

**PROFESSIONAL EMPLOYEE CONTRACTS: ELEMENTARY AND SECONDARY**

A. The Employer of Professional Employees in the Diocese of Harrisburg is considered to be as follows:

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| Parish Elementary School:       | The Pastor   |
| Consolidated Elementary School: | The Executive Pastor<br>(Priest-designate for the Pastors) |
| Regional Jr./Sr. High School:   | The Board of Education                                     |

B. One standard Diocesan contract, designated as either elementary or secondary, is used for all lay Professional Employees and for Religious under individual contract. The Contract is for a one-year period and may be renewed at the option of the Principal. "If the Professional Employee desires to have this Contract renewed for another year, he/she will make such a request to the Principal no later than April 1. It is the option of the Principal not to renew the Contract for any cause that is, in the judgment of the Principal, just and reasonable." (Professional Employee's Contract - Diocese of Harrisburg). Professional Employees are legally bound by the terms of the Diocesan Contract.

C. After three years of satisfactory employment in a school, termination of a Professional Employee must be justified by the required documentation. (Refer to Policy #4119 A - **DISMISSAL OF A PROFESSIONAL EMPLOYEE** and Policy #4119 B - **DISMISSAL OF A PRINCIPAL**).

A probationary extension of one year may be granted by the Principal with the approval of the Employer for special circumstances, but it may not extend beyond one year. This exception, with the provision of a quarterly review of progress, must be put in writing by both parties. The Principal must advise the probationary Professional Employee in writing by April 1 whether or not his/her Contract will be renewed for the following year.

D. If a Professional Employee is terminated before the end of a school year, proper procedures must be followed according to Policies 4119 A and 4119 B.