

POLICY

HOWELL TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

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Employment Contract

4124 EMPLOYMENT CONTRACT

The Board requires for the mutual protection of each regularly employed nontenured, non-instructional staff member and for the district that each such employee be required to sign an annual contract.

Each newly employed custodial employee shall serve a probationary period of ninety days during which time he/she shall be subject to discharge without notice.

Each employment contract shall specify:

1. The salary at which the person is employed;
2. The intervals at which the salary will be paid; and
3. A provision for termination of contract on fifteen days notice duly given following the successful completion of the probationary period, except Department Heads shall have six days notice.

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.

Adopted: 03 January 2013

