

name of School/Parish
Employment Agreement 20____-20____
 For
Sister (Name)

This Agreement for Services is entered into between the (School or Parish name) and Sister (name) a member of the (name of community). (School Name & Address), and Sister (Name) enter into this agreement concerning Sister's services as (Position Title).

1. The agreement, made in triplicate, shall become effective on July 1, 20__, and will continue until June 30, 20__. It may be renewed by mutual consent of the undersigned parties. Each such renewal shall be evidenced in writing and shall stipulate any additions to or deletions from the job description.
2. The employing agent will conduct an evaluation process for review of job performance based on the job description. This evaluation is the essential first step before the renewal or nonrenewal of the agreement.
3. JOB DESCRIPTION - As described briefly in the space below: The primary purpose of the position is (job title). The main responsibilities of the position are outlined in the Position Description (attached).
4. The (School or Parish name) agrees to provide the following in regard to Sister's housing:
State housing arrangements
5. The (School or Parish name) will provide an insured automobile for ministry and personal use. The employing agency further agrees to pay for the gasoline, operational costs, maintenance, and repair of said automobile for ministry. The employee is responsible for fuel expenses when travel is for personal reasons. Expenses incurred while said auto is used for extended personal travel (trips outside the Diocese of Sioux City) will also be the responsibility of the employee.
6. Sister is entitled to 40 paid days off for the agreement period. The 40 days (or 320 hours) are 8 hour days and have been granted based upon the following outline:

Vacation	10 days	80 Hours
Retreat days	5 days	40 Hours
Community Meetings	5 days	40 Hours
Holidays	11 days	88 Hours
<u>Sick time</u>	<u>9 days</u>	<u>72 Hours</u>
	40 days	320 Hours

Sister is allowed to take the 320 hours for any of the above purposes. The time will be counted as part of her Paid Time Off (PTO) and must be taken in increments of at least one hour. A maximum of 80 unused PTO hours (10 days) may be accrued and carried into the next contract year. Sister will not be paid for accrued, but unused PTO at the end of the contract period. In cases of prolonged illness, unless the agreement is terminated, retirement and health insurance

benefits will continue to be paid in full. Sister will report all use of her PTO by forwarding a PTO/Absence Request to her supervisor.

7. The employing agency understands that Sister has responsibilities to her religious community and that the discharge of these responsibilities may occasionally necessitate her absence from work. The employing agency also understands that Sister will exercise mature judgment in regard to these absences, and will try to arrange her activities so as not to interfere with the discharge of her duties as described. Special cases for other absences will be negotiated.
8. It is hereby agreed that any misunderstanding regarding the terms of this agreement and job description will be discussed by the parties involved with a view to reconciliation. If it cannot be resolved by authentic dialogue on the local level, it can be referred to the (name of community) _____ and to the proper bodies within the organizational structure of the employing agency.
9. This agreement may be terminated by either of the parties upon thirty days' notice. This notice will be given in writing and only after the situation has been discussed by the parties involved. Written notice shall include the reasons for said termination.

The Parish/school shall make payable to Sister (name) of the (name of community) the following amounts:

20__-20__	Payable	Payable
<u>Compensation/Benefits</u>	<u>10-month</u>	<u>12-month</u>
Basic Stipend	These	amounts
Health Insurance	are updated	each year
FICA and Medicare	and communicated	to locations
Retirement	during the	month of May

****Note:** all amounts are recommended by The Diocese of Sioux City. In lieu of contributing to a health plan sponsored by their community, women religious working for a Diocesan entity may be enrolled in the Lay Employee Group Health Insurance program sponsored by the Diocese.

Sister (name)

Date

(President of School or Pastor – as appropriate)

Date