LANGLEY CHRISTIAN SCHOOL
SUPPORT STAFF EMPLOYMENT CONTRACT
2026-2027

Re:

Langley Christian School (LCS) is a Christian independent school that provides quality, faith-based education to children from pre-school to Grade 12 in accordance with its Foundational Documents. LCS strives to be a safe, positive and unified Christian community of children, parents, teachers, administrators, other staff, board members and supporters who demonstrate servant leadership, model Christian values and treat each other with justice, compassion, fairness and equity. The LCS board, administration, teachers and other employees embrace this description of LCS and commit to make it a day-to-day reality.

LCS is pleased to invite you into this community and offer you employment on the following terms:

Summary:
- Position: Education Assistant
- Contract Dates: August 15, 2026 – June 30, 2027
- 187 days (working days and statutory holidays)
- Hours per week: 33 hours with daily 15 minute paid breaks and daily 30 minute unpaid lunch break
- Salary for contract period: $

This is a fixed term contract.

TERMS

1. You will be employed in the Position as outlined in the summary above and on the terms and conditions below.

2. Employment expectations and responsibilities are as set out in the HR Policies and Procedures Manual now in effect or as may be subsequently modified by LCS. You will carry out to the best of your skill and ability the (a) directives of the Head of Schools and your campus principal or designate, and (b) the curricular and extra-curricular expectations and responsibilities of your position. You acknowledge and agree that the HR Policies and Procedures Manual is a general description of the expectations and responsibilities and that you shall perform all required roles and functions that are consistent with it although not specifically referenced in it.

3. You will acquire and maintain professional qualifications as required by law in British Columbia and as set out in the Hiring and Qualifications Policy.

4. You acknowledge that the LCS Constitution and Bylaws, Instructional Guidelines, Community Standards Policy, Mission Statement, Vision Statement, and Core Values (collectively, the "Foundational Documents") are fundamental to LCS and how it carries out its activities. You acknowledge the need to be a positive role model, and agree that you will conduct yourself, at all times, whether on or off duty, in an exemplary Christian fashion in accordance with the expectations of the LCS community as set out in the Foundational Documents. You acknowledge and agree that LCS may amend the Foundational Documents in its discretion.

5. You agree that you will carry out your responsibilities in accordance with all LCS policies, rules, procedures and requirements (the "Policies"). You acknowledge and agree that LCS may amend the Policies in its discretion.

6. You agree that LCS may, in its discretion, adjust your daily work schedule, FTE equivalency, or reappoint you to another position within LCS suitable to your experience, skills and education. Any adjustment to your daily work schedule, FTE equivalency or a new position may include an adjustment to your compensation, benefits or other compensation payable, and may either be temporary or permanent and may include additional duties. The terms of this agreement will continue to apply to any new daily work schedule, FTE equivalency or new position, whether the appointment is by mutual consent or at the direction of LCS. You agree that you will not be constructively dismissed because of any change to your daily work schedule, FTE equivalency or reappointment, even if it results in a reduction in your compensation provided such reduction is not greater than 10% of your then current compensation.

7. LCS will have the right to temporarily lay you off for a period of not more than 13 weeks, without pay, in a period of 20 consecutive weeks, pursuant to the British Columbia *Employment Standards Act*, for any reason LCS reasonably deems necessary, in its sole discretion, including but not limited to work shortage, economic hardship, or operational necessity. Such temporary lay-off will not constitute a termination of your employment and this agreement. LCS will maintain the right to recall you back to work at any time during the temporary lay-off period by providing you with three (3) days' notice. It is understood and agreed that LCS will temporarily lay you off at the end of each academic year (i.e. on or about June 30th) and recall you back to work by the start of the next academic year (i.e. on or about September 1st), unless your employment and this agreement is otherwise terminated as set out herein.

8. LCS may at any time, on reasonable grounds, require you to provide LCS with a medical certificate from an appropriate professional indicating that you are medically fit to carry out your responsibilities and/or that you have no medical condition that may endanger the health of LCS staff or students. If the medical certificate reveals that you are not medically fit to carry out your responsibilities or that you have a medical condition that may endanger the health of LCS staff or students, the school may suspend you from your responsibilities and not permit you to return to your responsibilities until you provide LCS with a satisfactory medical certificate.

9. Your personal information will be dealt with in accordance with the LCS Employee Privacy Policy. You will deal with the personal information of LCS staff, students, parents and supporters in accordance with the LCS Privacy Policy.

10. Payment of your compensation will be semi-monthly in accordance with the Compensation Policy and will be subject to the usual statutory deductions required by law. You shall be paid vacation pay in accordance with the British Columbia *Employment Standards Act* and shall take your unpaid vacation time during the scheduled breaks of the academic year. LCS may amend the Salary Grid in its discretion. As the Position is one of a teacher's aide you will not be entitled to any compensation for overtime worked or for working on weekends or on a statutory holiday but would be paid your regular hourly wage for working any such hours.

11. If you meet the eligibility conditions of the third-party benefits providers and the policies of LCS, you will be entitled to health benefits, sickness and disability benefits, leave, life insurance, pension benefits, professional development benefits, holidays, annual vacation, leave of absence and other benefits in accordance with the LCS Benefits Plan. LCS may amend the Benefit Plan in its discretion.

12. Your performance will be evaluated in accordance with the LCS Support Staff Evaluation Policy. The first three (3) months of employment will be a probationary period (the "Probationary Period") in which LCS can terminate this agreement for any reason whatsoever. After the completion of the Probationary Period, and upon confirmation in writing, this agreement will continue on an indefinite basis.

13. You will during your employment faithfully and diligently serve LCS and give the school your primary attention and energy. If you engage in other employment or carry on any other business during the term of this agreement, you will immediately inform the HR Manager and/or Head of Schools. You agree that such activity will not infringe on your work at LCS.

14. You will treat as confidential all LCS proprietary and confidential information that you acquire in the course of performing your work and you will not disclose this information to any person either during your employment,

except as may be necessary to perform your work, or after termination of your employment, without the written consent of LCS.

15. You agree that LCS acquires and owns all intellectual property in writings, products or methods that you develop or make while in the course of performing your work with LCS.

16. You may terminate your employment by providing to LCS written notice of termination not less than 30 days prior to the day of termination.

17. If LCS terminates your employment and this agreement after the Probationary Period without cause, LCS will provide you with that length of notice (or pay in lieu of notice), to which you are entitled under the British Columbia *Employment Standards Act*. Please confirm your agreement by signing the last page of this agreement to accept the notice (or pay in lieu of notice) as set out herein in full and final settlement of all amounts owing to you by LCS on termination, including any payment in lieu of notice of termination, entitlement under any applicable statute and any rights you may have at common law, and that you waive any claim to any other payment or benefits from LCS in such circumstances.

18. If LCS terminates your employment and this agreement for cause, you will not be entitled to any notice or pay in lieu of notice. For the purpose of this agreement, "cause" means misconduct or non-performance of any of your duties of the Position, and includes but is not limited to any circumstance in which you:

    a. Are convicted of or plead guilty to any crime, whether it be an indictable offence or punishable on summary conviction;

    b. Use illegal or illicit narcotics, or abuse drugs (whether prescription, or over the counter medications) or other such substances;

    c. Willfully misappropriate assets, money or supplies of LCS;

    d. Engage in any activity or opportunity for personal gain, benefit or pleasure that is inconsistent with the religious objectives of LCS or in any way interferes with your obligations and duties under this Agreement;

    e. Willfully deceive LCS or any member, officer or employee of LCS;

    f. Fail in any material way to perform the normal and customary duties set out herein or breach any duty owed to LCS;

    g. Fail to maintain a Christian lifestyle and live it in full accordance with the fundamental faith and religious beliefs as set out in the Foundational Documents; or

    h. Act in contravention of the Policies.

19. All disputes concerning this agreement or your employment with LCS will be resolved in accordance with Employee Dispute Resolution Policy.

20. This agreement is the entire agreement between us with respect to your employment. If there is a previous employment agreement, whether oral or written, this agreement replaces and supersedes that previous agreement.

21. Subject to this agreement, this agreement may only be amended by written agreement between us.

22. In this agreement, all attached appendices are incorporated into and form part of this agreement.

23. Any notice required to be given under this agreement shall be written and delivered personally or by registered mail to our last known addresses.

24. Should any part of this agreement be declared invalid, the remaining parts remain in full force and effect.

25. A consent or waiver or failure to complain by one of us, to or of a breach of an obligation under this agreement by the other, shall not constitute a consent or waiver to or of any other breach of the same or any other obligation of the other.

26. You acknowledge that you have read and understand the terms of this agreement and that you sign this agreement voluntarily.

27. The rights and obligations in this agreement are binding on our heirs, successors and legal representatives and may not be assigned by either party without the written consent of the other.

28. The laws of British Columbia govern this agreement.

Your signature below acknowledges your agreement with the terms and conditions of this contract. You receive the full hard copy of the contract and the school will keep an archived copy digitally.

Sincerely,



_____

Adam Woelders,
LCS Head of School

_____

Employee

Date: _____