



## Archdiocese of Seattle, Catholic Schools Department

### EMPLOYMENT WORK AGREEMENT

#### Part Time Non-Certificated Staff

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signing this Letter of Agreement confirms acceptance of the offer for employment as

\_\_\_\_\_ This position will begin \_\_\_\_\_  
(Job Title) (Date)

at \_\_\_\_\_  
(School/Parish)

- The Employee will work \_\_\_\_\_ hours /days per week.
- The Employee will receive a salary of \$\_\_\_\_\_ per hour/day or month.
- The Employee will not be eligible to receive vacation and/or sick pay.
- The Employee will not be eligible to receive health and welfare benefits.
- The Employee is covered by Workers' Compensation.
- The Employee's earnings are subject to FICA and Federal Income Tax withholding regulations.
- The Employee agrees to provide the services outlined below:

This position is offered with the understanding that the employee will prove authorization to work in the United States, have no convictions or criminal history found upon an authorized background check and agrees to maintain absolute confidentiality of information heard or seen during the work relationship with the Archdiocese of Seattle.

This agreement may be terminated by either party at any time.

\_\_\_\_\_  
(Employee) (Date)

\_\_\_\_\_  
(Supervisor) (Date)

\_\_\_\_\_  
(Principal or Pastor) (Date)