

**WARSAW CHRISTIAN SCHOOL  
CONDITIONS OF EMPLOYMENT  
Warsaw Christian School/Preschool Employees  
2017-2018 School Year**

This document is referenced in the employee's contract (salary) or work agreement (hourly wage) under the section "Conditions of Employment." It is part of the employee's contract. Employees are asked to write the number of any statement with which they do not agree, in the appropriate area on the contract. Failure to agree with the conditions of employment may nullify the contract offer, unless the disagreement is reconciled in writing with the school board.

The employee agrees that if any time during his/her period of employment, he/she cannot hold true to the conditions of employment, then said employee will immediately make that fact known to the Administrator. Unless the disagreement can be harmoniously adjusted without publicity, the employee agrees to voluntarily withdraw from employment, or be subject to termination for cause.

1. The employee affirms that, as a part of the qualifications for this position, he/she is a born again Christian who has accepted the Lord Jesus Christ as Savior (John 3:3, I Peter 1:23).
2. The employee affirms that he/she has a sense of God's will and that the work assignment in the contract is a part of God's call, and that serving in this Christian school is at God's direction.
3. The employee affirms that his/her faith is in harmony with the statement of Faith of the Fellowship of Grace Brethren Churches, with the possible exception of certain items in Article 9 which relate to distinctive Brethren practices. The employee further agrees not to teach anything in opposition to the Grace Brethren distinctives. The employee agrees to work in harmony with the school's written educational philosophy, mission, vision, and core values and is committed to upholding them.
4. The employee is to be above reproach in Christian virtue and personal decorum, serving as a **Christian role model** to pupils, parents and fellow staff members (Luke 6:40 and I Timothy 4:12) both in and out of school. Since the Scriptures urge Christians to build up one another and not cause one another to stumble, the employee agrees to practice a lifestyle that demonstrates purity to those around them (Romans 13:14, I Corinthians 10:31-11:1). This lifestyle includes, but is not limited to, refraining from such activities as divisiveness, drunkenness, immorality, vulgarity, profane language and practices of the occult (Galatians 5:15-21, Ephesians 4:25-32, Titus 2:7-8, I Thessalonians 5:16-23 and James 3:1, 17-18). The employee agrees that involvement in any of these or similar practices will be grounds for immediate termination.
5. The employee will not promote the World Council of Churches, National Council of Churches or any other world, national, or regional organization which gives Christian recognition to unbelievers or which advocate multi-faith union.
6. The employee will faithfully attend a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school (Hebrews 10:25). The employee agrees to list the church they faithfully attend on the designated line in their contract.
7. The employee has read their respective job description, and agrees to abide by the requirements listed, as well as any additions communicated in writing by the School Board during this contract year. The employee agrees to cooperate in every way with the school authorities and adhere to the policies adopted by the School Board.
8. The employee has read and agrees to abide by the policies and procedures set forth in the Employee Handbook AND the Faculty Handbook if the employee is a classroom or specials teacher. This must be done prior to signing the contract or work agreement each year.
9. The employee is to show familiarity with the philosophy and practice of Christian education as it relates to his or her assigned age group and/or area of responsibility. If the employee is a teacher he/she agrees to incorporate the Biblical worldview into all subjects in a way that agrees with the school's Statement of Faith.

10. The employee, if a parent of school-age children in grades K-6, will have them enrolled at Warsaw Christian School. Refer to the employee's benefits policy for a full explanation of tuition benefits for the school's employees.
11. For teachers that hold a copy of a valid Indiana teaching certificate, an annual stipend is added to the salary base as a means to help maintain Indiana certification. Out-of-state certification is not recognized for this additional stipend. The employee agrees to provide a copy of their current Indiana teaching license to the administrator by September 1 of the school year in which the stipend is added to the teacher's contract. In the event the license is not provided to the administrator, the employee recognizes that the stipend will be forfeited for that contract year.
12. If the teacher does not hold teacher certification from the Association of Christian Schools International at the time a contract is issued, he/she agrees to obtain such certification **within three years of employment**. Once received, this certification must be maintained throughout the employment term with Warsaw Christian School. An annual stipend is paid to maintain ACSI certification. The teacher understands the bonus provided for full time certificated teachers after the third year of full time employment, listed in the salary and benefit scale, is also dependent on the teacher maintaining ACSI certification, after all other qualifications are met.
13. All state medical requirements for working with children with proof of such must be filed with the school before start of school. The medical report includes a TB test. The report should be in the administrator's file by September 1 of the school year in which the employee is first employed, or the date specified to update the report.

All paid employees of Warsaw Christian School must submit to an expanded criminal background check which includes a national criminal background check, Child Protective Index check through Child Protective Services, and a National Sex Offenders Registry check. This process must be completed within 30 days of hire date. Continued employment is contingent upon successful (clean) completion of this process.

14. All school personnel shall be assigned positions by the administration with approval of the School Board. Assignment is based on the needs of the school, within the gifts and abilities of the employee, and the requirements for the position. Requests for specific assignment or reassignment shall be granted only if it is determined to be in the best interest of the school. All personnel, regardless of classification, are employed subject to the assignment and/or reassignment. All decisions regarding the assignment or reassignment of personnel are made without regard to gender, age, national origin or race.
15. The teacher will strive at all times to understand, appreciate, love, and serve the pupils entrusted to him/her for instruction, and will to the best of his/her ability provide for their fullest spiritual, intellectual, physical, and emotional development.
16. The teacher will maintain a classroom atmosphere that is conducive to learning. This includes maintaining a professional appearance and orderliness in the classroom.
17. The teacher agrees to be present and on time for faculty devotions (7:45), and to remain in the building fifteen (15) minutes after classes have been dismissed (3:45). He/She also agrees to remain after school for such meetings and conferences as may be called by the administration.
18. The employee, if not a teacher, agrees to be present and on time for their work assignment, to remain active in their assigned area of responsibility and not given to slovenliness or time wasting activity. He/She also agrees to attend meetings, workshops, seminars and other opportunities for professional and/or personal growth where requested by the administrator. The employee will maintain their work area in an organized manner, conducive to cleanliness and presenting a professional and positive testimony for the school.
19. The employee will avoid highly debatable topics as much as possible that tend to divide evangelical believers. A student is to be referred to his/her local church if a debatable topic arises of a theological nature.
20. The employee agrees to follow the Biblical pattern of Exodus 23:1, Galatians 6:9-10, and Titus 2:7-8 to always give a good report of others. All differences are to be resolved by utilizing principles of Matthew 18:15-17 as directed in the Faculty Handbook. Appropriate confidentiality will be observed in regard to pupil, parent, and school matters (Titus 3:1-2 and Galatians 5:15).

21. The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the employment relationship, including any claim or statutory claims, shall be settled by Biblically-based mediation as specified by the school's policies and procedures.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation, Billings, Montana [(406) 256-1583] shall be asked to provide the name of a qualified person who will serve in that capacity. The arbitration shall be conducted in accordance with the Institute's Rules of Procedure for Christian Conciliation as printed in the *Christian Conciliation Handbook*.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the employment relationship of this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

22. Warsaw Christian School (a ministry of Community Grace Brethren Church) is in keeping with CGBC's position on marriage, gender and sexuality and as a result has adopted the following statement and policy as it affects all employees, volunteers and students enrolled at Warsaw Christian School (WCS). (Note: CGBC's complete statement and policies on marriage can be found by going to the website at <http://www.communitygrace.org/> and clicking on the link "documents".)

The employee accepts, promotes, and practices the biblical dictates for gender identity, and biblical standards for sexual behavior. The standard for sexual behavior is defined by the unique role and responsibility of the male and female as identified and described in the Bible and is on opposition to the perversions identified in the Bible. WCS believes that biblical marriage is limited to a covenant relationship between a biological man and a biological woman. Any involvement in promiscuity, homosexuality, pornography or other deviant behavior is forbidden for all WCS employees, volunteers and students. Any form of this behavior by anyone in the school diminishes and negates the school's mission and character of a Christian school. Any employee or volunteer involved in any form of this behavior violates the bona fide occupational requirement of being a **Christian role model**, thus it will be grounds for immediate termination from employment and/or dismissal from volunteer service for the school (Romans 1:24-32; Romans 12:1-2; I Corinthians 6:9-20; Ephesians 5:3-7; I Thessalonians 4:3-8; I Timothy 4:12; II Timothy 2:19-22; I Peter 1:15-16).

23. The employee acknowledges that he/she is fully aware of his/her obligations under state law regarding child abuse reporting requirements and that he/she will fulfill those obligations as referenced in the faculty handbook and/or the board policy manual. If the teacher has any questions about these obligations or state laws, he or she shall discuss these with a school administrator as soon as possible.
24. New employees will be given an orientation period of ninety (90) days from the start of their contract in which to prove his/her ability to the satisfaction of the administrator and School Board. If any areas need improvement, such will be communicated to the employee in a timely fashion so that the deficiency can be addressed before the expiration of the probation period. Should such an effort not prove to be satisfactory as determined by the administrator and School Board, the employee will be given written notice that the contract will terminate within thirty (30) days without further obligation by either party.
25. If it should become apparent that the employee under contract would not be able to complete his/her contract or be able to accept a contract for the following year, a written letter of resignation should be submitted to the School Board. The employee must give the Board one month's prior written notice of intended resignation unless a different termination date is mutually agreed upon by the employee, the Administrator and the School Board. If the employee resigns or is terminated during the period of service covered by this contract, payment shall be made of that proportionate part of the annual salary which the number of days of actual duty bears to the number of days covered by the contract. All fringe benefits will end on the last day of employment. All of the school's property in the employee's custody must be returned before he/she is entitled to final payment of any amounts due upon separation.

26. The School Board may terminate this contract i) for cause as defined in this section; or ii) as per paragraphs 28 and 30 below. If the employee is being considered for termination for causes not related to immorality, the employee will be given a reasonable opportunity to correct the problems related to instruction or academic leadership under probationary supervision. In any decision to terminate an employee for cause, regardless of the basis for that decision, one or more of the following steps will take place:
- a. In all cases, the employee shall be informed in writing of the cause(s) for discharge and be given an opportunity to respond to the cause(s) prior to final termination.
  - b. At the employee's request, the School Board will hold a meeting with the employee to clarify the cause(s) for discharge.
  - c. Failure to request a meeting within seven days of delivery of the termination notice shall waive the employee's right to such a meeting and the termination shall be final at the end of the seven-day period.

The employee will be placed on paid leave until the meeting with the School Board has been held. Cause, as used herein includes, but is not limited to violation of any provision of this agreement, any conduct tending to reflect discredit upon the school or upon the employee, or tending to seriously impair his/her continued usefulness as a **Christian role model** for the students.

27. Warsaw Christian School operates as a ministry under the auspices of Community Grace Brethren Church, a 501(c) (3) organization, and does not participate in the Federal Unemployment Tax Act. Therefore upon termination of employment, regardless of the reasons(s), unemployment benefits are not available.
28. Given the possibility of enrollment fluctuation, the validity of this contract is contingent upon adequate enrollment that makes possible a cost-effective program. If other qualifications are basically equal, seniority will be a factor considered when deciding who will be retained when adjusting the number of staff positions. If funds are limited for any particular month, available funds will be distributed to staff and faculty members with the remainder of the salaries to be paid as funds become available.
29. The employee, if employed full time, agrees not to enter into responsibilities or other employment that will in anyway conflict with his/her teaching assignment, work assignment or other responsibilities, unless prior written approval has been received from the Warsaw Christian School board for outside employment.
30. The employee agrees that if any time during his/her period of employment, he/she cannot hold true to the above and finds himself/herself out of harmony or sympathy, or in discord or disagreement with the philosophy, standards, or administration of the school, he/she will immediately make that fact known to the Administrator. Unless the lack of harmony, discord, or disagreement can be harmoniously adjusted without publicity, the employee agrees to voluntarily withdraw from this employment, or be subject to termination for cause.

Note: The employee should keep this document for reference throughout the term of the contract whenever referencing to policies related to conditions of employment. The school board and administration will refer to copies of this document in the school board policy manual. Any updates to this policy, within the contract year, will be communicated in writing to the employee.