**Letters of Continued Employment for Academic Year 2025-26**

*Directions*: Letters of Continued Employment are to be issued to current, non-contracted personnel to provide reasonable assurance of return to their position in the coming academic year. They contain important salary and benefit information, as well as work schedule, FLSA status, and policy information.

Please select the document from among the descriptions of employee FLSA status, benefit eligibility, and length of service. Included are letters for teachers who are not issued contracts for various reasons, either because they lack FDOE or catechetical certifications, or because the status is part-time.

These letters should be completed by the principal with the assistance of the school HR/Payroll person. Questions regarding faculty compensation should be directed to Office of Catholic Schools. All other questions regarding the content of the letters should be directed to the Office of Human Resources.

*Please click on the title below to hyperlink to the respective document.*

## [Year-round, Exempt, 30+ hours per week](#_Year-round,_Exempt,_30+)

*Finance / Business Manager; Institutional Advancement; Facilities Management; Technology Directors; Admissions Coordinators; Non-contracted positions in Administrative Leadership*

## [11-Month, Exempt, 30+ hours per week](#ElevenMonth)

*Finance / Business Manager; Institutional Advancement; Facilities Management; Technology Directors; Admissions Coordinators; Non-contracted positions in Administrative Leadership*

## [Year-round, Exempt, 30+ hours per week, 20+ years’ Service](#_Year-round,_Exempt,_30+_1)

*Finance / Business Manager; Institutional Advancement; Facilities Management; Technology Directors; Non-contracted positions in Administrative Leadership*

## [Year-round, Exempt, less than 30 hours per week](#Three)

*Finance / Business Office; Non-contracted positions in Administrative Leadership*

## [Year-round, Non-Exempt, 30+ hours per week](#YRNEThirtyPlus)

*Business /School Office, including tuition and billing clerks; Desktop Support IT; Maintenance and Custodial;*

*Administrative Support positions; Development/IA Support*

## [Year-round, Non-Exempt, 30+ hours per week, 20+ years’ Service](#Five)

*Business / School Office, including tuition and billing clerks; Desktop Support IT; Maintenance and Custodial;*

*Administrative Support positions; Development/IA Support*

## [Year-round, Non-Exempt, less than 30 hours per week](#Six)

*Business / School Office, including tuition and billing clerks; Maintenance and Custodial; Administrative Support positions; Development/IA Support*

## [Full-Time Non-Contracted Teacher: Summers off, Exempt, 30+ hours per week](#Seven)

## [Part-Time Non-Contracted Teacher, Guidance Counselor: Summers off, Exempt, < 30 hours per week](#Eight)

## [Summers off, Non-Exempt, 30+ hours per week](#Nine)

*Full Time Teacher Aide, FT Cafeteria Worker*

## [Summers off, Non-Exempt, 30+ hours per week, 20+ years’ Service](#Ten)

*Full Time Teacher Aide, FT Cafeteria Worker*

## [Summers off, Non-Exempt, less than 30 hours per week](#Eleven)

*Business / School Office, tuition and billing clerks; Aftercare; Cafeteria Worker; Custodial, Security; Administrative Support*

**SCHOOL EMPLOYMENT LETTER, 2025-26**

## Year-round, Exempt, 30+ hours per week

*(Finance / Business Manager; Institutional Advancement; Facilities Management;*

*Technology Directors; Admissions Coordinators; Non-contracted positions in Administrative Leadership)*

[Current Date]

[Name

Address

City, State, Zip]

Last four digits of Social Security Number: XXX-XX-\_\_\_\_\_\_\_\_\_\_\_

Dear [Name],

We are appreciative of the services you’ve rendered to the students, parents and colleagues of [NAME OF SCHOOL] School in your role of [JOB TITLE]. I am pleased to extend an offer of continuation of employment for the academic year of **2025-26**.

1. [MONTH DAY], 2025 will be the last day of school for the academic year of 2024 - 2025.
2. Although most faculty, administration and other employees do not work during the summer months when school is not in session, your position of [JOB TITLE] requires that you work year-round. As such, we look forward to your continued employment with [NAME OF SCHOOL] during the summer of 2025 and into the 2025 - 2026 academic year.
3. This letter does not serve as a contract and employment can be terminated at any time by you or [NAME OF SCHOOL] at will and without notice. However, in order to remain in good standing there is an expectation of providing sufficient notice (see Employee Handbook) in advance should you resign. Continued employment also is contingent upon whether your background and safe environment clearances are current and compliant.
4. Based on a position of 12 months’ service per year, your salary will be $[XX,XXX.XX] (gross wages). The salary will be paid in the amount of $[XXXX] every two weeks (bi-weekly payroll).
5. Your scheduled work hours will be [40] per week on site; [DAY] to [DAY], [HOUR] to [HOUR] and may require evenings or weekends according to school events.
6. Your position is classified as Exempt under the Fair Labor Standards Act; therefore, you will not be eligible for overtime pay for hours worked in excess of 40 hours per week.
7. Attached to this letter is an updated job description with the expectations regarding your duties and responsibilities.
8. **Philosophy.** It is understood that the mission of the School is to develop and promote a Catholic School Faith Community within the philosophy of the Catholic education as implemented at the School, consistent with the doctrines, laws and norms of the Catholic Church and policies of the Archdiocese of Miami. All duties and responsibilities of the [JOB TITLE] shall be performed according to this commitment.

**Paid Time Off Benefits (Sick, Vacation, Holiday)**

1. You are eligible for vacation, holiday and sick-time benefits per the Archdiocese of Miami Employee Handbook and Policy. You may be eligible for compensation during jury duty and bereavement according to the conditions indicated in the ADOM Employee Handbook. Sick-time pay will only be issued for purposes indicated in the ADOM Employee Handbook.
2. Your [#] years of uninterrupted ADOM employment render you eligible for [#] days’ vacation pay. If vacation is to be taken over the Thanksgiving, Christmas and Easter holidays / school recess, your vacation pay will be applied to your time off during these holiday weeks. (Two days of Thanksgiving, Christmas Eve, Christmas, New Year’s Day and Good Friday are processed as “holidays”.)
3. You will have [#] paid holidays and 12 sick-leave days per year. Sick days are accrued at the rate of one day per month and subject to the cap at 40 days.

**Health Plan and Retirement Benefits**

1. Your scheduled hours of 30 or more per week render you eligible for Archdiocese of Miami Health Plan benefits. Health Plan benefit elections may be changed during annual enrollment in May or a qualifying life event.
2. The Archdiocese of Miami has two retirement plans, the Cash Balance Plan and the 403(b) Defined Contribution Plan.
   1. The Cash Balance Plan is 100% employer funded, and eligibility for a Plan Year credit will depend on the hours you work each Plan year (1,500 if you were hired on or after January 1, 2010; 1,000 or more if you were hired before January 1, 2010).
   2. You are eligible to contribute a percentage of your income to the Archdiocese of Miami 403(b) Defined Contribution Retirement Plan and receive an employer match of 50% of the first 6% of salary should you make an elective deferral. Your elected percentage must be consistent at every ADOM entity where you are employed.

**Policies Agreement**

1. You represent to the best of your knowledge that you are qualified to perform, and fully capable of performing, all the duties and responsibilities of [JOB TITLE] consistent with the policies and directives of the Roman Catholic Church, the Archdiocese of Miami, and [NAME OF SCHOOL]. You agree to render services as required by [NAME OF SCHOOL] and to be subject at all times to my general authority and supervision. These duties shall be performed in a manner consistent with the laws, theology, philosophy, teachings and doctrines of the Roman Catholic Church and of the Archdiocese of Miami. You agree to act in accordance with the policies of the Archdiocese of Miami and [NAME OF SCHOOL], as amended from time to time, and any other applicable policies.
2. Except as provided otherwise in written agreements, the employer-employee relationship in the Archdiocese is employment “at will” where either the employer or the employee can terminate the employment relationship at any time, for any reason, with or without notice. That is, this relationship does not imply a guarantee of continued employment; the employment-at-will relationship does not remove an employee’s responsibility to provide adequate notice when resigning employment, in order to remain in good standing. Continued employment also is contingent upon whether your background and safe environment clearances are current.
3. You acknowledge and agree that, during your employment with [NAME OF SCHOOL] you may have access to and become acquainted with confidential information and practices. You agree that you shall not disclose anything of a confidential nature to anyone unless authorized to do so.
4. All documents, memoranda, reports, files, correspondence, lists and other written, electronic and graphic records affecting or relating to Archdiocesan business that you prepare, use, observe, possess or control shall be and remains the sole property of the Archdiocese and you shall not retain any of these items, except as required in the course of your employment with [NAME OF SCHOOL]. Your work created during your employment is considered to be “work for hire.”
5. The Archdiocese of Miami operates in accordance with the teachings and doctrines of   the Roman Catholic Church. In accordance with their role as Church personnel and in witness to the Gospel of Jesus Christ, our employees must conduct themselves with integrity   and act in a manner consistent with the official teachings, doctrines, and laws of the Roman Catholic Church, as set forth in the Catechism of the Catholic Church <https://www.usccb.org/sites/default/files/flipbooks/catechism/> and the policies of the Archdiocese of Miami as set forth in the Employee Handbook. *Employees will witness by their public behavior, actions and words a life consistent with the teachings of the Catholic Church. All employees should note that, because of the Church’s particular function in society, certain conduct, inconsistent with the teachings of the Catholic Church, could lead to disciplinary action, including termination, even if it occurs outside the normal working day and outside the strict confines of work performed by the employee for the Archdiocese.*

Please indicate that you understand and have read the contents of this letter by signing below and returning to me no later than [MONTH DAY], 2025. I look forward to continuing our working relationship and a successful new school year.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Principal Name]

Principal

Cc: Personnel file; Bookkeeper/HR Person

Signed: \_\_\_\_\_\_\_\_\_\_\_\_

[Employee Name] Date

**SCHOOL EMPLOYMENT LETTER, 2025-26**

## 11-month, Exempt, 30+ hours per week

*(Finance / Business Manager; Institutional Advancement; Facilities Management;*

*Technology Directors; Non-contracted positions in Administrative Leadership)*

[Current Date]

[Name. Address

City, State, Zip]

Last four digits of Social Security Number: XXX-XX-\_\_\_\_\_\_\_\_\_\_\_

Dear [Name],

We are appreciative of the services you’ve rendered to the students, parents and colleagues of [NAME OF SCHOOL] School in your role of [JOB TITLE]. I am pleased to extend an offer of continuation of employment for the academic year of **2025-26**.

1. [MONTH DAY], 2025 will be the last day of school for the academic year of 2024 - 2025.
2. Although most faculty, administration and other employees do not work during the summer months when school is not in session, your position of [JOB TITLE] requires that you work from August 1 through June 30, similar to the faculty mid-level administrator’s schedule. As such, we look forward to your continued employment with [NAME OF SCHOOL] in the 2025 - 2026 academic year.
3. This letter does not serve as a contract and employment can be terminated at any time by you or [NAME OF SCHOOL] at will and without notice. However, in order to remain in good standing there is an expectation of providing sufficient notice (see Employee Handbook) in advance should you resign. Continued employment also is contingent upon whether your background and safe environment clearances are current and compliant.
4. Based on a position of 11 months’ service per year, your salary will be $[XX,XXX.XX] (gross wages). The salary will be pro-rated to extend through the month of July; therefore paid at a reduced, 52-week rate in the amount of $[XXXX] every two weeks (bi-weekly payrol).
5. Your scheduled work hours will be [40] per week *on site*; [DAY] to [DAY], [HOUR] to [HOUR] and may require evenings or weekends according to school events.
6. Your position is classified as Exempt under the Fair Labor Standards Act; therefore, you will not be eligible for overtime pay for hours worked in excess of 40 hours per week.
7. Attached to this letter is an updated job description with the expectations regarding your duties and responsibilities.
8. **Philosophy.** It is understood that the mission of the School is to develop and promote a Catholic School Faith Community within the philosophy of the Catholic education as implemented at the School, consistent with the doctrines, laws and norms of the Catholic Church and policies of the Archdiocese of Miami. All duties and responsibilities of the [JOB TITLE] shall be performed according to this commitment.

**Paid Time Off Benefits (Sick, Vacation, Holiday)**

1. You are eligible for vacation, holiday and sick-time benefits per the Archdiocese of Miami Employee Handbook and Policy. You may be eligible for compensation during jury duty and bereavement according to the conditions indicated in the ADOM Employee Handbook. Sick-time pay will only be issued for purposes indicated in the ADOM Employee Handbook.
2. Your [#] years of uninterrupted ADOM employment render you eligible for [#] days’ vacation pay. If vacation is to be taken over the Thanksgiving, Christmas and Easter holidays / school recess, your vacation pay will be applied to your time off during these holiday weeks. (Two days of Thanksgiving, Christmas Eve, Christmas, New Year’s Day and Good Friday are processed as “holidays”.)
3. You will have [#] paid holidays and 12 sick-leave days per year. Sick days are accrued at the rate of one day per month and subject to the cap at 40 days.

**Health Plan and Retirement Benefits**

1. Your scheduled hours of 30 or more per week render you eligible for Archdiocese of Miami Health Plan benefits. Health Plan benefit elections may be changed during annual enrollment in May or a qualifying life event.
2. The Archdiocese of Miami has two retirement plans, the Cash Balance Plan and the 403(b) Defined Contribution Plan.
   1. The Cash Balance Plan is 100% employer funded, and eligibility for a Plan Year credit will depend on the hours you work each Plan year (1,500 if you were hired on or after January 1, 2010; 1,000 or more if you were hired before January 1, 2010).
   2. You are eligible to contribute a percentage of your income to the Archdiocese of Miami 403(b) Defined Contribution Retirement Plan and receive an employer match of 50% of the first 6% of salary should you make an elective deferral. Your elected percentage must be consistent at every ADOM entity where you are employed.

**Policies Agreement**

1. You represent to the best of your knowledge that you are qualified to perform, and fully capable of performing, all the duties and responsibilities of [JOB TITLE] consistent with the policies and directives of the Roman Catholic Church, the Archdiocese of Miami, and [NAME OF SCHOOL]. You agree to render services as required by [NAME OF SCHOOL] and to be subject at all times to my general authority and supervision. These duties shall be performed in a manner consistent with the laws, theology, philosophy, teachings and doctrines of the Roman Catholic Church and of the Archdiocese of Miami. You agree to act in accordance with the policies of the Archdiocese of Miami and [NAME OF SCHOOL], as amended from time to time, and any other applicable policies.
2. Except as provided otherwise in written agreements, the employer-employee relationship in the Archdiocese is employment “at will” where either the employer or the employee can terminate the employment relationship at any time, for any reason, with or without notice. That is, this relationship does not imply a guarantee of continued employment; the employment-at-will relationship does not remove an employee’s responsibility to provide adequate notice when resigning employment, in order to remain in good standing. Continued employment also is contingent upon whether your background and safe environment clearances are current.
3. You acknowledge and agree that, during your employment with [NAME OF SCHOOL] you may have access to and become acquainted with confidential information and practices. You agree that you shall not disclose anything of a confidential nature to anyone unless authorized to do so.
4. All documents, memoranda, reports, files, correspondence, lists and other written, electronic and graphic records affecting or relating to Archdiocesan business that you prepare, use, observe, possess or control shall be and remains the sole property of the Archdiocese and you shall not retain any of these items, except as required in the course of your employment with [NAME OF SCHOOL]. Your work created during your employment is considered to be “work for hire.”
5. The Archdiocese of Miami operates in accordance with the teachings and doctrines of   the Roman Catholic Church. In accordance with their role as Church personnel and in witness to the Gospel of Jesus Christ, our employees must conduct themselves with integrity   and act in a manner consistent with the official teachings, doctrines, and laws of the Roman Catholic Church, as set forth in the Catechism of the Catholic Church <https://www.usccb.org/sites/default/files/flipbooks/catechism/> and the policies of the Archdiocese of Miami as set forth in the Employee Handbook. *Employees will witness by their public behavior, actions and words a life consistent with the teachings of the Catholic Church. All employees should note that, because of the Church’s particular function in society, certain conduct, inconsistent with the teachings of the Catholic Church, could lead to disciplinary action, including termination, even if it occurs outside the normal working day and outside the strict confines of work performed by the employee for the Archdiocese.*

Please indicate that you understand and have read the contents of this letter by signing below and returning to me no later than [MONTH DAY], 2025. I look forward to continuing our working relationship and a successful new school year.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Principal Name]

Principal

Cc: Personnel file; Bookkeeper/HR Person

Signed: \_\_\_\_\_\_\_\_\_\_\_\_

[Employee Name] Date

**SCHOOL EMPLOYMENT LETTER, 2025-26**

## Year-round, Exempt, 30+ hours per week, 20+ years’ Service

*(Finance / Business Manager; Institutional Advancement; Facilities Management;*

*Technology Directors; Non-contracted positions in Administrative Leadership)*

[Current Date]

[Name, Address

City, State, Zip]

Last four digits of Social Security Number: XXX-XX-\_\_\_\_\_\_\_\_\_\_\_

Dear [Name],

We are appreciative of the services you’ve rendered to the students, parents and colleagues of [NAME OF SCHOOL] School in your role of [JOB TITLE]. I am pleased to extend an offer of continuation of employment for the academic year of 2025-26.

1. [MONTH DAY], 2025 will be the last day of school for the academic year of 2024 - 2025.
2. Although most faculty, administration and other employees do not work during the summer months when school is not in session, your position of [JOB TITLE] requires that you work year-round. As such, we look forward to your continued employment with [NAME OF SCHOOL] during the summer of 2025 and into the 2025 - 2026 academic year.
3. This letter does not serve as a contract and employment can be terminated at any time by you or [NAME OF SCHOOL] at will and without notice. However, in order to remain in good standing there is an expectation of providing sufficient notice (see Employee Handbook) in advance should you resign. Continued employment also is contingent upon whether your background and safe environment clearances are current and compliant.
4. Based on a position of 12 months’ service per year, your salary will be $[XX,XXX.XX] (gross wages). The salary will be paid in the amount of $[XXXX] every two weeks (bi-weekly payroll).
5. Your scheduled work hours will be [40] per week on site; [DAY] to [DAY], [HOUR] to [HOUR] and may require evenings or weekends according to school events.
6. Your position is classified as Exempt under the Fair Labor Standards Act; therefore, you will not be eligible for overtime pay for hours worked in excess of 40 hours per week.
7. Attached to this letter is an updated job description with the expectations regarding your duties and responsibilities.
8. **Philosophy.** It is understood that the mission of the School is to develop and promote a Catholic School Faith Community within the philosophy of the Catholic education as implemented at the School, consistent with the doctrines, laws and norms of the Catholic Church and policies of the Archdiocese of Miami. All duties and responsibilities of the [JOB TITLE] shall be performed according to this commitment.

**Paid Time Off Benefits (Sick, Vacation, Holiday)**

1. You are eligible for vacation, holiday and sick-time benefits per the Archdiocese of Miami Employee Handbook and Policy. You may be eligible for compensation during jury duty and bereavement according to the conditions indicated in the ADOM Employee Handbook. Sick-time pay will only be issued for purposes indicated in the ADOM Employee Handbook.
2. Because of your [#] years of uninterrupted ADOM employment, you are eligible for [#] days’ vacation pay. If vacation is to be taken over the Thanksgiving, Christmas and Easter holidays / school recess, the first weeks of vacation pay will be paid for the school vacation of the three days preceding the two-day Thanksgiving holiday, and the Christmas and Easter breaks. (Two days of Thanksgiving, Christmas Eve, Christmas, New Year’s Day and Good Friday are “holidays”.)
3. You have 20 or more years of uninterrupted service; therefore, if the application of your vacation days over the holiday breaks amounts to less than 20 days, you are eligible for the remainder of the 20 as vacation at the discretion of your supervisor.
4. You will have [#] paid holidays and 12 sick leave days per year. Sick days are accrued at the rate of one day per month and subject to the cap at 40 days. (Please refer to the Archdiocese of Miami Employee Handbook for information on use of time-off benefits.)

**Health Plan and Retirement Benefits**

1. Your scheduled hours of 30 or more per week render you eligible for Archdiocese of Miami Health Plan and retirement plan benefits. Health Plan benefit elections may be changed during annual enrollment in May or a qualifying life event.
2. The Archdiocese of Miami has two retirement plans, the Cash Balance Plan and the 403(b) Defined Contribution Plan.
   1. The Cash Balance Plan is 100% employer funded, and eligibility for a Plan Year credit will depend on the hours you work each Plan year (1,500 if you were hired on or after January 1, 2010; 1,000 or more if you were hired before January 1, 2010).
   2. You are eligible to contribute a percentage of your income to the Archdiocese of Miami 403(b) Defined Contribution Retirement Plan and receive an employer match of 50% of the first 6% of salary should you make an elective deferral. Your elected percentage must be consistent at every ADOM entity where you are employed.

**Policies Agreement**

1. You represent to the best of your knowledge that you are qualified to perform, and fully capable of performing, all the duties and responsibilities of [JOB TITLE] consistent with the policies and directives of the Roman Catholic Church, the Archdiocese of Miami, and [NAME OF SCHOOL]. You agree to render services as required by [NAME OF SCHOOL] and to be subject at all times to my general authority and supervision. These duties shall be performed in a manner consistent with the laws, theology, philosophy, teachings and doctrines of the Roman Catholic Church and of the Archdiocese of Miami. You agree to act in accordance with the policies of the Archdiocese of Miami and [NAME OF SCHOOL], as amended from time to time, and any other applicable policies.
2. Except as provided otherwise in written agreements, the employer-employee relationship in the Archdiocese is employment “at will” where either the employer or the employee can terminate the employment relationship at any time, for any reason, with or without notice. That is, this relationship does not imply a guarantee of continued employment; the employment-at-will relationship does not remove an employee’s responsibility to provide adequate notice when resigning employment, in order to remain in good standing. Continued employment also is contingent upon whether your background and safe environment clearances are current.
3. You acknowledge and agree that, during your employment with [NAME OF SCHOOL] you may have access to and become acquainted with confidential information and practices. You agree that you shall not disclose anything of a confidential nature to anyone unless authorized to do so.
4. All documents, memoranda, reports, files, correspondence, lists and other written, electronic and graphic records affecting or relating to Archdiocesan business that you prepare, use, observe, possess or control shall be and remains the sole property of the Archdiocese and you shall not retain any of these items, except as required in the course of your employment with [NAME OF SCHOOL]. Your work created during your employment is considered to be “work for hire.”
5. The Archdiocese of Miami operates in accordance with the teachings and doctrines of   the Roman Catholic Church. In accordance with their role as Church personnel and in witness to the Gospel of Jesus Christ, our employees must conduct themselves with integrity   and act in a manner consistent with the official teachings, doctrines, and laws of the Roman Catholic Church, as set forth in the Catechism of the Catholic Church <https://www.usccb.org/sites/default/files/flipbooks/catechism/> and the policies of the Archdiocese of Miami as set forth in the Employee Handbook. *Employees will witness by their public behavior, actions and words a life consistent with the teachings of the Catholic Church. All employees should note that, because of the Church’s particular function in society, certain conduct, inconsistent with the teachings of the Catholic Church, could lead to disciplinary action, including termination, even if it occurs outside the normal working day and outside the strict confines of work performed by the employee for the Archdiocese.*

Please indicate that you understand and have read the contents of this letter by signing below and returning to me no later than [MONTH DAY], 2025. I look forward to continuing our working relationship and a successful new school year.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Principal Name]

Principal

Cc: Personnel file; Bookkeeper/HR Person

Signed: \_\_\_\_\_\_\_\_\_\_\_\_

[Employee Name] Date

**SCHOOL EMPLOYMENT LETTER, 2025-26**

## Year-round, Exempt, less than 30 hours per week

*(Finance / Business Office; Non-contracted positions in Administrative Leadership)*

[Current Date]

[Name

Address

City, State, Zip]

Last four digits of Social Security Number: XXX-XX-\_\_\_\_\_\_\_\_\_\_\_

Dear [Name],

We are appreciative of the services you’ve rendered to the students, parents and colleagues of [NAME OF SCHOOL] School in your role of [JOB TITLE]. I am pleased to extend an offer of continuation of employment during the summer and into the academic year of 2025 – 2026.

1. [MONTH DAY], 2025 will be the last day of school for the academic year of 2024 – 2025.
2. Although most faculty, administration and others do not work during the summer months when school is not in session, your position of [JOB TITLE] requires that you work year-round. As such, we look forward to your continued employment with [NAME OF SCHOOL] during the summer 2025 and into the 2025 - 2026 academic year.
3. This letter does not serve as a contract and employment can be terminated at any time by you or [NAME OF SCHOOL] at will and without notice. However, in order to remain in good standing there is an expectation of providing sufficient notice (see Employee Handbook) in advance should you resign. Continued employment also is contingent upon whether your background and safe environment clearances are current and compliant.
4. Based on a position of 12 months’ service per year, your salary will be $[XX,XXX.XX] (gross wages). The salary will be paid in the amount of $[XXXX] every two weeks (bi-weekly payroll).
5. Your scheduled work hours will be [#] per week on site; [DAY] to [DAY], [HOUR] to [HOUR] and may require evenings or weekends according to school events.
6. Your position is classified as Exempt under the Fair Labor Standards Act; therefore, you will not be eligible for overtime pay for hours worked in excess of 40 hours per week. You will, however, be required to track your hours worked using the school’s timekeeping system for the purpose of compliance with the Affordable Care Act and determining eligibility for one or more retirement benefits.
7. Attached to this letter is a job description with the expectations regarding your duties and responsibilities.
8. **Philosophy.** It is understood that the mission of the School is to develop and promote a Catholic School Faith Community within the philosophy of the Catholic education as implemented at the School, consistent with the doctrines, laws and norms of the Catholic Church and policies of the Archdiocese of Miami. All duties and responsibilities of the [Job Title] shall be performed according to this commitment.

**Paid Time Off Benefits (Sick, Vacation, Holiday)**

1. Your work schedule is less than 30 hours per week; therefore, you will not qualify to receive sick-time, vacation-time, or holiday pay benefits.

**Health Plan and Retirement Benefits**

1. Your work schedule is less than 30 hours per week; therefore, you will not qualify to receive Health Plan benefits.
2. The Archdiocese of Miami has two retirement plans, the Cash Balance Plan and the 403(b) Defined Contribution Plan.
   1. The Cash Balance Plan is 100% employer funded, and eligibility for a Plan Year credit will depend on the hours you work each Plan year (1,500 if you were hired on or after January 1, 2010; 1,000 or more if you were hired before January 1, 2010).
   2. You are eligible to contribute a percentage of your income to the Archdiocese of Miami 403(b) Defined Contribution Retirement Plan and receive an employer match of 50% of the first 6% of salary should you make an elective deferral. Your elected percentage must be consistent at every ADOM entity where you are employed.

**Policies Agreement**

1. You represent to the best of your knowledge that you are qualified to perform, and fully capable of performing, all the duties and responsibilities of [JOB TITLE] consistent with the policies and directives of the Roman Catholic Church, the Archdiocese of Miami, and [NAME OF SCHOOL]. You agree to render services as required by [NAME OF SCHOOL] and to be subject at all times to my general authority and supervision. These duties shall be performed in a manner consistent with the laws, theology, philosophy, teachings and doctrines of the Roman Catholic Church and of the Archdiocese of Miami. You agree to act in accordance with the policies of the Archdiocese of Miami and [NAME OF SCHOOL], as amended from time to time, and any other applicable policies.
2. Except as provided otherwise in written agreements, the employer-employee relationship in the Archdiocese is employment “at will” where either the employer or the employee can terminate the employment relationship at any time, for any reason, with or without notice. That is, this relationship does not imply a guarantee of continued employment; the employment-at-will relationship does not remove an employee’s responsibility to provide adequate notice when resigning employment, in order to remain in good standing. Continued employment also is contingent upon whether your background and safe environment clearances are current.
3. You acknowledge and agree that, during your employment with [NAME OF SCHOOL] you may have access to and become acquainted with confidential information and practices. You agree that you shall not disclose anything of a confidential nature to anyone unless authorized to do so.
4. All documents, memoranda, reports, files, correspondence, lists and other written, electronic and graphic records affecting or relating to Archdiocesan business that you prepare, use, observe, possess or control shall be and remains the sole property of the Archdiocese and you shall not retain any of these items, except as required in the course of your employment with [NAME OF SCHOOL]. Your work created during your employment is considered to be “work for hire.”
5. The Archdiocese of Miami operates in accordance with the teachings and doctrines of   the Roman Catholic Church. In accordance with their role as Church personnel and in witness to the Gospel of Jesus Christ, our employees must conduct themselves with integrity   and act in a manner consistent with the official teachings, doctrines, and laws of the Roman Catholic Church, as set forth in the Catechism of the Catholic Church <https://www.usccb.org/sites/default/files/flipbooks/catechism/> and the policies of the Archdiocese of Miami as set forth in the Employee Handbook. *Employees will witness by their public behavior, actions and words a life consistent with the teachings of the Catholic Church. All employees should note that, because of the Church’s particular function in society, certain conduct, inconsistent with the teachings of the Catholic Church, could lead to disciplinary action, including termination, even if it occurs outside the normal working day and outside the strict confines of work performed by the employee for the Archdiocese.*

Please indicate that you understand and have read the contents of this letter by signing below and returning to me no later than [MONTH DAY], 2025. I look forward to continuing our working relationship and a successful new school year.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Principal Name]

Principal

Cc: Personnel file; Bookkeeper/HR Person

Signed: \_\_\_\_\_\_\_\_\_\_\_\_

[Employee Name] Date

**SCHOOL EMPLOYMENT LETTER, 2025-26**

## Year-round, Non-Exempt, 30+ hours per week

*(Business /School Office, including tuition and billing clerks; Desktop Support IT; Maintenance and Custodial;*

*Administrative Support positions; Development/IA Support)*

[Current Date]

[Name, Address

City, State, Zip]

Last four digits of Social Security Number: XXX-XX-\_\_\_\_\_\_\_\_\_\_\_

Dear [Name],

We are appreciative of the services you’ve rendered to the students, parents and colleagues of [NAME OF SCHOOL] School in your role of [JOB TITLE] during the current academic year. I am pleased to extend an offer of continuation of employment for the academic year of 2025 – 2026.

1. [MONTH DAY], 2025 will be the last day of school for the academic year of 2024 – 2025.
2. Although most faculty, administration and others do not work during the summer months when school is not in session, your position of [JOB TITLE] requires that you work year-round. As such, we look forward to your continued employment with [NAME OF SCHOOL] during the summer 2025 and into the 2025-2026 academic year.
3. This letter does not serve as a contract and employment can be terminated at any time by you or [NAME OF SCHOOL] at will and without notice. However, in order to remain in good standing there is an expectation of providing sufficient notice (see Employee Handbook) in advance should you resign. Continued employment also is contingent upon whether your background and safe environment clearances are current and compliant.
4. Based on continuous satisfactory performance in the role of [JOB TITLE], your wages will be $[XX.XX] per hour, annualized to approximately $[XX,XXX.XX] (gross wages), paid on the bi-weekly payroll.
5. Your scheduled work hours will be [40] per week on site; [DAY] to [DAY], [HOUR] to [HOUR] and may require evenings or weekends according to school events.
6. Your position is classified as Non-Exempt under the Fair Labor Standards Act; therefore, you will be eligible for overtime pay (150%) for hours worked in excess of 40 hours per week. All overtime must be approved in advance by your supervisor. You must use the electronic timekeeping system to report all hours worked.
7. Attached to this letter is a job description with the expectations regarding your duties and responsibilities.
8. **Philosophy.** It is understood that the mission of the School is to develop and promote a Catholic School Faith Community within the philosophy of the Catholic education as implemented at the School, consistent with the doctrines, laws and norms of the Catholic Church and policies of the Archdiocese of Miami. All duties and responsibilities of the [Job Title] shall be performed according to this commitment.

**Paid Time Off Benefits (Sick, Vacation, Holiday)**

1. You are eligible for vacation, holiday and sick-time benefits per the Archdiocese of Miami Employee Handbook and Policy. You may be eligible for compensation during jury duty and bereavement according to the conditions indicated in the ADOM Employee Handbook. Sick-time pay will only be issued for purposes indicated in the ADOM Employee Handbook.
2. Because of your [#] years of uninterrupted ADOM employment, you are eligible for [#] weeks’ vacation pay. If vacation is to be taken over the Thanksgiving, Christmas and Easter holidays / school recess, your vacation pay will be applied to your time off during these holiday weeks. (Two days of Thanksgiving, Christmas Eve, Christmas, New Year’s Day and Good Friday are processed as “holidays”.)
3. Teacher workdays are not school holidays and you will be paid only for hours worked on those days.
4. You will have [#] paid holidays and 12 sick-leave days per year. Sick days are accrued at the rate of one day per month and subject to the cap at 40 days. (Please refer to the Archdiocese of Miami Employee Handbook for information on use of time-off benefits.)

**Health Plan and Retirement Benefits**

1. Your scheduled hours of 30 or more per week render you eligible for Archdiocese of Miami Health Plan and retirement plan benefits. Health Plan benefit elections may be changed during annual enrollment in May or a qualifying life event.
2. The Archdiocese of Miami has two retirement plans, the Cash Balance Plan and the 403(b) Defined Contribution Plan.
   1. The Cash Balance Plan is 100% employer funded, and eligibility for a Plan Year credit will depend on the hours you work each Plan year (1,500 if you were hired on or after January 1, 2010; 1,000 or more if you were hired before January 1, 2010).
   2. You are eligible to contribute a percentage of your income to the Archdiocese of Miami 403(b) Defined Contribution Retirement Plan and receive an employer match of 50% of the first 6% of salary should you make an elective deferral. Your elected percentage must be consistent at every ADOM entity where you are employed..

**Policies Agreement**

1. You represent to the best of your knowledge that you are qualified to perform, and fully capable of performing, all the duties and responsibilities of [JOB TITLE] consistent with the policies and directives of the Roman Catholic Church, the Archdiocese of Miami, and [NAME OF SCHOOL]. You agree to render services as required by [NAME OF SCHOOL] and to be subject at all times to my general authority and supervision. These duties shall be performed in a manner consistent with the laws, theology, philosophy, teachings and doctrines of the Roman Catholic Church and of the Archdiocese of Miami. You agree to act in accordance with the policies of the Archdiocese of Miami and [NAME OF SCHOOL], as amended from time to time, and any other applicable policies.
2. Except as provided otherwise in written agreements, the employer-employee relationship in the Archdiocese is employment “at will” where either the employer or the employee can terminate the employment relationship at any time, for any reason, with or without notice. That is, this relationship does not imply a guarantee of continued employment; the employment-at-will relationship does not remove an employee’s responsibility to provide adequate notice when resigning employment, in order to remain in good standing. Continued employment also is contingent upon whether your background and safe environment clearances are current.
3. You acknowledge and agree that, during your employment with [NAME OF SCHOOL] you may have access to and become acquainted with confidential information and practices. You agree that you shall not disclose anything of a confidential nature to anyone unless authorized to do so.
4. All documents, memoranda, reports, files, correspondence, lists and other written, electronic and graphic records affecting or relating to Archdiocesan business that you prepare, use, observe, possess or control shall be and remains the sole property of the Archdiocese and you shall not retain any of these items, except as required in the course of your employment with [NAME OF SCHOOL]. Your work created during your employment is considered to be “work for hire.”
5. The Archdiocese of Miami operates in accordance with the teachings and doctrines of   the Roman Catholic Church. In accordance with their role as Church personnel and in witness to the Gospel of Jesus Christ, our employees must conduct themselves with integrity   and act in a manner consistent with the official teachings, doctrines, and laws of the Roman Catholic Church, as set forth in the Catechism of the Catholic Church <https://www.usccb.org/sites/default/files/flipbooks/catechism/> and the policies of the Archdiocese of Miami as set forth in the Employee Handbook *Employees will witness by their public behavior, actions and words a life consistent with the teachings of the Catholic Church. All employees should note that, because of the Church’s particular function in society, certain conduct, inconsistent with the teachings of the Catholic Church, could lead to disciplinary action, including termination, even if it occurs outside the normal working day and outside the strict confines of work performed by the employee for the Archdiocese.*

Please indicate that you understand and have read the contents of this letter by signing below and returning to me no later than [MONTH DAY], 2025. I look forward to continuing our working relationship and a successful new school year.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Principal Name]

Principal

Cc: Personnel file; Bookkeeper/HR Person

Signed: \_\_\_\_\_\_\_\_\_\_\_\_

[Employee Name] Date

**SCHOOL EMPLOYMENT LETTER, 2025-26**

## Year-round, Non-Exempt, 30+ hours per week, 20+ years’ Service

*(Business / School Office, including tuition and billing clerks; Desktop Support IT; Maintenance and Custodial;*

*Administrative Support positions; Development/IA Support)*

[Current Date]

[Name

Address

City, State, Zip]

Last four digits of Social Security Number: XXX-XX-\_\_\_\_\_\_\_\_\_\_\_

Dear [Name],

We are appreciative of the services you’ve rendered to the students, parents and colleagues of [NAME OF SCHOOL] School in your role of [JOB TITLE]. I am pleased to extend an offer of continuation of employment for the academic year of 2025 – 2026.

1. June #, 2025 will be the last day of school for the academic year of 2024 - 2025.
2. Although most faculty, administration and other employees do not work during the summer months when school is not in session, your position of [JOB TITLE] requires that you work year-round. As such, we look forward to your continued employment with [NAME OF SCHOOL] during the summer of 2025 and into the 2025 - 2026 academic year.
3. This letter does not serve as a contract and employment can be terminated at any time by you or [NAME OF SCHOOL] at will and without notice. However, in order to remain in good standing there is an expectation of providing sufficient notice (see Employee Handbook) in advance should you resign. Continued employment also is contingent upon whether your background and safe environment clearances are current and compliant.
4. Based on continuous satisfactory performance in the role of [JOB TITLE], your wages will be $[XX.XX] per hour, annualized to approx.. $[XX,XXX.] (gross wages), paid on the biweekly payroll.
5. Your scheduled work hours will be [40] per week on site; [DAY] to [DAY], [HOUR] to [HOUR] and may require evenings or weekends according to school events.
6. Your position is classified as Non-Exempt under the Fair Labor Standards Act; therefore, you will be eligible for overtime pay (150%) for hours worked in excess of 40 hours per week. All overtime must be approved in advance by your supervisor. You must use the electronic timekeeping system to report all hours worked.
7. Attached to this letter is a job description with the expectations regarding your duties and responsibilities.
8. **Philosophy.** It is understood that the mission of the School is to develop and promote a Catholic School Faith Community within the philosophy of the Catholic education as implemented at the School, consistent with the doctrines, laws and norms of the Catholic Church and policies of the Archdiocese of Miami. All duties and responsibilities of the [Job Title] shall be performed according to this commitment.

**Paid Time Off Benefits (Sick, Vacation, Holiday)**

1. You are eligible for vacation, holiday and sick-time benefits per the Archdiocese of Miami Employee Handbook and Policy. You may be eligible for compensation during jury duty and bereavement according to the conditions indicated in the ADOM Employee Handbook. Sick-time pay will only be issued for purposes indicated in the ADOM Employee Handbook.
2. Because of your [#] years of uninterrupted ADOM employment, you are eligible for [#] days’ vacation pay. If vacation is to be taken over the Thanksgiving, Christmas and Easter holidays / school recess, the first weeks of vacation pay will be paid for the school vacation of the three days preceding the two-day Thanksgiving holiday, and the Christmas and Easter breaks. (Two days of Thanksgiving, Christmas Eve, Christmas, New Year’s Day and Good Friday are processed as “holidays”. )
3. You have 20 or more years of uninterrupted service; therefore, if the application of your vacation days over the holiday breaks amounts to less than 20 days, you are eligible for the remainder of the 20 as vacation at the discretion of your supervisor.
4. You will have [#] paid holidays and 12 sick leave days per year. Sick days are accrued at the rate of one day per month and subject to the cap at 40 days. (Please refer to the Archdiocese of Miami Employee Handbook for information on use of time-off benefits.)

**Health Plan and Retirement Benefits**

1. Your scheduled hours of 30 or more per week render you eligible for Archdiocese of Miami Health Plan and retirement plan benefits. Health Plan benefit elections may be changed during annual enrollment in May or a qualifying life event.
2. The Archdiocese of Miami has two retirement plans, the Cash Balance Plan and the 403(b) Defined Contribution Plan.
   1. The Cash Balance Plan is 100% employer funded, and eligibility for a Plan Year credit will depend on the hours you work each Plan year (1,500 if you were hired on or after January 1, 2010; 1,000 or more if you were hired before January 1, 2010).
   2. You are eligible to contribute a percentage of your income to the Archdiocese of Miami 403(b) Defined Contribution Retirement Plan and receive an employer match of 50% of the first 6% of salary should you make an elective deferral. Your elected percentage must be consistent at every ADOM entity where you are employed.

**Policies Agreement**

1. You represent to the best of your knowledge that you are qualified to perform, and fully capable of performing, all the duties and responsibilities of [JOB TITLE] consistent with the policies and directives of the Roman Catholic Church, the Archdiocese of Miami, and [NAME OF SCHOOL]. You agree to render services as required by [NAME OF SCHOOL] and to be subject at all times to my general authority and supervision. These duties shall be performed in a manner consistent with the laws, theology, philosophy, teachings and doctrines of the Roman Catholic Church and of the Archdiocese of Miami. You agree to act in accordance with the policies of the Archdiocese of Miami and [NAME OF SCHOOL], as amended from time to time, and any other applicable policies.
2. Except as provided otherwise in written agreements, the employer-employee relationship in the Archdiocese is employment “at will” where either the employer or the employee can terminate the employment relationship at any time, for any reason, with or without notice. That is, this relationship does not imply a guarantee of continued employment; the employment-at-will relationship does not remove an employee’s responsibility to provide adequate notice when resigning employment, in order to remain in good standing. Continued employment also is contingent upon whether your background and safe environment clearances are current.
3. You acknowledge and agree that, during your employment with [NAME OF SCHOOL] you may have access to and become acquainted with confidential information and practices. You agree that you shall not disclose anything of a confidential nature to anyone unless authorized to do so.
4. All documents, memoranda, reports, files, correspondence, lists and other written, electronic and graphic records affecting or relating to Archdiocesan business that you prepare, use, observe, possess or control shall be and remains the sole property of the Archdiocese and you shall not retain any of these items, except as required in the course of your employment with [NAME OF SCHOOL]. Your work created during your employment is considered to be “work for hire.”
5. The Archdiocese of Miami operates in accordance with the teachings and doctrines of   the Roman Catholic Church. In accordance with their role as Church personnel and in witness to the Gospel of Jesus Christ, our employees must conduct themselves with integrity   and act in a manner consistent with the official teachings, doctrines, and laws of the Roman Catholic Church, as set forth in the Catechism of the Catholic Church <https://www.usccb.org/sites/default/files/flipbooks/catechism/> and the policies of the Archdiocese of Miami as set forth in the Employee Handbook *Employees will witness by their public behavior, actions and words a life consistent with the teachings of the Catholic Church. All employees should note that, because of the Church’s particular function in society, certain conduct, inconsistent with the teachings of the Catholic Church, could lead to disciplinary action, including termination, even if it occurs outside the normal working day and outside the strict confines of work performed by the employee for the Archdiocese.*

Please indicate that you understand and have read the contents of this letter by signing below and returning to me no later than [MONTH DAY], 2025. I look forward to continuing our working relationship and a successful new school year.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Principal Name]

Principal

Cc: Personnel file; Bookkeeper/HR Person

Signed: \_\_\_\_\_\_\_\_\_\_\_\_

[Employee Name] Date

**SCHOOL EMPLOYMENT LETTER, 2025-26**

## Year-round, Non-Exempt, less than 30 hours per week

*(Business / School Office, including tuition and billing clerks; Maintenance and Custodial;*

*Administrative Support positions; Development/IA Support)*

[Current Date]

[Name

Address

City, State, Zip]

Last four digits of Social Security Number: XXX-XX-\_\_\_\_\_\_\_\_\_\_\_

Dear [Name],

We are appreciative of the services you’ve rendered to the students, parents and colleagues of [NAME OF SCHOOL] School in your role of [JOB TITLE] during the current academic year. I am pleased to extend an offer of continuation of employment for the academic year of 2025 - 2026.

1. [MONTH DAY], 2025 will be the last day of school for the academic year of 2024 - 2025.
2. Although most faculty, administration and others do not work during the summer months when school is not in session, your position of [JOB TITLE] requires that you work year-round. As such, we look forward to your continued employment with [NAME OF SCHOOL] during the summer 2025 and into the 2025-2026 academic year.
3. This letter does not serve as a contract and employment can be terminated at any time by you or [NAME OF SCHOOL] at will and without notice. However, in order to remain in good standing there is an expectation of providing sufficient notice (see Employee Handbook) in advance should you resign. Continued employment also is contingent upon whether your background and safe environment clearances are current and compliant.
4. Based on continuous satisfactory performance in the role of [JOB TITLE], your wages will be $[XX.XX] per hour, annualized to approx..imately $[XX,XXX.XX] (gross wages), paid on the biweekly payroll.
5. Your scheduled work hours will be [#] per week on site; [DAY] to [DAY], [HOUR] to [HOUR] and may require evenings or weekends according to school events.
6. Your position is classified as Non-Exempt under the Fair Labor Standards Act; therefore, you will be eligible for overtime pay (150%) for hours worked in excess of 40 hours per week. All overtime must be approved in advance by your supervisor. You must use the electronic timekeeping system to report all hours worked.
7. Attached to this letter is a job description with the expectations regarding your duties and responsibilities.
8. **Philosophy.** It is understood that the mission of the School is to develop and promote a Catholic School Faith Community within the philosophy of the Catholic education as implemented at the School, consistent with the doctrines, laws and norms of the Catholic Church and policies of the Archdiocese of Miami. All duties and responsibilities of the [Job Title] shall be performed according to this commitment.

**Paid Time Off Benefits (Sick, Vacation, Holiday)**

1. Your work schedule is less than 30 hours per week; therefore, you will not qualify to receive sick-time, vacation-time, bereavement, or holiday pay benefits .
2. Teacher workdays are not school holidays, and you will be paid only for hours worked on those days.

**Health Plan and Retirement Benefits**

1. Your work schedule is less than 30 hours per week; therefore, you will not qualify to receive Health Plan benefits.
2. The Archdiocese of Miami has two retirement plans, the Cash Balance Plan and the 403(b) Defined Contribution Plan.
   1. The Cash Balance Plan is 100% employer funded, and eligibility for a Plan Year credit will depend on the hours you work each Plan year (1,500 if you were hired on or after January 1, 2010; 1,000 or more if you were hired before January 1, 2010).
   2. You are eligible to contribute a percentage of your income to the Archdiocese of Miami 403(b) Defined Contribution Retirement Plan and receive an employer match of 50% of the first 6% of salary should you make an elective deferral. Your elected percentage must be consistent at every ADOM entity where you are employed.

**Policies Agreement**

1. You represent to the best of your knowledge that you are qualified to perform, and fully capable of performing, all the duties and responsibilities of [JOB TITLE] consistent with the policies and directives of the Roman Catholic Church, the Archdiocese of Miami, and [NAME OF SCHOOL]. You agree to render services as required by [NAME OF SCHOOL] and to be subject at all times to my general authority and supervision. These duties shall be performed in a manner consistent with the laws, theology, philosophy, teachings and doctrines of the Roman Catholic Church and of the Archdiocese of Miami. You agree to act in accordance with the policies of the Archdiocese of Miami and [NAME OF SCHOOL], as amended from time to time, and any other applicable policies.
2. Except as provided otherwise in written agreements, the employer-employee relationship in the Archdiocese is employment “at will” where either the employer or the employee can terminate the employment relationship at any time, for any reason, with or without notice. That is, this relationship does not imply a guarantee of continued employment; the employment-at-will relationship does not remove an employee’s responsibility to provide adequate notice when resigning employment, in order to remain in good standing. Continued employment also is contingent upon whether your background and safe environment clearances are current.
3. You acknowledge and agree that, during your employment with [NAME OF SCHOOL] you may have access to and become acquainted with confidential information and practices. You agree that you shall not disclose anything of a confidential nature to anyone unless authorized to do so.
4. All documents, memoranda, reports, files, correspondence, lists and other written, electronic and graphic records affecting or relating to Archdiocesan business that you prepare, use, observe, possess or control shall be and remains the sole property of the Archdiocese and you shall not retain any of these items, except as required in the course of your employment with [NAME OF SCHOOL]. Your work created during your employment is considered to be “work for hire.”
5. The Archdiocese of Miami operates in accordance with the teachings and doctrines of   the Roman Catholic Church. In accordance with their role as Church personnel and in witness to the Gospel of Jesus Christ, our employees must conduct themselves with integrity   and act in a manner consistent with the official teachings, doctrines, and laws of the Roman Catholic Church, as set forth in the Catechism of the Catholic Church <https://www.usccb.org/sites/default/files/flipbooks/catechism/> and the policies of the Archdiocese of Miami as set forth in the Employee Handbook. *Employees will witness by their public behavior, actions and words a life consistent with the teachings of the Catholic Church. All employees should note that, because of the Church’s particular function in society, certain conduct, inconsistent with the teachings of the Catholic Church, could lead to disciplinary action, including termination, even if it occurs outside the normal working day and outside the strict confines of work performed by the employee for the Archdiocese.*

Please indicate that you understand and have read the contents of this letter by signing below and returning to me no later than [MONTH DAY], 2025. I look forward to continuing our working relationship and a successful new school year.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Principal Name]

Principal

Cc: Personnel file; Bookkeeper/HR Person

Signed: \_\_\_\_\_\_\_\_\_\_\_\_

[Employee Name] Date

**SCHOOL EMPLOYMENT LETTER, 2025-26**

## Full-Time Non-Contracted Teacher

## Summers off, Exempt, 30+ hours per week

[Current Date]

[Name

Address

City, State, Zip]

Last four digits of Social Security Number: XXX-XX-\_\_\_\_\_\_\_\_\_\_\_

Dear [Name],

We are appreciative of the services you’ve rendered to the students, parents and colleagues of [NAME OF SCHOOL] School in your role of [Teacher Job Title]. I am pleased to extend an offer of continuation of employment for the academic year of 2025 - 2026.

1. [MONTH DAY], 2025 will be the last day of school for the academic year of 2024 - 2025. Your last day to report to work before the summer recess will be [MONTH DAY], 2025.
2. It has been mutually determined that you will return to your position of [TEACHER JOB TITLE] on [MONTH, DAY], 2025 to commence the new school year.
3. We will not be requiring your services during the summer recess of 2026, after the 2025 - 2026 academic year concludes.
4. This letter does not serve as a contract and employment can be terminated at any time by you or [NAME OF SCHOOL] at will and without notice. However, in order to remain in good standing there is an expectation of providing sufficient notice (see Employee Handbook) in advance should you resign. Continued employment also is contingent upon whether your background and safe environment clearances are current and compliant.
5. As a [Teacher Job Title], you will be expected to work 190 days *on site* during the 2025 - 2026 academic year, and your compensation is based on the **190 days in which school is in session, and including teacher professional development days**.
6. Based on continuous satisfactory performance in the role of Full-Time [Type] Teacher you will be paid an annual salary of [annual salary]. This will be issued over 26 pay periods on the bi-weekly payroll of the School in the amount of [bi-weekly amount]. Although the compensation is determined based on approximately ten months of service, the bi-weekly amount has been determined to pro-rate your pay through the paycheck of July 24, 2026, based on the daily (190 days of on-site service) rate of $[daily rate]. Your first paycheck will be issued on August 8, 2025 for the payroll period including your first installment of pro-rated pay. Should you separate employment your pay (either due you or, in the event of early separation owed to the School) will be re-calculated based on days worked multiplied by the daily rate. (See attached compensation breakdown sheet.)
7. Your scheduled work hours will be [40] per week; [DAY] to [DAY], [HOUR] to [HOUR] and may require evenings or weekends according to school events.
8. As a Full-Time [Type] Teacher, you will be expected to work on site on the days when school is in session, well as teacher professional development days, from August 5, 2025 to June 5, 2026.
9. Your position is classified as Exempt under the Fair Labor Standards Act; therefore, you will not be eligible for overtime pay for hours worked in excess of 40 hours per week.
10. Attached to this letter is a job description with the expectations regarding your duties and responsibilities.
11. **Leadership in the Faith Community.** Your role of [Teacher Job Title], is considered a position of leadership in the faith community. You are expected, by word and action, to evangelize the Good News of the Gospel. Under the guidance of the Pastor[[1]](#footnote-1) and the Principal, you are responsible for incorporating a Catholic perspective to the subject matter taught and shall lead the class in prayer, prepare and take the class to Mass, and/or undertake similar additional duties as assigned by the Principal. As a [Teacher Job Title], you are required to attend staff retreats, workshops, and other meetings that focus on the Catholic faith, and its teachings and traditions.
12. **Philosophy.** It is understood that the mission of the School is to develop and promote a Catholic School Faith Community within the philosophy of the Catholic education as implemented at the School, consistent with the doctrines, laws and norms of the Catholic Church and policies of the Archdiocese of Miami. All duties and responsibilities of the [Teacher Job Title] shall be performed according to this commitment.
13. **Credentials.** You shall have at least a Bachelor’s Degree from an accredited college or university. If you do not hold a current, valid teaching certificate, you must show evidence of compliance with certification plan to obtain the valid teaching certificate with the Florida Department of Education within three years of hire in your assigned subject area. You are expected to fulfill the Archdiocesan Catechist Certification requirements within three (3) years of initial employment with an Archdiocese of Miami Catholic School.
14. **Policies Agreement I.** As a teacher you shall be familiar and comply with, the Archdiocese of Miami Employee Handbook, the School Handbook, and the Parent-Student Handbook as they may be adapted or amended from time-to-time. You agree to refer to such documents for information relating to employment, duties, and benefits. You agree to be familiar with, abide by, assist and cooperate with school administration in enforcing the School’s policies for students and families whether outlined in the Parent-Student Handbook, School policies, or other directives and expected practices.

**Paid Time Off Benefits (Sick, Vacation, Holiday)**

1. You will be awarded 3 personal days and 7 sick days for the upcoming school year. Sick-time pay will only be issued for purposes indicated in the ADOM Employee Handbook. Personal days may not be taken either preceding or following school holidays, nor may they be taken during the first or last week of the school year. At the end of the school year, unused, sick and personal days may be accumulated for use in a subsequent year, not to exceed 20 days in the end-of-year bank, and 30 days at any given time. Such accumulated days must be used as sick, and not personal, days. Sick days cannot be transferred to another employee or be used to provide additional compensation if not taken. You may be eligible for compensation during jury duty or bereavement. (Please refer to the Archdiocese of Miami Employee Handbook for information on use of time-off benefits.)
2. As a [Name of School] employee working only during the academic year, your annual, pro-rated compensation includes the school holidays of Thanksgiving (one week), Christmas and New Year (approximately two weeks) Easter (approximately one week), and federal holidays. You are not able to take vacation during scheduled school days. Exceptions are made only when the principal, in consultation with Office of Catholic Schools regarding the impact on the education of the students and next steps to be taken, grants an approval.

**Health Plan and Retirement Benefits**

1. Your scheduled hours of 30 or more per week render you eligible for Archdiocese of Miami Health Plan and retirement plan benefits. Health Plan benefit elections may be changed during annual enrollment in May or a qualifying life event.
2. Your elected Health Plan benefits at annual enrollment 2025 will continue through July 31, 2026.
3. The Archdiocese of Miami has two retirement plans, the Cash Balance Plan and the 403(b) Defined Contribution Plan.
   1. The Cash Balance Plan is 100% employer funded, and eligibility for a Plan Year credit will depend on the hours you work each Plan year (1,500 if you were hired on or after January 1, 2010; 1,000 or more if you were hired before January 1, 2010).
   2. You are eligible to contribute a percentage of your income to the Archdiocese of Miami 403(b) Defined Contribution Retirement Plan and receive an employer match of 50% of the first 6% of salary should you make an elective deferral. Your elected percentage must be consistent at every ADOM entity where you are employed.

**Policies Agreement II**

1. You represent to the best of your knowledge that you are qualified to perform, and fully capable of performing, all the duties and responsibilities of [JOB TITLE] consistent with the policies and directives of the Roman Catholic Church, the Archdiocese of Miami, and [NAME OF SCHOOL]. You agree to render services as required by [NAME OF SCHOOL] and to be subject at all times to my general authority and supervision. These duties shall be performed in a manner consistent with the laws, theology, philosophy, teachings and doctrines of the Roman Catholic Church and of the Archdiocese of Miami. You agree to act in accordance with the policies of the Archdiocese of Miami and [NAME OF SCHOOL], as amended from time to time, and any other applicable policies.
2. Except as provided otherwise in written agreements, the employer-employee relationship in the Archdiocese is employment “at will” where either the employer or the employee can terminate the employment relationship at any time, for any reason, with or without notice. That is, this relationship does not imply a guarantee of continued employment; the employment-at-will relationship does not remove an employee’s responsibility to provide adequate notice when resigning employment, in order to remain in good standing. Continued employment also is contingent upon whether your background and safe environment clearances are current.
3. You acknowledge and agree that, during your employment with [NAME OF SCHOOL] you may have access to and become acquainted with confidential information and practices. You agree that you shall not disclose anything of a confidential nature to anyone unless authorized to do so.
4. All documents, memoranda, reports, files, correspondence, lists and other written, electronic and graphic records affecting or relating to Archdiocesan business that you prepare, use, observe, possess or control shall be and remains the sole property of the Archdiocese and you shall not retain any of these items, except as required in the course of your employment with [NAME OF SCHOOL]. Your work created during your employment is considered to be “work for hire.”
5. The Archdiocese of Miami operates in accordance with the teachings and doctrines of   the Roman Catholic Church. In accordance with their role as Church personnel and in witness to the Gospel of Jesus Christ, our employees must conduct themselves with integrity   and act in a manner consistent with the official teachings, doctrines, and laws of the Roman Catholic Church, as set forth in the Catechism of the Catholic Church <https://www.usccb.org/sites/default/files/flipbooks/catechism/> and the policies of the Archdiocese of Miami as set forth in the Employee Handbook. *Employees will witness by their public behavior, actions and words a life consistent with the teachings of the Catholic Church. All employees should note that, because of the Church’s particular function in society, certain conduct, inconsistent with the teachings of the Catholic Church, could lead to disciplinary action, including termination, even if it occurs outside the normal working day and outside the strict confines of work performed by the employee for the Archdiocese.*

Please indicate that you understand and have read the contents of this letter by signing below and returning to me no later than [MONTH DAY], 2025. I look forward to continuing our working relationship and a successful new school year.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Principal Name]

Principal

Cc: Personnel file; Bookkeeper/HR Person

Signed: \_\_\_\_\_\_\_\_\_\_\_\_

[Employee Name] Date

**SCHOOL EMPLOYMENT LETTER, 2025-26**

## Part-Time Non-Contracted Teacher, Guidance Counselor

## Summers off, Exempt, less than 30 hours per week

[Current Date]

[Name

Address

City, State, Zip]

Last four digits of Social Security Number: XXX-XX-\_\_\_\_\_\_\_\_\_\_\_

Dear [Name],

We are appreciative of the services you’ve rendered to the students, parents and colleagues of [NAME OF SCHOOL] School in your role of [Job Title]. I am pleased to extend an offer of continuation of employment for the academic year of 2025 - 2026.

1. [MONTH DAY], 2025 will be the last day of school for the academic year of 2024 - 2025. Your last day to report to work before the summer recess will be [MONTH DAY], 2025.
2. It has been mutually determined that you will return to your position of [JOB TITLE] on [MONTH, DAY], 2025 to commence the new school year.
3. We will not be requiring your services during the summer recess of 2026, after the 2025 - 2026 academic year concludes.
4. This letter does not serve as a contract and employment can be terminated at any time by you or [NAME OF SCHOOL] at will and without notice. However, in order to remain in good standing there is an expectation of providing sufficient notice (see Employee Handbook) in advance should you resign. Continued employment also is contingent upon whether your background and safe environment clearances are current and compliant.
5. As a [Job Title], you will be expected to work [# of days] *on site* during the 2025 - 2026 academic year, and your compensation is based on the **[#] work days in which school is in session, and including teacher professional development days.**
6. Based on continuous satisfactory performance in the role of Part-Time [Type] Teacher you will be paid an annual salary of [annual salary]. This will be issued over 26 pay periods on the bi-weekly payroll of the School in the amount of [bi-weekly amount]. Although the compensation is determined based on approximately ten months of service, the bi-weekly amount has been determined to pro-rate your pay through the paycheck of July 24, 2026, based on the daily (190 days of on-site service) rate of $[daily rate]. Your first paycheck will be issued on August 8, 2025 for the payroll period including your first installment of pro-rated pay. Should you separate employment your pay (either due you or, in the event of early separation owed to the School) will be re-calculated based on days worked multiplied by the daily rate. (See attached compensation breakdown sheet.)
7. Your scheduled work hours will be [#] per week; [DAY] to [DAY], [HOUR] to [HOUR] and may require evenings or weekends according to school events.
8. As a Part-Time [Type] Teacher, you will be expected to work *on site* on the days when school is in session, well as teacher professional development days, from August 5, 2025 to June 5, 2026.
9. Your position is classified as Exempt under the Fair Labor Standards Act; therefore, you will not be eligible for overtime pay for hours worked in excess of 40 hours per week. You will, however, be required to track your hours worked using the school’s timekeeping system for the purpose of compliance with the Affordable Care Act and determining eligibility for one or more retirement benefits.
10. Attached to this letter is a job description with the expectations regarding your duties and responsibilities.
11. **Leadership in the Faith Community.** Your role of [Job Title], is considered a position of leadership in the faith community. You are expected, by word and action, to evangelize the Good News of the Gospel. Under the guidance of the Pastor and the Principal, you are responsible for incorporating a Catholic perspective to the subject matter taught and shall lead the class in prayer, prepare and take the class to Mass, and/or undertake similar additional duties as assigned by the Principal. As a [Job Title], you are required to attend staff retreats, workshops, and other meetings that focus on the Catholic faith, and its teachings and traditions.
12. **Philosophy.** It is understood that the mission of the School is to develop and promote a Catholic School Faith Community within the philosophy of the Catholic education as implemented at the School, consistent with the doctrines, laws and norms of the Catholic Church and policies of the Archdiocese of Miami. All duties and responsibilities of the [Job Title] shall be performed according to this commitment.
13. **Credentials.** You shall have at least a Bachelor degree from an accredited college or university. If you do not hold a current, valid [guidance counselor / teaching] certificate, you must show evidence of compliance with the certification plan to obtain valid [guidance counselor / teaching] certificate with the Florida Department of Education within three years of hire in your assigned subject area. You are expected to fulfill the Archdiocesan Catechist Certification within three (3) years of initial employment with the Archdiocese of Miami.
14. **Policies Agreement I.** You shall be familiar with, and comply with the Archdiocese of Miami Employee Handbook, the School Handbook, and the Parent-Student Handbook as they may be adapted or amended from time-to-time. You agree to refer to such documents for information relating to employment, duties, and benefits. You agree to be familiar with, abide by, assist and cooperate with school administration in enforcing the School’s policies for students and families whether outlined in the Parent-Student Handbook, School policies, or other directives and expected practices.

**Paid Time Off Benefits (Sick, Vacation, Holiday)**

1. Your work schedule is less than 30 hours per week; therefore, you will not qualify to receive sick-time, vacation-time, bereavement or holiday pay benefits.

**Health Plan and Retirement Benefits**

1. You will be scheduled to work less than 30 hours per week; therefore, you will not qualify to receive Health Plan benefits.
2. The Archdiocese of Miami has two retirement plans, the Cash Balance Plan and the 403(b) Defined Contribution Plan.
   1. The Cash Balance Plan is 100% employer funded, and eligibility for a Plan Year credit will depend on the hours you work each Plan year (1,500 if you were hired on or after January 1, 2010; 1,000 or more if you were hired before January 1, 2010).
   2. You are eligible to contribute a percentage of your income to the Archdiocese of Miami 403(b) Defined Contribution Retirement Plan and receive an employer match of 50% of the first 6% of salary should you make an elective deferral. Your elected percentage must be consistent at every ADOM entity where you are employed.

**Policies Agreement II**

1. You represent to the best of your knowledge that you are qualified to perform, and fully capable of performing, all the duties and responsibilities of [JOB TITLE] consistent with the policies and directives of the Roman Catholic Church, the Archdiocese of Miami, and [NAME OF SCHOOL]. You agree to render services as required by [NAME OF SCHOOL] and to be subject at all times to my general authority and supervision. These duties shall be performed in a manner consistent with the laws, theology, philosophy, teachings and doctrines of the Roman Catholic Church and of the Archdiocese of Miami. You agree to act in accordance with the policies of the Archdiocese of Miami and [NAME OF SCHOOL], as amended from time to time, and any other applicable policies.
2. Except as provided otherwise in written agreements, the employer-employee relationship in the Archdiocese is employment “at will” where either the employer or the employee can terminate the employment relationship at any time, for any reason, with or without notice. That is, this relationship does not imply a guarantee of continued employment; the employment-at-will relationship does not remove an employee’s responsibility to provide adequate notice when resigning employment, in order to remain in good standing.
3. You acknowledge and agree that, during your employment with [NAME OF SCHOOL] you may have access to and become acquainted with confidential information and practices. You agree that you shall not disclose anything of a confidential nature to anyone unless authorized to do so.
4. All documents, memoranda, reports, files, correspondence, lists and other written, electronic and graphic records affecting or relating to Archdiocesan business that you prepare, use, observe, possess or control shall be and remains the sole property of the Archdiocese and you shall not retain any of these items, except as required in the course of your employment with [NAME OF SCHOOL]. Your work created during your employment is considered to be “work for hire.”
5. The Archdiocese of Miami operates in accordance with the teachings and doctrines of   the Roman Catholic Church. In accordance with their role as Church personnel and in witness to the Gospel of Jesus Christ, our employees must conduct themselves with integrity   and act in a manner consistent with the official teachings, doctrines, and laws of the Roman Catholic Church, as set forth in the Catechism of the Catholic Church

([<https://www.usccb.org/sites/default/files/flipbooks/catechism/>)](http://ccc.usccb.org/flipbooks/%20catechism/files/assets/basic-html/page-I.html#) ) and the policies of the Archdiocese of Miami as set forth in the Employee Handbook. *Employees will witness by their public behavior, actions and words a life consistent with the teachings of the Catholic Church. All employees should note that, because of the Church’s particular function in society, certain conduct, inconsistent with the teachings of the Catholic Church, could lead to disciplinary action, including termination, even if it occurs outside the normal working day and outside the strict confines of work performed by the employee for the Archdiocese.*

Please indicate that you understand and have read the contents of this letter by signing below and returning to me no later than [MONTH DAY], 2025. I look forward to continuing our working relationship and a successful new school year.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Principal Name]

Principal

Cc: Personnel file; Bookkeeper/HR Person

Signed: \_\_\_\_\_\_\_\_\_\_\_\_

[Employee Name] Date

**SCHOOL EMPLOYMENT LETTER, 2025-26**

*Full-Time Teacher Aide, FT Cafeteria Worker; Office Assistant*

## Summers off, Non-Exempt, 30+ hours per week

[Current Date]

[Name

Address

City, State, Zip]

Last four digits of Social Security Number: XXX-XX-\_\_\_\_\_\_\_\_\_\_\_

Dear [Name],

We are appreciative of the services you’ve rendered to the students, parents and colleagues of [NAME OF SCHOOL] School in your role of [JOB TITLE] during the current academic year. I am pleased to extend an offer of continuation of employment for the academic year of 2025 - 2026.

1. [MONTH DAY], 2025 will be the last day of school for the academic year of 2024 - 2025. Your last day to report to work before the summer recess will be [MONTH DAY], 2025.
2. It has been mutually determined that you will return to your position of [JOB TITLE] on [MONTH, DAY], 2025 to commence the new school year.
3. We will not be requiring your services during the summer recess of 2026, after the 2025 - 2026 academic year concludes.
4. This letter does not serve as a contract and employment can be terminated at any time by you or [NAME OF SCHOOL] at will and without notice. However, in order to remain in good standing there is an expectation of providing sufficient notice (see Employee Handbook) in advance should you resign. Continued employment also is contingent upon whether your background and safe environment clearances are current and compliant.
5. Based on continuous satisfactory performance in the role of [JOB TITLE], your wages will be $[XX.XX] per hour, annualized to approximately $[XX.XX] per year (gross wages), paid on the biweekly payroll.
6. Your scheduled work hours will be [40] per week on site; [DAY] to [DAY], [HOUR] to [HOUR] and may require evenings or weekends according to school events.
7. Your position is classified as Non-Exempt under the Fair Labor Standards Act; therefore, you will be eligible for overtime pay (150%) for hours worked in excess of 40 hours per week. All overtime must be approved in advance by your supervisor. You must use the electronic timekeeping system to report all hours worked as well as time-off requests.
8. Attached to this letter is a job description with the expectations regarding your duties and responsibilities.
9. **Philosophy.** It is understood that the mission of the School is to develop and promote a Catholic School Faith Community within the philosophy of the Catholic education as implemented at the School, consistent with the doctrines, laws and norms of the Catholic Church and policies of the Archdiocese of Miami. All duties and responsibilities of the [Job Title] shall be performed according to this commitment.

**Paid Time Off Benefits (Sick, Vacation, Holiday)**

1. You will have 2 personal days and 8 sick days per year that will accrue at the rate of one per month; not to exceed 30 days. The personal days will accrue at the beginning of the school year, simultaneously to the accrual of the sick days. Personal days may not be taken either preceding or following school holidays, nor may they be taken during the first or last week of the school year. At the end of the school year, unused, accrued sick and personal days may be accumulated for use in a subsequent year. Such accumulated days must be used as sick, and not personal, days. Sick days cannot be transferred to another employee or be used to provide additional compensation if not taken. (Please refer to the Archdiocese of Miami Employee Handbook for information on use of time-off benefits.)
2. As a [NAME OF SCHOOL] employee working only during the academic year, your vacation time is part of the school calendar and you will be paid for the school holidays over Thanksgiving week, Christmas and New Year (approximately two weeks), Easter (approximately one week), and school holidays. You are not able to take vacation during scheduled school days. Exceptions are made only when the principal, in consultation with Office of Catholic Schools regarding the impact on the education of the students and next steps to be taken, grants an approval.
3. Teacher workdays are not school holidays and you will be paid only for hours worked on those days.

**Health Plan and Retirement Benefits**

1. Your scheduled hours of 30 or more per week render you eligible for Archdiocese of Miami Health Plan and retirement plan benefits. Health Plan benefit elections may be changed during annual enrollment in May or a qualifying life event.
2. Your elected Health Plan benefits at annual enrollment 2025 will continue through July 31, 2026. Any required premiums for elected benefits during the 2026 summer months will be pro-rated and deducted from your pay over 20 paychecks from September 19, 2025 – June 12, 2026. If your employment ends for any reason prior to the 2026 summer months, your benefits will cease in accordance with the particular benefit’s plan documents, and pre-paid premiums returned.
3. The Archdiocese of Miami has two retirement plans, the Cash Balance Plan and the 403(b) Defined Contribution Plan.
   1. The Cash Balance Plan is 100% employer funded, and eligibility for a Plan Year credit will depend on the hours you work each Plan year (1,500 if you were hired on or after January 1, 2010; 1,000 or more if you were hired before January 1, 2010). *(Please note that if you are in the process of repaying a loan on your 403(b) you must make arrangements to send Transamerica the payments during the summer 2025 recess when you are not working.)*
   2. You are eligible to contribute a percentage of your income to the Archdiocese of Miami 403(b) Defined Contribution Retirement Plan and receive an employer match of 50% of the first 6% of salary should you make an elective deferral. Your elected percentage must be consistent at every ADOM entity where you are employed.

**Policies Agreement**

1. You represent to the best of your knowledge that you are qualified to perform, and fully capable of performing, all the duties and responsibilities of [JOB TITLE] consistent with the policies and directives of the Roman Catholic Church, the Archdiocese of Miami, and [NAME OF SCHOOL]. You agree to render services as required by [NAME OF SCHOOL] and to be subject at all times to my general authority and supervision. These duties shall be performed in a manner consistent with the laws, theology, philosophy, teachings and doctrines of the Roman Catholic Church and of the Archdiocese of Miami. You agree to act in accordance with the policies of the Archdiocese of Miami and [NAME OF SCHOOL], as amended from time to time, and any other applicable policies.
2. Except as provided otherwise in written agreements, the employer-employee relationship in the Archdiocese is employment “at will” where either the employer or the employee can terminate the employment relationship at any time, for any reason, with or without notice. That is, this relationship does not imply a guarantee of continued employment; the employment-at-will relationship does not remove an employee’s responsibility to provide adequate notice when resigning employment, in order to remain in good standing.
3. You acknowledge and agree that, during your employment with [NAME OF SCHOOL] you may have access to and become acquainted with confidential information and practices. You agree that you shall not disclose anything of a confidential nature to anyone unless authorized to do so.
4. All documents, memoranda, reports, files, correspondence, lists and other written, electronic and graphic records affecting or relating to Archdiocesan business that you prepare, use, observe, possess or control shall be and remains the sole property of the Archdiocese and you shall not retain any of these items, except as required in the course of your employment with [NAME OF SCHOOL]. Your work created during your employment is considered to be “work for hire.”
5. The Archdiocese of Miami operates in accordance with the teachings and doctrines of   the Roman Catholic Church. In accordance with their role as Church personnel and in witness to the Gospel of Jesus Christ, our employees must conduct themselves with integrity   and act in a manner consistent with the official teachings, doctrines, and laws of the Roman Catholic Church, as set forth in the Catechism of the Catholic Church

([<https://www.usccb.org/sites/default/files/flipbooks/catechism/>)](http://ccc.usccb.org/flipbooks/%20catechism/files/assets/basic-html/page-I.html#) ) and the policies of the Archdiocese of Miami as set forth in the Employee Handbook. *Employees will witness by their public behavior, actions and words a life consistent with the teachings of the Catholic Church. All employees should note that, because of the Church’s particular function in society, certain conduct, inconsistent with the teachings of the Catholic Church, could lead to disciplinary action, including termination, even if it occurs outside the normal working day and outside the strict confines of work performed by the employee for the Archdiocese.*

Please indicate that you understand and have read the contents of this letter by signing below and returning to me no later than [MONTH DAY], 2025. I look forward to continuing our working relationship and a successful new school year.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Principal Name]

Cc: Personnel file; Bookkeeper/HR Person

Signed: \_\_\_\_\_\_\_\_\_\_\_\_

[Employee Name] Date

**SCHOOL EMPLOYMENT LETTER, 2025-26**

*Full Time Teacher Aide, FT Cafeteria Worker*

## Summers off, Non-Exempt, 30+ hours per week, 20+ years’ Service

[Current Date]

[Name

Address

City, State, Zip]

Last four digits of Social Security Number: XXX-XX-\_\_\_\_\_\_\_\_\_\_\_

Dear [Name],

We are appreciative of the services you’ve rendered to the students, parents and colleagues of [NAME OF SCHOOL] School in your role of [JOB TITLE] during the current academic year. I am pleased to extend an offer of continuation of employment for the academic year of 2025 - 2026.

1. [MONTH DAY], 2025 will be the last day of school for the academic year of 2024 - 2025. Your last day to report to work before the summer recess will be [MONTH DAY], 2025.
2. It has been mutually determined that you will return to your position of [JOB TITLE] on [MONTH, DAY], 2025 to commence the new school year.
3. We will not be requiring your services during the summer recess of 2026, after the 2025 - 2026 academic year concludes.
4. This letter does not serve as a contract and employment can be terminated at any time by you or [NAME OF SCHOOL] at will and without notice. However, in order to remain in good standing there is an expectation of providing sufficient notice (see Employee Handbook) in advance should you resign. Continued employment also is contingent upon whether your background and safe environment clearances are current and compliant.
5. Based on continuous satisfactory performance in the role of [JOB TITLE], your wages will be $[XX.XX] per hour, annualized to approximately $[XX,XXX.XX] (gross wages), paid on the biweekly payroll.
6. Your scheduled work hours will be [40] per week on site; [DAY] to [DAY], [HOUR] to [HOUR] and may require evenings or weekends according to school events.
7. Your position is classified as Non-Exempt under the Fair Labor Standards Act; therefore, you will be eligible for overtime pay (150%) for hours worked in excess of 40 hours per week. All overtime must be approved in advance by your supervisor. You must use the electronic timekeeping system to report all hours worked.
8. Attached to this letter is a job description with the expectations regarding your duties and responsibilities.
9. **Philosophy.** It is understood that the mission of the School is to develop and promote a Catholic School Faith Community within the philosophy of the Catholic education as implemented at the School, consistent with the doctrines, laws and norms of the Catholic Church and policies of the Archdiocese of Miami. All duties and responsibilities of the [Job Title] shall be performed according to this commitment.

**Paid Time Off Benefits (Sick, Vacation, Holiday)**

1. You will have 2 personal days and 8 sick days per year; the latter you will accrue at the rate of one per month; not to exceed 30 days. The personal days will accrue at the beginning of the school year, simultaneously to the accrual of the sick days. At the end of the school year, unused, accrued sick and personal days may be accumulated for use in a subsequent year. Such accumulated days must be used as sick, and not personal, days. Sick days cannot be transferred to another employee or be used to provide additional compensation if not taken.
2. As a [NAME OF SCHOOL] employee working only during the academic year, your vacation time is part of the school calendar and you will be paid for the school holidays over Thanksgiving week, Christmas and New Year (approximately two weeks), Easter (approximately one week), and school holidays. (Two days of Thanksgiving, Christmas Eve, Christmas, New Year’s Day and Good Friday are processed as “holidays”.) You are not able to take vacation during scheduled school days. Exceptions are made only when the principal, in consultation with Office of Catholic Schools regarding the impact on the education of the students and next steps to be taken, grants an approval.
3. You have 20 or more years of uninterrupted service; therefore, if the application of your vacation days over the holiday breaks amounts to less than 20 days, you are eligible for the remainder of the 20 as vacation at the discretion of your supervisor.
4. Teacher workdays are not school holidays, and you will be paid only for hours worked on those days.

**Health Plan and Retirement Benefits**

1. Your scheduled hours of 30 or more per week render you eligible for Archdiocese of Miami Health Plan and retirement plan benefits. Health Plan benefit elections may be changed during annual enrollment in May or a qualifying life event.
2. Your elected Health Plan benefits at annual enrollment 2025 will continue through July 31, 2026. Any required premiums for elected benefits during the 2026 summer months will be pro-rated and deducted from your pay over 20 paychecks from September 19, 2025 – June 12, 2026. If your employment ends for any reason prior to the 2024 summer months, your benefits will cease in accordance with the particular benefit’s plan documents, and pre-paid premiums returned.
3. The Archdiocese of Miami has two retirement plans, the Cash Balance Plan and the 403(b) Defined Contribution Plan.
   1. The Cash Balance Plan is 100% employer funded, and eligibility for a Plan Year credit will depend on the hours you work each Plan year (1,500 if you were hired on or after January 1, 2010; 1,000 or more if you were hired before January 1, 2010). *(Please note that if you are in the process of repaying a loan on your 403(b) you must make arrangements to send Transamerica the payments during the summer 2025 recess when you are not working.)*
   2. You are eligible to contribute a percentage of your income to the Archdiocese of Miami 403(b) Defined Contribution Retirement Plan and receive an employer match of 50% of the first 6% of salary should you make an elective deferral. Your elected percentage must be consistent at every ADOM entity where you are employed.

**Policies Agreement**

1. You represent to the best of your knowledge that you are qualified to perform, and fully capable of performing, all the duties and responsibilities of [JOB TITLE] consistent with the policies and directives of the Roman Catholic Church, the Archdiocese of Miami, and [NAME OF SCHOOL]. You agree to render services as required by [NAME OF SCHOOL] and to be subject at all times to my general authority and supervision. These duties shall be performed in a manner consistent with the laws, theology, philosophy, teachings and doctrines of the Roman Catholic Church and of the Archdiocese of Miami. You agree to act in accordance with the policies of the Archdiocese of Miami and [NAME OF SCHOOL], as amended from time to time, and any other applicable policies.
2. Except as provided otherwise in written agreements, the employer-employee relationship in the Archdiocese is employment “at will” where either the employer or the employee can terminate the employment relationship at any time, for any reason, with or without notice. That is, this relationship does not imply a guarantee of continued employment; the employment-at-will relationship does not remove an employee’s responsibility to provide adequate notice when resigning employment, in order to remain in good standing.
3. You acknowledge and agree that, during your employment with [NAME OF SCHOOL] you may have access to and become acquainted with confidential information and practices. You agree that you shall not disclose anything of a confidential nature to anyone unless authorized to do so.
4. All documents, memoranda, reports, files, correspondence, lists and other written, electronic and graphic records affecting or relating to Archdiocesan business that you prepare, use, observe, possess or control shall be and remains the sole property of the Archdiocese and you shall not retain any of these items, except as required in the course of your employment with [NAME OF SCHOOL]. Your work created during your employment is considered to be “work for hire.”
5. The Archdiocese of Miami operates in accordance with the teachings and doctrines of   the Roman Catholic Church. In accordance with their role as Church personnel and in witness to the Gospel of Jesus Christ, our employees must conduct themselves with integrity   and act in a manner consistent with the official teachings, doctrines, and laws of the Roman Catholic Church, as set forth in the Catechism of the Catholic Church

([<https://www.usccb.org/sites/default/files/flipbooks/catechism/>)](http://ccc.usccb.org/flipbooks/%20catechism/files/assets/basic-html/page-I.html#) ) and the policies of the Archdiocese of Miami as set forth in the Employee Handbook. *Employees will witness by their public behavior, actions and words a life consistent with the teachings of the Catholic Church. All employees should note that, because of the Church’s particular function in society, certain conduct, inconsistent with the teachings of the Catholic Church, could lead to disciplinary action, including termination, even if it occurs outside the normal working day and outside the strict confines of work performed by the employee for the Archdiocese.*

Please indicate that you understand and have read the contents of this letter by signing below and returning to me no later than [DATE], 2025. I look forward to continuing our working relationship and a successful new school year.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Principal Name], Principal

Cc: Personnel file; Bookkeeper/HR Person

Signed: \_\_\_\_\_\_\_\_\_\_\_\_

[Employee Name] Date

**SCHOOL EMPLOYMENT LETTER, 2025-26**

*(Business / School Office, including tuition and billing clerks; Aftercare; Cafeteria Worker;*

*Custodial, Security; Administrative Support positions)*

## Summers off, Non-Exempt, less than 30 hours per week

[Current Date]

[Name

Address

City, State, Zip]

Last four digits of Social Security Number: XXX-XX-\_\_\_\_\_\_\_\_\_\_\_

Dear [Name],

We are appreciative of the services you’ve rendered to the students, parents and colleagues of [NAME OF SCHOOL] School in your role of [JOB TITLE] during the current academic year. I am pleased to extend an offer of continuation of employment for the academic year of 2025 - 2026.

1. [MONTH DAY], 2025 will be the last day of school for the academic year of 2024 - 2025. Your last day to report to work before the summer recess will be [MONTH DAY], 2025.
2. It has been mutually determined that you will return to your position of [JOB TITLE] on [MONTH, DAY], 2025 to commence the new school year.
3. We will not be requiring your services during the summer recess of 2026, after the 2025 - 2026 academic year concludes.
4. This letter does not serve as a contract and employment can be terminated at any time by you or [NAME OF SCHOOL] at will and without notice. However, in order to remain in good standing there is an expectation of providing sufficient notice (see Employee Handbook) in advance should you resign. Continued employment also is contingent upon whether your background and safe environment clearances are current and compliant.
5. Based on continuous satisfactory performance in the role of [JOB TITLE], your wages will be $[XX.XX] per hour, annualized to approximately $[XX,XXX.XX] (gross wages), paid on the biweekly payroll.
6. Your scheduled work hours will be [#] per week on site; [DAY] to [DAY], [HOUR] to [HOUR] and may require evenings or weekends according to school events.
7. Your position is classified as Non-Exempt under the Fair Labor Standards Act; therefore, you will be eligible for overtime pay (150%) for hours worked in excess of 40 hours per week. All overtime must be approved in advance by your supervisor. You must use the electronic timekeeping system to report all hours worked.
8. Attached to this letter is a job description with the expectations regarding your duties and responsibilities.
9. **Philosophy.** It is understood that the mission of the School is to develop and promote a Catholic School Faith Community within the philosophy of the Catholic education as implemented at the School, consistent with the doctrines, laws and norms of the Catholic Church and policies of the Archdiocese of Miami. All duties and responsibilities of the [Job Title] shall be performed according to this commitment.

**Paid Time Off Benefits (Sick, Vacation, Holiday)**

1. You will be scheduled to work less than 30 hours per week; therefore, you will not qualify to receive sick-time, vacation-time, or holiday pay benefits.
2. Teacher workdays are not school holidays and you will be paid only for hours worked on those days.

**Health Plan and Retirement Benefits**

1. You will be scheduled to work less than 30 hours per week; therefore, you will not qualify to receive Health Plan benefits.
2. The Archdiocese of Miami has two retirement plans, the Cash Balance Plan and the 403(b) Defined Contribution Plan.
   1. The Cash Balance Plan is 100% employer-funded, and eligibility for a Plan Year credit will depend on the hours you work each Plan year (1,500 if you were hired on or after January 1, 2010; 1,000 or more if you were hired before January 1, 2010).
   2. You are eligible to contribute to the Archdiocese of Miami 403(b) Defined Contribution Retirement Plan, and receive an employer match of 50% of the first 6% of salary should you make an elective deferral. *(Please note that if you are in the process of repaying a loan on your 403(b) you must make arrangements to send Transamerica the payments during the summer 2025 recess when you are not working.)*

**Policies Agreement**

1. You represent to the best of your knowledge that you are qualified to perform, and fully capable of performing, all the duties and responsibilities of [JOB TITLE] consistent with the policies and directives of the Roman Catholic Church, the Archdiocese of Miami, and [NAME OF SCHOOL]. You agree to render services as required by [NAME OF SCHOOL] and to be subject at all times to my general authority and supervision. These duties shall be performed in a manner consistent with the laws, theology, philosophy, teachings and doctrines of the Roman Catholic Church and of the Archdiocese of Miami. You agree to act in accordance with the policies of the Archdiocese of Miami and [NAME OF SCHOOL], as amended from time to time, and any other applicable policies.
2. Except as provided otherwise in written agreements, the employer-employee relationship in the Archdiocese is employment “at will” where either the employer or the employee can terminate the employment relationship at any time, for any reason, with or without notice. That is, this relationship does not imply a guarantee of continued employment; the employment-at-will relationship does not remove an employee’s responsibility to provide adequate notice when resigning employment, in order to remain in good standing.
3. You acknowledge and agree that, during your employment with [NAME OF SCHOOL] you may have access to and become acquainted with confidential information and practices. You agree that you shall not disclose anything of a confidential nature to anyone unless authorized to do so.
4. All documents, memoranda, reports, files, correspondence, lists and other written, electronic and graphic records affecting or relating to Archdiocesan business that you prepare, use, observe, possess or control shall be and remains the sole property of the Archdiocese and you shall not retain any of these items, except as required in the course of your employment with [NAME OF SCHOOL]. Your work created during your employment is considered to be “work for hire.”
5. The Archdiocese of Miami operates in accordance with the teachings and doctrines of   the Roman Catholic Church. In accordance with their role as Church personnel and in witness to the Gospel of Jesus Christ, our employees must conduct themselves with integrity   and act in a manner consistent with the official teachings, doctrines, and laws of the Roman Catholic Church, as set forth in the Catechism of the Catholic Church

([<https://www.usccb.org/sites/default/files/flipbooks/catechism/>)](http://ccc.usccb.org/flipbooks/%20catechism/files/assets/basic-html/page-I.html#) ) and the policies of the Archdiocese of Miami as set forth in the Employee Handbook.

Please indicate that you understand and have read the contents of this letter by signing below and returning to me no later than [MONTH DAY], 2025. I look forward to continuing our working relationship and a successful new school year.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Principal Name],

Principal

Cc: Personnel file; Bookkeeper/HR Person

Signed: \_\_\_\_\_\_\_\_\_\_\_\_

[Employee Name] Date

1. Pastor refers to Elementary Schools only. [↑](#footnote-ref-1)