

Section: **PERSONNEL**

Policy Title: **Contracts**

A. Certificated Staff Contracts

The district will write contracts for certificated staff for a period not to exceed one year. Upon recommendation of the superintendent and approval by a majority of the board of directors, the district will offer a certificated staff contract to the recommended and approved applicant. Such contract will state the salary to be paid based

The district will issue a “provisional contract” to first, second, and third year certificated teaching staff and other non-supervisory certificated staff who are “provisional employees” subject to non-renewal of employment of employment as provided by law.

Contracts with retire-rehires and persons replacing certificated staff on leave are not subject to the continuing contract law, and will include the following rider: “It is understood and agreed that the staff member is employed pursuant to the provisions of RCW 28A.405. In accordance with the provisions of RCW 28A.405.900, this contract shall expire automatically at the end of the contract terms set forth herein and is not subject to the provisions of RCW 28A.405.210.”

B. Classified Staff Contracts

Upon the recommendation of the superintendent, contracts for selected classified staff may be in writing and/or for a specific period of time not to exceed one year. Otherwise, the employment of classified staff will be on a month-to-month basis commencing from the first day of work.

C. Supplemental

The district shall may issue supplemental contracts, which are not subject to the continuing contract statute, for services to be rendered in addition to a staff member’s normal “full-time” assignment.

D. Consultants

The district may obtain staff consultant services when unique knowledge or technical skills are needed. A description of desired services and an estimate of time and costs will be submitted to the superintendent or designee for action. The superintendent or designee will determine compensation, but normally compensation may not exceed that paid to a regular staff member with comparable duties. The superintendent or designee will determine the honorarium paid to a consultant, taking into account cost incurred and benefits derived therefrom. The district will determine the compensation

classification of a consultant on a personal services contract or payroll in compliance with the guidelines of the Internal Revenue Service.

E. Paraeducators

All paraeducators must be 18 years of age, must hold a high school diploma or a recognized equivalent, and must have done one of the following:

1. Earned 72 quarter credits or 48 semester credits at an institution of higher learning;
2. Obtained at least an associate’s degree;
3. Received a passing grade on the education testing service paraeducator assessment; or
4. Completed a registered apprenticeship program.

Cross References: Board Policy 5280

Separation from Employment

Legal References: RCW 28A.330.100
28A.400.300

Additional powers of the board
Hiring and discharging employees –
Leaves for employees – Seniority
~~and leave benefits retention upon~~
transfer between school districts and
other educational employers

28A.400.315

Employment contracts

28A.405.210

Conditions and contracts of
employment – Determination of
probable cause for nonrenewal of
contracts – nonrenewal due to
enrollment decline or revenue loss –
Notice – Opportunity for hearing

28A.405.220

Conditions and contracts of
employment – Nonrenewal of
provisional employees – Notice -
Procedure

28A.405.240

Condition and contracts of
employment – Supplemental contracts,
when – Continuing contract provisions
not applicable to

28A.405.900	Certain certified employees exempt from chapter provisions
28A.413.040	Minimum employment requirements
20 U.S.C. 6319	State plans

Management Resources:

Policy News, October 2010
Policy News, August 2003 No Child Left Behind Update
Policy News, August 2001 Legislature Authorizes "Retire-
Rehire"

Adopted: December 11, 2006
Revised: October 11, 2010
Revised: July 22, 2019