

**THE GROVE SCHOOL  
EMPLOYMENT CONTRACT  
12 Month Classified (FT Salary, Exempt)  
2026-2027**

Agreement dated **DATE**, 2026 between The Grove School, Inc., a California not-for-profit corporation (hereinafter referred to as TGS) and **[FIRST, LAST]** (hereinafter referred to as employee). TGS hereby employs **[FIRST, LAST]** as a Full time (12 month) **[ROLE]** and **[FIRST, LAST]** accepts employment upon the terms set forth below.

**1. Term of employment:**

- a. Subject to the provision for termination the term of this agreement shall be for 187 working days spread over twelve (12) months beginning July 1, 2026 and ending June 30, 2027.

**2. Compensation:**

- a. For all services required, TGS shall pay the amount as specified on attached offer letter
- b. This amount is to be paid in bi-monthly installments on the 10th and the 26th of each month of work, beginning July 10, 2026 and ending June 26, 2027, and paid via direct deposit.
- c. Payment period covers the 22nd of the preceding month through the 5th of the month, and the 6th of the months through the 21st of the month in which the employee is paid. A timesheet due date schedule will be sent out within 15 days of the start of employment.
- d. Employee shall be placed on the 26-27 Classified Management Salary Schedule as follows:

<b>Role</b>	<b>Step</b>	<b>Monthly Salary</b>	<b>Longevity/ Stipend</b>	<b>Total Monthly Salary</b>	<b>Total Salary, Annual</b>
[ROLE]	[STEP]	[SALARY]	[LONG] and/or [STIPEND]	[MONTHLY]	[WAGES]

**3. Duties:**

- a. The employee is engaged as a **[ROLE ]**
- b. Duties include those as described in [Grove Classified Employee Job Descriptions and Duties](#)
- c. The employee’s daily working hours are **8:00 am to 4:00 pm**.
- d. The employee will attend all staff meetings, and any necessary committee or work-group meetings as elected or assigned by an administrator.

**4. Sick Leave and Vacation:**

Employee will be given eighty (80) hours of sick leave per academic year. Sick time is not reimbursable. Employee will accrue vacation time at the rate of four (4) hours per month to a maximum of forty-eight (48) hours per full academic year. Vacation time is not capped.

**5. Termination:**

TGS may terminate employment upon 14 days written notice to the employee if, a) the employee fails to perform the duties outlined in the employee’s job description; b) the position is no longer needed; c) TGS is closed due to financial failure, or school activities are interrupted or substantially curtailed due to lack of funding, drop in enrollment or state or district intervention; d) the employee is absent from employment for one month or more without prior arrangement.

The employee may be given the right of first refusal if the position is cut to part-time or hourly. In such an event, the employee may be responsible for performing all duties up to and including the date of termination. Payment may be given in lieu of notice at the discretion of TGS administration. Employee may terminate employment without cause upon 14 days written

notice to TGS.

**6. Death During Employment:**

If Employee dies during the term of this employment, the school shall pay to the estate of the Employee the compensation which would otherwise be payable to the employee up to the end of the month in which death occurs.

**7. Notices:**

Any notice required or permitted to be given under this agreement shall be sufficient, if in writing, and sent by Registered Mail to his or her residence in the case of Employee, or to the TGS office in the case of The Grove School, or personally served. Any mailed notice is effective as of the date of mailing.

**8. Waiver of Breach:**

The waiver of breach by the school of any provision of this agreement by Employee shall not operate or be construed as a waiver of any subsequent breach by Employee.

**9. Assignment:**

The right and obligation of TGS under this contract shall inure to the benefit of and shall be binding upon the successors and assigns of TGS.

**10. Entire Agreement:**

This instrument contains the entire agreement of the parties. It may not be changed orally, but only by agreement in writing by the party against whom enforcement of any waiver, change, modification, extension or discharge is sought.

**11. Binding Arbitration:**

- a. Mediation - The employee and TGS agree to mediate any dispute or claim arising between them out of this agreement before resorting to arbitration or court action. Mediation fees, if any, shall be divided equally among the parties involved. If any party commences an action based on a dispute or claim to which these terms apply, without first attempting to resolve the matter through mediation, then that party shall not be entitled to recover attorney's fees, even if they would otherwise be available.
- b. Arbitration - The teacher and TGS agree that any dispute or claim arising between them shall be decided by a neutral, binding arbitration. The arbitrator shall be a retired judge or justice, unless the parties mutually agree to a different arbitrator, who shall render an award in accordance with substantial California Law. In all other respects, the arbitration shall be conducted in accordance with the California Code of Civil Procedure. The parties agree to have any dispute arising out of matters involving this contract to be decided by neutral arbitration as provided by California Civil law and to give up any rights to have disputes litigated in a court or jury trial. Agreement to this arbitration procedure is voluntary.

Signed and dated:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
The Grove School, Inc.,  
Dr. Michelle Sweezey, Superintendent

\_\_\_\_\_  
Date