

SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: November 15, 2011

REVISED:

	308. EMPLOYMENT CONTRACT
1. Purpose SC 1121	Administrative employees who are certificated and covered by tenure law must have an employment contract or Board resolution that is in conformance with the School Code. Noncertificated and nontenured administrative employees may be covered by an employment contract or Board resolution that sets forth certain elements considered essential.
2. Authority SC 1106 SC 1121	<p>The Board has the authority under law to prescribe employment conditions for district personnel.</p> <p>It shall be the policy of this school district that all administrative employees execute a contract upon employment, which shall automatically renew itself each year unless stated otherwise or unless one of the parties gives written notice sixty (60) days prior to its expiration that it will not be renewed.</p> <p>This policy shall apply equally to part-time and full-time administrative employees.</p>
3. Guidelines SC 1121	<p>The contract shall specify those matters contained in statute for certificated administrative employees, consistent with this policy. For noncertificated administrative employees, the contract or Board resolution shall be in accordance with this policy.</p> <p>The contract or resolution may include:</p> <ol style="list-style-type: none"> 1. The beginning compensation. 2. Term of employment and work period for which compensation will be paid. 3. A statement of fringe benefits entitlement. 4. A statement as to how notice of termination or modification is to be made. 5. A statement as to the disposition of the employee in the event the position is curtailed or discontinued.

<p>School Code 1106, 1121</p>	<p>6. A statement of seniority rights, if any.</p> <p>Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.</p> <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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