

PRESCHOOL & KINDERGARTEN EMPLOYMENT AGREEMENT

Name: _____ Date : _____

Position: _____

Preschool Daily Hours: 8:30 a.m. to 12:30 p.m. **Kindergarten Daily Hours:** 8:30 a.m. to 1:30 p.m.

Salary: _____ per month **Salary Schedule Placement:** _____

This Employment Agreement is not a contract of employment for any specific term. Employment may be terminated at will, with or without cause.

Benefits:

- A. Employer's share of Social Security
- B. _____ **Paid sick days per year**
- C. _____ **Paid personal day per year**

Employment: There will be a 90 day probationary period for all new employees and past employees in a new position.

Pay Periods: There are 9 pay periods during the school term. The first pay period is at the end of September and pay periods continue to be at the end of each successive month that pay is earned.

Absenteeism/Tardiness: Pay may be docked at the employees average daily rate if the employee is absent beyond the number of sick or personal days allowed. Also, the employee may be docked the appropriate percentage of the average daily rate for arriving late or leaving early.

Salary Increases: As set forth in the preschool & kindergarten salary schedule. Experience, educational background, educational certifications, staff development hours, performance, and seniority will be considered in making placement and advancements on schedule. Some staff may be subject to a salary cap.

Termination of Employment: It is requested that employees give at least one month notice if they plan to terminate their employment. Employees who have completed the 90 day probationary period will receive one month of pay in the event termination is initiated by the employer.

Staff Development Training: Ten DHR in-service hours (or equivalent, director approval required) per school year will be required of each employee. If employee has a current teaching certificate on file, these hours will be waived with the director’s approval. In addition, CPR and first aide certification are required of all employees. Each employee will be required to attend one staff development / planning session per month. Teachers and assistant teachers are required to attend all pre-planning and post-planning days.

Stipulations: The employee agrees to abide by all policies and procedures outlined in the following school documents: Job Description, Staff Handbook, and School Calendar.

Other Stipulations: _____

Agreement extended on behalf of the United Methodist Church Preschool & Kindergarten.

Director’s Signature _____ **Date** _____

I accept the above position with the United Methodist Church Preschool & Kindergarten.

Employee’s Signature _____ **Date** _____