

Lower Merion School District

Policy No.: 300-4
Section: EMPLOYEES
Title: EMPLOYMENT CONTRACT/BOARD RESOLUTION
Date Adopted:
Date Last Revised: 4/19/21

300-4 EMPLOYMENT CONTRACT/BOARD RESOLUTION

Authority

The Board has the authority under law to prescribe employment conditions for District personnel.

Guidelines

For the mutual benefit and protection of the District and its employees, the Board directs as follows:

1. Professional and temporary professional employees, as defined in the School Code, shall sign an employment contract upon employment, which shall continue in force unless terminated by the employee by written resignation presented sixty (60) days in advance or terminated by the Board in accordance with law. The contract shall specify those issues required by law.
2. Non-certificated administrative and classified employees shall be employed through an individual or group contract or Board resolution which sets forth the conditions of employment.

Newly employed classified employee shall serve a probationary period of ninety (90) calendar days during which time they are subject to discharge without notice. During the probationary period, time off for any of the following reasons shall not count toward completion of said probationary period: any uncompensated leave or leave in excess of regular sick leave entitlement.

The Board shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.

Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.

Nothing in this Policy is intended to conflict with the terms and conditions of any applicable employment contract or collective bargaining agreement. To the extent that the provisions of this Policy do conflict with the terms and conditions of any applicable employment contract or collective bargaining agreement, the terms and conditions of the employment contract or collective bargaining agreement shall control.