

Associated School Boards of South Dakota	NEPN Code: GDB-E(1)
Policy Reference Manual	

NON-CERTIFIED STAFF CONTRACTS AND COMPENSATION EMPLOYMENT AGREEMENT

The _____ (School District) and
_____, (Employee),
do agree that employee shall be employed by _____ in
the position of _____ under the following terms and
conditions:

I. COMPENSATION and BENEFITS

A. **Term:** This employment agreement commences on _____.
There is no specified term of employment, and the employee is an
employee-at-will pursuant to SDCL 6-4-4 [an employment having no
specified term may be terminated at the will of either party on notice to
the other, unless otherwise provided by statute].

B. **Wage:** \$ _____ per hour.

C. **Health Insurance Benefits:** _____

D. **Leave:**

1. Sick Leave: _____ each twelve month period as paid sick leave,
accumulative to _____ days;
2. Vacation Leave: _____ hours (_____ days) during each twelve
month period; nonaccumulative;
3. Personal Leave: _____ days per twelve month period,
nonaccumulative;
4. Holidays: _____

II. MISCELLANEOUS

A. The employee is expected to be at the specific job site during normal assigned
hours. Time missed must be charged out to sick leave, vacation or paid holiday
or shall result in unpaid leave.

B. Duties and assignments shall be made by the supervisor in charge.

*ASBSD sample exhibits are intended to be a guide for school districts. As is the case with any exhibit, a local
school district's unique circumstances, challenges and opportunities need to be considered.*

- C. No hours shall be worked in excess of forty (40) hours per work week without prior written approval from employee's supervisor.
- D. This Work Agreement is null and void if not signed by employee and returned to the Business Manager on or before 4 PM, _____, _____.

Date

Employee

Date

School Board President

Date

Business Manager

Adopted: 4/13/2016

Revised:

Reviewed:

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