

**DIOCESE OF GAYLORD**  
**PRINCIPAL CONTRACT**

**3060-Parish-Form A**

THIS PRINCIPAL'S CONTRACT made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between \_\_\_\_\_ Parish of \_\_\_\_\_, (hereinafter referred to as "Parish"), and \_\_\_\_\_, as \_\_\_\_\_, (hereinafter referred to as "Principal").

**WITNESSETH:**

The Parish hereby agrees to hire the above-named Principal to work in \_\_\_\_\_ School for one (1) school year beginning \_\_\_\_\_, 20\_\_, and ending \_\_\_\_\_, 20\_\_. The Principal needs to be present in school from \_\_\_\_\_ to \_\_\_\_\_. The Parish will pay the Administrator an annual salary of \$\_\_\_\_\_, in equal installments, payable (time of payment) \_\_\_\_\_, and subject to payroll deductions required by law and other deductions authorized by the Administrator. Any additional benefits will be set forth in a supplement and attached to this Contract.

The Principal hereby accepts the terms of this Contract and agrees to perform the services required of the School and will assist the Parish in carrying out its educational program and policies during the entire term of this Contract. The Principal recognizes and accepts the fact that working in a Catholic School implies understanding its special mission and orientation and agrees to conduct him/herself personally and professionally so as to reflect plainly and consistently the operational principles of the School and Diocese of Gaylord. The Principal also recognizes and acknowledges the fact that there is within the Catholic Church a body of officially taught and commonly accepted beliefs, the communication of which is a fundamental purpose and mission of a Catholic School and that its students have a right to expect such communication implicitly and explicitly from its Principals, and the Principal agrees not to make any communications to students that in any way counteracts or rejects those teachings or commonly held beliefs. The Principal further agrees to observe the general rules and regulations applicable to Principals in the Diocese of Gaylord as well as such special regulations as have been fixed and promulgated by the Parish. This Contract takes the place of and supersedes any and all prior existing contracts between the parties to this Contract.

The Principal represents that all information contained in any application materials is truthful and accurate and he/she holds all necessary certificates and other qualifications required by law.

It is mutually agreed between the parties hereto that this Contract shall terminate upon expiration of the school year term herein contracted for. Within the school year, this Contract may be terminated for any one of the following reasons:

- A. Uncertain financial conditions within the Parish or Diocese;
- B. Complete or partial closing of a Principal's department, office or position;
- C. Unwillingness of a Principal to abide by the Parish/Diocesan policies, procedures and rules;
- D. Work performance that does not manifest competency or the fulfillment of basic expectations and requirements of the position;
- E. Excessive use of sick leave;
- F. Inability to work within the basic philosophy, goals and purposes of the Parish/School and Diocese of Gaylord
- G. Chronic tardiness, chronic/problematic substance abuse, professional or criminal violations;
- H. Insubordination, intimidation, or failure to follow instructions of superiors;

- I. Misrepresentation in a Principal's application, resume, evaluations, or work records or reports;
- J. Personal practices, malpractice, unethical practice, conflicts with fellow workers or attitudes or behaviors within or without the work place which affect the morale, job performance or rights of other workers or reflect negatively upon the Parish/School/Diocese or colleagues;
- K. By mutual consent at any time;
- L. The Principal may resign at any time by submitting at least thirty (30) days written notice to the Pastor.

The foregoing items for which the Parish may determine that a Principal's services shall be terminated are not complete or exclusive of other reasons not articulated here. There may be other conduct or circumstances which would cause the Parish to determine that a Principal's services are no longer required or desired. The Principal agrees that, in the event of termination of this Contract, he/she shall not be entitled to any compensation from and after the date of such termination.

During the Contract term, Principals have the right to present and grieve any matter of personal concern or dissatisfaction regarding their employment or dismissal. Non-renewal of the contract is not a matter for grievance. A copy of the grievance and its correspondence response will be placed in the personnel file. This procedure is to be used after informal efforts to resolve an issue have been ineffective.

Any grievance shall be presented by the Principal directly to the Pastor in writing. The Pastor shall discuss the grievance with the Principal and attempt to render a resolution to the grievance within ten (10) working days of the Pastor's receipt of the written grievance. The decision of the Pastor shall be in writing and provided to the Principal within the aforementioned ten (10) day period. Within five (5) working days after receipt of same, the Principal may resubmit the grievance in writing to the person next in authority, up to and including the Bishop/designate. For purposes of the grievances process, the order of authority will be the Pastor, Vicar, Secretariat for Education & Formation, Vicar General, and Bishop/designate. At each stage of the grievance process a written statement will be provided to the Principal by the appropriate authority within ten (10) working days of receipt of the grievance. Failure on the part of a Principal to follow any of the above grievance procedures shall be deemed an abandonment of the grievance by the Principal and no further action by the Parish/Diocese will be required. Neither the diocesan "Procedure For Grievance Resolution" or "Process For Conciliation and Arbitration" apply to any employment matters. Rather, the grievance procedure set forth in this Contract is the exclusive grievance process to be used by Administrators for any and all employment-related disputes.

The parties have hereunto signed their names the day and year first above written.

PARISH:

PRINCIPAL:

By: \_\_\_\_\_  
(Pastor or Principal)

\_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Send To: 1) Principal 2) Principal 3) Catholic Schools Office/Diocese of Gaylord