



**EMPLOYMENT CONTRACTS**

In accordance with law and for the mutual protection of the school and the employee, every staff member who shall be required annually to sign an employment contract if offered employment.

Each employment contract shall include:

- A. The term for which employment is contracted, including beginning and ending dates;
- B. The kind and grade of certificate held by the employee and the date upon which the certificate will expire, if any;
- C. The salary at which the person is employed;
- D. The intervals at which salary shall be paid;
- E. Provision for termination of contract on notice duly given by its parties
- F. Such other matters as may be necessary to a full and complete understanding of the contract.

All employee contracts shall be submitted for approval at the regular board of education meeting in accordance with law and are to be issued immediately after that meeting. The Executive Director shall determine a return date for all contracts and letters.

Should an employee be offered, in error a contract for a salary that differs from that approved by the board, the salary approved by the board shall be the salary paid. If the salary approved by the board is in error, then the board at the next meeting shall approve the corrected salary after the error is discovered. The board will pay any amount owed and/or will seek to recover overpayments, if any.

All terms and conditions of the contract shall conform to requirements of state law and the State Board of Education and be submitted to the Executive Country Superintendent upon board approval.

**Board Approval Date: 12/15/2009**