

(School District of ISD)
EMPLOYMENT CONTRACTS
(Policies/Guidelines – SAMPLE)

It will be the responsibility of the Superintendent to ensure that all members of the professional staff execute a written employment contract in accordance with the legal requirements related to their position in the District.

The Superintendent is authorized to execute employment contracts for the Board upon approval of employment.

Contracts

The following guidelines shall govern the appointment of non-tenured professional staff members who are not administrators:

- A. Professional staff members are appointed for a term of thirty (30) days, unless otherwise specified.
- B. The Superintendent/Director of Special Education shall notify all professional staff members in writing of their appointments. The notification shall be on the approved contract form with one (1) copy retained by the professional staff member and returned within ten (10) days.
- C. Professional staff members agree to perform their work faithfully and observe and enforce all policies of the Board and abide by all relevant District guidelines.
- D. Every professional staff member before entering upon his/her duty must present a valid certificate or endorsement.
- E. Should the salary indicated in the contract differ from that approved by the Board, the salary approved by the Board shall be the salary paid.

Request for Reduced Contract Period

The District requires that each professional staff member complete the school year for which she/he has contracted. Any request for early release from responsibilities should be made to the Superintendent as early as possible giving full particulars. A decision will be based on the impact on the students and the operation of the school relative to the need of the professional staff member.

If a professional staff member is granted early release, his/her salary will reflect days worked only. Pay deductions shall be based on a prorated amount of the annual salary for each day not worked. Fringe benefits and vacation days shall also be adjusted on a prorated basis.

It is important to note that mere willingness to lose pay does not permit one to be absent arbitrarily. Early release will only be granted when the interests of the District are not seriously jeopardized.

The same provisions shall apply when a staff member desires to start work at a date later than the contracted date.

Employment Contract for Administrators

The following administrative guidelines shall govern the employment of administrators:

- A. Initial appointments may not exceed three (3) years in duration.
- B. Should an administrator be offered a contract in which the salary differs from that approved by the Board, the salary approved by the Board shall be the salary paid.
- C. Each administrator agrees to fulfill all responsibilities described in or attached to the employment contract and to enforce all policies and guidelines prescribed by the Board and the Superintendent.
- D. Every administrator must present a valid certificate or letter of eligibility prior to issuance of a contract.