

Policy

EMPLOYMENT CONTRACTS

In accordance with law and for the mutual protection of the district and the employee, every certificated staff member who has not achieved tenure shall be required annually to sign an employment contract if offered employment.

Each employment contract shall include:

- A. The term for which employment is contracted, including beginning and ending dates;
- B. The kind and grade of certificate held by the employee and the date upon which the certificate will expire, if any;
- C. The salary at which the person is employed;
- D. The intervals at which salary shall be paid;
- E. A provision for termination of contract on notice duly given by its parties of 60 days (or less if employment is temporary);
- F. Such other matters as may be necessary to a full and complete understanding of the contract.

All employee contracts, and letters of invitation to those under tenure, shall be submitted for approval at the regular board of education meeting in accordance with law and are to be issued immediately after that meeting. The superintendent shall determine a return date for all contracts and letters.

Should an employee be offered, in error a contract for a salary which differs from that approved by the board, the salary approved by the board shall be the salary paid. If the salary approved by the board is in error, then the board at the next meeting shall approve the corrected salary after the error is discovered. The board will pay any amount owed and/or will seek to recover overpayments, if any.

All terms and conditions of the contract shall conform to requirements of state law and the State Board of Education and be submitted to the Executive Country Superintendent upon board approval.

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Key Words

Employment Contract, Certificate, Contract

Possible

<u>Cross References:</u>	*3100	Budget planning, preparation and adoption
	*3326	Payment for goods and services
	*3570	District records and reports
	3571	Financial reports
	*3571.4	Audit
	*4111/4211	Recruitment, hiring and selection
	*4111.1/4211.1	Nondiscrimination, affirmative action

*Indicates policy is included in the Critical Policy Reference Manual.