and School agree to the following conditions:

1. The appointment made hereby is open for acceptance for a period of two (2) weeks from the date of execution by the School. Failure to execute and return this Contract within the allotted time will be considered a declination.
2. The Teacher agrees to teach in the service of the School for the aforesaid school year, in accordance with acceptable standards of teacher performance, and further agrees to abide by the job description set forth by the School, to participate in parent-teacher conferences, to attend regular staff meetings as called by the Principal and to perform such other duties as may be assigned by the Principal
3. The Teacher agrees to perform the following regular professional duties:

The Teacher regularly will be on duty at the School _____ days per week, _____ hours per day.

4. A Teacher who teaches in more than one School who meets the definition of a full-time certificated employee is eligible for economic benefits, including health insurance except that the Teacher shall hold only a Part-Time Contract as issued by the Diocesan Office of Catholic Schools. The Teacher must notify the Principal of each of the affected Schools before signing a Part-Time Contract that he or she would qualify for such benefits by virtue of teaching in more than one school. An affected School may decline to execute the Teacher's Part-Time Contract.
5. The Teacher hereby states and agrees to give acceptable proof prior to commencing service under the Contract that:
 - A. He/she is the holder of a valid Ohio Teaching Certificate/License and is teaching only in field(s) listed on this certificate/license.
 - B. He/she agrees to complete Intermediate, Basic, and Advanced Religion Certification according to the timetable established by the Office of Religious Education and Catechesis, if applicable.
 - C. He/she has submitted official transcripts to the School and the Diocesan School Office, along with a copy of his/her valid Ohio Teaching Certificate/License.
 - D. He/she has completed and delivered to the School a withholding slip for Federal Income Tax purposes.
 - E. He/she has completed and delivered to the parish/school bookkeeper the Employment Eligibility Verification Form (I-9) (new teachers only).
6. The Teacher agrees to participate in the mandatory Diocesan pension plan if he/she is employed at least thirty (30) hours per week.
7. The Teacher will provide acceptable proof that he/she is in satisfactory state of health and is free of communicable disease, if the School so requires.
8. The Teacher agrees to provide the School and the Diocesan Department for Education with official documentation from both the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation that said Teacher does not hold any criminal record.
9. The Teacher agrees to provide the School and the Diocesan Office of Catholic Schools with official verification of attendance at a "Protecting God's Children" workshop.
10. The Teacher must be in possession of a current Ohio teaching certificate/license by the opening day of school, or this Contract is null and void.
11. All currently employed teachers in the Diocese of Columbus are required to have Introductory Catechist Certification by Fall 2012. New teachers will have one year from date of hire to complete this requirement.
12. Every effort shall be made by the School and the Diocesan Department for Education to determine school closings and cutbacks in teacher personnel prior to the School's issuing of Teachers' contracts. In the event, however, that a Teacher's position is eliminated after Contracts have been issued, due to the Schools' closing or cutbacks in teaching personnel brought about by economic and/or enrollment facts and/or other acts of God, any Contract entered into shall become null and void.
13. **The Teacher serves as a Catholic role model both inside and outside of the school. Part of the Teacher's duties is to convey the message and principles of the Catholic Church to students of the School, and thus the Teacher serves the role of a faith minister to youth. As such, Teacher shall refrain from conduct or lifestyle which would be in contradiction to Catholic doctrine or morals. Teacher shall comply and act in accordance with the teachings of the Roman Catholic Church, and the rules, regulations and policies of the School, the Diocesan Department for Education, and the Diocese of Columbus now in effect or that may be hereinafter adopted governing this employment, including but not limited to the Diocesan School Policy 4116.1 ("Adherence to Catholic Church Teachings") (Diocesan Department for Education policies and regulations are available on line at www.cdeducation.org). School has the right to dismiss Teacher for violation of these standards, thereby terminating any and all rights the Teacher may have to continued employment.**

In witness whereof, the parties hereto have set their hands this _____ day of _____, 20 _____.

Principal*

Pastor

Teacher

*In the absence of the principal during the summer months, the signature of the Diocesan Superintendent of Schools or his assistant may substitute for that of the principal.

This Teacher (check one) _____ is _____ is not entitled to benefits in accordance with Diocesan Policy.

Benefits to employee:

Social Security \$ _____

Medicare \$ _____

Pension \$ _____

Unemployment Comp. \$ _____

Workers' Comp. \$ _____

Life Insurance \$ _____

Dental Insurance \$ _____

Health Insurance \$ _____

Long Term Care \$ _____

Long Term Disability \$ _____

Travel \$ _____

Other \$ _____

Salary 2015-2016: \$ _____

Total cost to employer: \$ _____

(ONE COPY to the Teacher; ONE for the School file; ONE for the Diocesan Office of Catholic Schools)

**(OPTC)
REV 3/15**

