

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

POLICY 303.1

Probationary Principal Contract

This agreement is entered into between _____
(hereafter designated as the employer) and _____
(hereafter designated as the employee).

IT IS HEREBY AGREED AS FOLLOWS:

1. **RESPONSIBILITY.** The employee represents that the employee is qualified to fulfill the professional services required in this contract, and that a copy of certificates, qualifications, transcripts, or other required documents are on file in employer's administrative offices.
2. **TERM.** The term of this contract shall begin on _____ and terminate on _____ and includes _____ days of service. Specifically, the agreement is for services rendered from _____ to _____ with payments from _____ to _____.
3. **DUTIES.** The employee promises to support and model the Catholic mission and philosophy of the school, the policies and regulations of said employer and the Board of Education of the Diocese of Davenport, and will faithfully perform the duties of _____ as stated in the job description. Employee will observe the policies, regulations and directives of the Diocese, the local Board of Education, the State Department of Education (with the understanding that when applicable the Faith Formation Guidelines is overriding), and abide by the policies and procedures specified in the Diocesan and local school/parish **handbooks**.
4. **COMPENSATION.** The employer shall pay the employee a salary of \$_____ a year, payable in _____ equal (semi-monthly, monthly) installments, less the deductions which are either required by law or authorized under the terms of this contract. Compensation for less than a full year of service will be based on the percentage of days served less any allowed deductions. Unauthorized or leave exceeding that allowed by contract and benefits attachment shall be without pay and may affect job performance reviews.
5. **BENEFITS.** The following benefits shall be provided by the employer: (If using an attachment note that here e.g. see Attachment 1).
6. **DISCHARGE.** The employer shall have the right to discharge, or temporarily suspend the employee during the term of this contract for reason, which may include, but not limited to:
 - a. inefficiency or incompetence;
 - b. insubordination;
 - c. disability, as shown by medical evidence resulting in an inability to teach effectively;
 - d. immoral conduct as identified in Policies for Faith Formation and Education Programs series 365.

7. **BREACH OF CONTRACT.** If principal terminates this agreement prior to the expiration date, the principal maybe required to pay an amount not to exceed _____ for associated costs. Principal recognizes the disruptive effect of this breach and will make every effort to continue administrative duties until a suitable replacement is obtained.
8. **AGREEMENT.** This contract is the entire agreement between the employer and the employee and extends for only this term. Issues and timelines related to future contracts are governed by Policies for Faith Formation and Education Programs. This contract supersedes all prior written or oral agreements; there are no agreements outside of the contract other than those as specifically set forth herein; and this contract may not be amended, changed, modified or altered without the written consent of both the employer and the employee.

This contract must be signed and returned by _____.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures on the date set forth opposite their signatures.

Official title of corporation (parish/school institution)

Date

Signature Pastor or Canonical Administrator

Date

Signature Board of Education President

Date

Signature Superintendent of Schools

Date

Signature Principal

Date

Policy Adopted: March 15, 1989
Policy Revised: June 5, 2002
Policy Reviewed: May 17, 2010
Policy Revised: December 2015
Policy Reviewed: October 2019
Policy Promulgated: October 17, 2019