

UNITED SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT CONTRACT/
BOARD RESOLUTION

ADOPTED: December 9, 2008

REVISED: December 9, 2014

<p>1. Authority SC 406, 510, 1089, 1109.2, 1121</p> <p>SC 1101, 1121</p> <p>SC 1108 Pol. 313</p> <p>SC 510, 1089</p>	<p style="text-align: center;">308. EMPLOYMENT CONTRACT/BOARD RESOLUTION</p> <p>The Board has the authority under law to prescribe employment conditions for district personnel.</p> <p>For the mutual benefit and protection of the district and its employees, the Board directs that, as the policy of this school district:</p> <ol style="list-style-type: none"> 1. Professional employees, as defined in the School Code, shall sign an employment contract upon employment, which shall continue in force unless terminated by the employee by written resignation presented sixty (60) days in advance or terminated by the Board in accordance with law. The contract shall specify those issues required by law. 2. The Board directs that temporary professional employees, upon attaining tenure status, shall sign a contract for professional employees. 3. The Board directs that noncertificated administrative and support employees shall be employed through a contract or Board resolution, which may include: <ol style="list-style-type: none"> a. Salary at which the individual is employed. b. Intervals at which salary will be paid. c. Conditions and length of the probationary period. d. Provision for termination of contract, on notice duly given. e. Other information necessary for a full and complete understanding of the contract or resolution. <p>The Board shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.</p>
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Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.

The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract or Board resolution.

The Superintendent of the United School District and/or his designee is authorized by the Board of Education to officially accept the resignation of any employee and set its effective date.

Such resignation shall be effective at the time of receipt by the Superintendent or designee, unless the employee and the superintendent or designee agree that the resignation will be effective at a mutually agreed upon date not later than the close of the school year during which the resignation is received.

References:

School Code – 24 P.S. Sec. 406, 510, 1073, 1089, 1101, 1108, 1109.2, 1121

Board Policy – 313