

PERSONNEL

PROFESSIONAL EMPLOYEES CONTRACTS

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

Parish Religious Education Program: The Pastor

Consolidated Religious Education Program: The Executive Director (Priest-designate for Pastors)

- B. One standard Diocesan contract is used for all lay Professional Employees. The contract is for a one-year period (**except for Directors of Religious Education – DRE, who sign a three-year contract**) and may be renewed at the option of the Employer. If the Professional Employee desires to have this contract renewed for another year (three years), s/he will make such a request to the Employer no later than April 1. Professional Employees are bound by the terms of the Diocesan contract.
- C. During the time when the contract is in force, termination of a Professional Employee must be justified by the required documentation. When the contract expires, it is the option of the Employer not to renew the contract for any cause that is, in the judgment of the Employer, just and reasonable. However, after four years of satisfactory employment in a religious education program, non-renewal of a Professional Employee must be justified by the required documentation. (Refer to **Policy #4119RE – Dismissal of a Professional Employee**)

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

Policy

Revised: September 1, 1998

NCD/Bishop of Harrisburg