May 6, 2022

Dear Principal,

Enclosed please find the ***Annual Teacher Employment Agreement*** form for non-union schools. This form has been approved by Human Resources and legal counsel for the Diocese of Buffalo.

We recommend that you notify Teachers by May 1 if you’re not going to renew their employment agreement or that their status has yet to be determined.

Please review this ***Annual Teacher Employment Agreement*** form to ensure that you are familiar with its content. **All Catholic school teachers and principals are required to use this form.**

Please place the ***Annual Teacher Employment Agreement*** form on school letterhead for regional schools and on parish letterhead for parish/community schools. For returning teachers, the ***Annual Teacher Employment Agreement*** form should be presented and signed by the teacher, principal, and the Pastor/Canonical Administrator on a yearly basis. All new teachers must follow the same process.

Please complete the ***Annual Teacher Employment Agreement*** procedure by **June 16, 2022.** Please note: This form has been redesigned into an interactive PDF form so that information may be typed directly on the form and be saved electronically.

Reminder: Principals must be vigilant in documenting any concerns and issues regarding teachers. Effective management and the application of best practices in areas of documentation may reduce the risk and potential difficulties with personnel issues.

Thank you for your ministry in the Diocese of Buffalo as we continue to renew the church. May God continue to bless you and your work.

Sincerely,

Timothy D. Uhl, Ph.D.

Superintendent of Catholic Schools