

Rationale

An employment contract is fundamental to the operation of CISVA schools. It outlines the terms and conditions of employment with CISVA and helps ensure the smooth functioning of our schools.

Policy

The employment contract has been developed with the aid of a legal counsel. No contract may be altered or changed.

Teacher's Contracts

Teaching Staff Hired prior to 1 September 2016

Teaching staff who were hired prior to 1 September 2016 will continue to be on the employment contract they signed prior to this date. For the purposes of this policy such contracts are best described as 'grandfathered' contracts. Teaching staff on a grandfathered contract will remain on this contract unless and until their employment changes (eg, a teacher becomes a principal, their full- or part-time status changes, change schools, for example). In such circumstances a new contract would be entered into using one of the continuing contracts instituted from 1 September 2016.

Teachers who remain on a grandfathered contract continue to complete each year a Letter of Intent to renew their employment contract with CISVA.

Teaching Staff Hired from 1 September 2016

The following types of contracts are in effect from 1 September 2016. They include:

- Short-term Contract
- Continuing Part-time Contract
- Continuing Full-time Contract

Short-term Contract

This contract is typically used to cover temporary employees where the employment period is for a defined period of time (as short as one month but not longer than one year). This contract is also used for all newly hired teachers irrespective if they are hired in a full- or part-time capacity. It is generally entered into for one year. For new hires this contract effectively covers a probationary period at the end of which a Continuing Full-time or Continuing Part-time contract could be extended.

Continuing Part-time Contract

This contract serves as the permanent contract for CISVA teachers whose teaching load is less than a full-time equivalent (FTE) position, once the initial Short-term Contract is completed satisfactorily and a position is available.

Continuing Full-time Contract

This contract serves as the permanent contract for CISVA teachers once the initial Short-term Contract is completed satisfactorily and a position is available.

For contracts entered into after 1 September 2016 no Letter of Intent is required to renew the contract on an annual basis.

Each local Education Committee should include in their policy handbook reference to duties and responsibilities of teachers hired to work in a CISVA school.

Vice-Principal's Contract

The Continuing Vice-Principal Contract represents the first standard worded contract for all Vice-Principals in CISVA and is in effect from **1 September 2017**. Prior to this time Vice-Principals at the elementary level used a grandfathered teacher's contract that included an addendum that outlined the responsibilities specific to the Vice-Principal role at that school. High school Vice-Principals on the other hand were on a designated Vice-Principal's contract. With the introduction of the Continuing Vice-Principal Contract all new Vice-Principal hires will use this contract from 1 September 2017 henceforth. All elementary school teachers who currently have an addendum to their teacher contract outlining their Vice-Principal responsibilities will migrate to this new contract no later than **2020**.

The new Vice-Principal Continuing Contract shall be offered for a **one-time renewable** fixed period of 4 years. Should this contract not be renewed for any reason at the end of this term a full-time teaching position will be provided at that school.

Grandfathered Vice-Principal Contracts: For those high school Vice-Principals in place prior to **1 September 2017** their contracts will be grandfathered until and unless they move to another school where the new Continuing Vice-Principal Contract would be used.

Breaking a Contract

Any Education Committee that has received notice from a teacher wishing to be released from their contract must receive written approval from the Superintendent to do so before any action is taken. The Superintendent's Office will, when necessary, bring unusual cases before the Board of Directors.

Reference	Approved Board of Directors
	Date Approved Pre – 1996
	Date(s) Revised 1 November 2016 2 May 2017
Cross-reference Policy 304 – Dismissal and Non-renewal of Teacher’s and Principals’ Contracts Policy 306 – Hiring of Teachers, Principals, Education Assistants, School Psychologists and Support Staff Policy 309 –Termination, non-Renewal of Teachers’ Contracts for Financial Reasons 317 – Teachers Wishing to Change Schools	