

**CERTIFICATED EMPLOYEE CONTRACT/AGREEMENT**

\_\_\_\_\_ - \_\_\_\_\_ (year)  
\_\_\_\_\_ CONFERENCE

Address:  
Phone Number:

Name \_\_\_\_\_  
(First, Middle, Last)

Address \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Years of Teaching Experience \_\_\_\_\_

Employed at \_\_\_\_\_  
(Name of School)

Tentative Grade Assignment \_\_\_\_\_

**EMPLOYMENT CLASSIFICATION**

- Internship (9005.A) [ ]
- Regular (9005.B) [ ]
- Administrative (9005.C) [ ]
- Probationary (9005.D) [ ]
- Transfer (9005.E) [ ]

**DEGREE HELD**

- B.A./B.S. [ ]
- MA/MS/MAT/MEd [ ]
- Other (specify) [ ]

**COMPENSATION**

Period: [ ] ten months [ ] twelve months

ERI/Cost of Living Area \_\_\_\_\_

Percentage of Full-Time \_\_\_\_\_

Monthly Rate \_\_\_\_\_

Annual Rate \_\_\_\_\_

Salary Placement Percentage \_\_\_\_\_

Report to Work Date \_\_\_\_\_

Last Day of Duty \_\_\_\_\_

**CERTIFICATE**

**EXPIRATION DATE**

- Basic [ ] \_\_\_\_\_
- Standard [ ] \_\_\_\_\_
- Professional [ ] \_\_\_\_\_
- Administrative [ ] \_\_\_\_\_
- Conditional [ ] \_\_\_\_\_
- Designated Subject [ ] \_\_\_\_\_

**AS A CONDITION OF THIS CONTRACT/AGREEMENT, THE EMPLOYEE AGREES TO:**

1. Perform in a professional manner the duties assigned/delegated by the Conference Office of Education and school administrator as authorized by the \_\_\_\_\_ (Conference Name) K-12/K-10 Board of Education;
2. Accept as a condition of this contract the duties, responsibilities, and policies stated in the current edition of the Columbia Union Education Code and \_\_\_\_\_ (Conference) Education Handbook/Manual, if any, which are incorporated here and made a part of this Contract/Agreement;
3. Uphold the basic beliefs, standards, and policies of the Seventh-day Adventist Church;
4. Establish and maintain current certification as required by the North American Division Office of Education. It is the responsibility of the employee to complete certification requirements and provide documentation to that effect by November 1. Failure to meet this requirement may result in a compensation adjustment that would reflect your certification status. The employee may be liable to return any excess compensation paid in expectation of a certificate being issued. Failure to secure appropriate certification may also result in termination; and
5. Have on file the following:  
 Physical     Form I-9     Child Abuse Statement (if applicable)     Criminal Background Check

The parties further agree that this contract/agreement is entered into between them, and the \_\_\_\_\_ (Conference Name), a \_\_\_\_\_ (State name) Corporation (if applicable), and agree that this contract/agreement shall be governed under the laws of the State of \_\_\_\_\_ (State Name), with venue of any action concerning the breach of the contract/agreement in \_\_\_\_\_ (Town/City; County/State).

To validate employment, this original copy must be signed and returned to the employer \_\_\_\_\_ (Conference Name) no later than \_\_\_\_\_ (date). The original copy will be signed by the employer. A duplicate copy will be returned to you for your records and a duplicate copy will be sent to the local school for its personnel files. This contract/agreement supersedes all previous contracts/agreements.

\_\_\_\_\_  
Signature of Employee      DATE \_\_\_\_\_

\_\_\_\_\_  
Signature of Employer      DATE \_\_\_\_\_

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