

Contract Employee

Principals and teachers receive one year contracts. The full-time principal contract includes 215 days of service of which a minimum of 178 shall be pupil attendance days. The full-time teacher contract includes 185 days of service of which a minimum of 178 shall be pupil attendance days. These contracts cover only the academic year for which they are offered. The decision whether or not to offer a new principal contract for the following academic year rests in the discretion of the Diocesan Superintendent of Catholic Schools in concurrence with the school pastor. The decision whether or not to offer a new teacher contract for the following academic year rests in the discretion of the principal in concurrence with the school pastor and the Diocesan Superintendent of Catholic Schools.

Full-Time Employee

An employee is considered "full time" when employed at least thirty-five (35) hours per week. (Employees working on a nine (9), ten (10) or eleven (11) month basis for a minimum of thirty-five (35) hours per week are classified full-time and are eligible for benefits.) (Full time teacher and principal contracts are based on a seven hour work day with an unpaid lunch period.)

Exempt Employee

Executive, administrative and professional employees who are exempt from the overtime requirement of the Fair Labor Standards Act are classified as exempt employees.

Non-Exempt Employee

Non-exempt employees perform technical, clerical and/or administrative duties which are stipulated by federal law to require overtime pay.

On-Call Employee

On-Call employees work irregular hours; are reimbursed at an hourly rate; are not eligible for benefits.

Part-Time Employee

An employee is considered part-time if the time worked is 34 hours or less per week.

Temporary Employee

An employee is considered temporary when the position to which the person is assigned is expected to continue for a limited period, usually less than twelve (12) months. Temporary employees are not eligible for benefits.