



THE DIOCESE OF YAKIMA • PASTORAL OFFICE
LA DIÓCESIS DE YAKIMA • CENTRO PASTORAL

IMPORTANT REGARDING CONTRACT RENEWALS

Reference Policy 3, 3.28 (D)

Discharge/Nonrenewal of contract. All employee terminations or contract nonrenewals must be discussed with the Diocese of Yakima's attorney prior to implementation. Contact Jeanie Tolcacher at (509) 248-7220. Prior to contacting Jeanie, please contact:

Diana Aparicio
Office (509) 965-7117
Cell (509) 379-0132

OR

Msgr. Robert M. Siler
Office (509) 965-7117
Cell: (509) 494-2678

IMPORTANT FOR SCHOOL PRINCIPALS

According to the Diocese of Yakima Catholic Schools Handbook:

Reference Policy 3, 3.22 (D)

If a teacher's contract is not to be renewed, the principal should conduct an evaluation of the teacher by March 15th and should notify the teacher of the decision not to renew by May 15th of the current contract year.

Reference Policy 3, 3.22 (G)

In all instances the principal reserves the right not to offer a contract for the coming school year.

Reference Policy 3.28 (C)

A principal, teacher or other contracted employee who wants to resign before the end of their contractual period must discuss early termination of their contract with their supervisor and get permission to be released from their contractual obligations early. Early release will be granted only in limited circumstances, solely at your supervisor's discretion. Contracted employees how do not wish to have a contract from the following year should give their supervisor notice as soon as possible.

Unless other arranges have been made with the pastor, a principal may submit a letter of intent not to return for the next year at any time up to March 15th.

Unless other arrangements have been made with the principal, a teacher may offer a letter of intent not to return for the next year at any time up to the time they are offered a contract.

IMPORTANT FOR PASTORS

Reference Policy 3.28 (C)

Unless other arranges have been made with the pastor, a principal may submit a letter of intent not to return for the next year at any time up to March 15th.

Reference Policy 3.28 (D)

Notification not to renew a principal's contract must be received by the principal by April 1st of the contract year and be preceded by an evaluation that was conducted by February 1st. (*Reference Policy 3.34(D)*)

This document was last revised June 15, 2017.
For the latest version of this document, please refer to the Diocese of Yakima website at www.yakimadicoese.or