**SCHOOL EMPLOYMENT LETTER, 2023-24**

[Today’s Date], 2024

[Salutation, First Name, Last Name]

[Address]

[Address]

[email@domain.com]

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

Dear [Salutation, First Name, Last Name],

I am pleased to extend you the offer of the position of [Grade] Aftercare Counselor for [Name of] Catholic School of the Archdiocese of Miami.

1. This offer of employment is extended, pending the receipt of documentation of academic training and education (diploma or transcript), a letter of reference of good character from your pastor, three professional references, and background screening clearances by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).
2. Your employment starting date has been determined to be DAY / DATE, 2024. We will not be requiring your services during the summer recess of 2024, after the 2023 - 2024 academic year concludes.
3. The schedule is part-time (XX hours per week), on-site, Monday through Friday from 3:00 to X:00 p.m. There may be occasional days of the year when, due to the needs of the school, the start and end times on site at the school may vary.
4. Your compensation will be $XX per hour, annualized to approximately $XX,XXX [hourly rate times # hours/week times # weeks] per academic year. You must use the electronic timekeeping system to report all hours worked as well as unpaid time-off requests.
5. Your position of Aftercare Counselor is classified as Non-Exempt under the Fair Labor Standards Act; therefore, you will be eligible for overtime pay at 150% your hourly rate for hours worked in excess of 40 hours per week. Overtime must be approved in advance by me, your supervisor.
6. You will be compensated for teacher work days (e.g. when students are not in session) only for time worked on those days.
7. You will be employed on an introductory basis for the first three months of employment, which provides you and [Name of] Catholic School the opportunity to assess and evaluate the employment relationship.
8. This letter does not serve as a contract and employment can be terminated at any time by you or [Name of] Catholic 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.
9. As a Aftercare Counselor you will be expected to work on site on the days when school is in session, as well as teacher professional development days.
10. As your direct supervisor I will assist you in your orientation to [Name of] Catholic School, its mission, objectives, policies and procedures.
11. Attached to this letter is a job description with the expectations regarding the duties and responsibilities of classroom teachers. Unless one of your assignments should replace a teacher on a long-term absence or resignation, lesson plans, creation of assignments and tests, and student grading will be the responsibility of the classroom or subject-matter teacher.
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 Aftercare Counselor shall be performed according to this commitment.
13. **Policies Agreement I.** As Aftercare Counselor 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. As a part-time, non-benefit-eligible employee you will not qualify to receive sick-time, vacation-time, or holiday pay benefits

**Health Plan and Retirement Benefits**

1. As a part-time, non-benefit-eligible employee, 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.

**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 an Aftercare Counselor, consistent with the policies and directives of the Roman Catholic Church, the Archdiocese of Miami, and [Name of] Catholic School. You agree to render services as required by [Name of] Catholic 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] Catholic 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] Catholic 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] Catholic 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 Administrative 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], 2024. I look forward to your joining the [Name of] Catholic School team.

Sincerely,

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

[Name of Principal]

Principal

Cc: Rev. [Name of], Pastor; Personnel file; Bookkeeper/HR Person; Office of Catholic Schools; Office of Human Resources

Accepted: \_\_\_\_\_\_\_\_\_\_\_\_

[Name of Employee] Date