

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide

Policy No. 408
Section PROFESSIONAL EMPLOYEES
Title EMPLOYMENT CONTRACT
Adopted AUGUST 21, 1989
Revised OCTOBER 18, 1999

POLICY NO. 408 EMPLOYMENT CONTRACT		
1. Purpose	Professional employees and temporary professional employees must have an employment contract that is in conference with the School Code. This policy establishes considerations for these categories.	SC 1121
2. Authority	The Board has the authority under law to prescribe employment conditions for the personnel of the School District. Willful misrepresentation of facts, material to employment and determination of salary level, shall be considered cause for disciplinary action or dismissal of the employee.	
3. Guidelines	It shall be the policy of this School District that all professional and temporary professional employees shall execute an employment contract upon employment, which shall automatically renew itself each year unless one of the parties shall give notice sixty (60) days prior to its expiration that it will not be renewed. Nontenured persons upon reaching the status of tenured persons shall be required to execute a new contract.	
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The contract shall specify those matters contained in statute for professional and temporary professional employees. For part-time employees of a professional category the contract or Board resolution shall be in accordance with this policy.

SC 1121

The contract or resolution shall include:

- a. beginning compensation;
- b. term of employment and work period for which compensation will be paid;
- c. statement of fringe benefits;
- d. statement as to the disposition of the employee in the event the assignment is curtailed or discontinued;
- e. statement as to how notice of termination or modification is to be made; and;
- f. statement of seniority rights, if any.

The terms of a collective bargaining agreement, if it exists, may supersede the specifics of an individual employee contract in certain areas or conditions of employment.

The following guidelines are to be utilized in the resolution of problems concerning the application of contracts:

- a. The Board shall be promptly notified of any controversy that arises regarding any error in the salary paid to any employee.

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- b. The Board shall be notified of any misunderstanding arising from the application of a given contract.