

CONTRACTS

To provide guidance and direction for certificated personnel and management personnel regarding contracts.

1. Tenured certificated employees must notify the Governing Board by the first day of July his/her intention of employment.
2. Probationary employees must signify acceptance of employment within 45 days after notice of election.
3. The Governing Board will furnish each employee a formal notice of employment.

All Certificated Personnel

A permanent employee who fails without good cause to notify the governing board by the first day of July of his/her intention to remain or not to remain in the service of the district when requested by the board in writing to do so not later than the preceding May 30 may be deemed to have declined employment, and his/her services as an employee of the district may be terminated on June 30 of that year.

Any certificated employee not under permanent tenure who fails to signify acceptance of employment within 45 consecutive calendar days after notice of election of employment has been given or mailed to the employee by registered or certified mail shall be deemed to have declined the employment.

The Governing boards will furnish each employee a formal notice of employment. When initially employed, certificated employees shall receive a written statement of their employment status and salary. In the case of temporary employees, this statement shall clearly indicate the temporary nature of the employment and the length of time for which the person is being hired. (Education Code 44916). Each certificated employee will have on file or will file immediately with the office of the district superintendent the proper credential, loyalty oath, withholding exemption certificate and other forms as required by law. Salary payments will not be available to the employee until these conditions have been fulfilled.

CONTRACTS (Continued)

Management Personnel

If the performance of a manager is evaluated as satisfactory or better during the first year of his/her contract and the position is one which is not subject to lack of funding due to reduced enrollment or withdrawal of state or federal support as in a categorical program, the board may, in its discretion, offer a two-year contract. If the manager accepts a two-year contract, he or she will be evaluated yearly, and if the ratings are at least satisfactory the board may renew the two-year contract with the consent of the manager.

The contract, and provisions for renewal of the contract, of a manager with the word "superintendent" in his/her title may differ from the above by separate specific action of the board.

Preference of a manager for a one-year contract shall in no way be used to discriminate against that manager.

Legal Reference:

EDUCATION CODE

44842	Automatic declining of employment
44843	Notice of employment (to county superintendent)
44916	Time of classification; statement of employment status