

SECTION: EMPLOYEES

TITLE: EMPLOYMENT RESOLUTION/
CONTRACT

ADOPTED: December 9, 1999

REVISED &
APPROVED: August 19, 2021

A.W. BEATTIE CAREER CENTER

308. EMPLOYMENT RESOLUTION/CONTRACT

1. Purpose
24 P.S. 1121

Employees who are certificated and covered by tenure law must have an employment contract or Joint Operating Committee resolution that is in conformance with the School Code. Noncertificated and nontenured administrative employees may be covered by an employment contract or Joint Operating Committee resolution that sets forth certain elements considered essential. This policy establishes considerations for both categories.

2. Authority
24 P.S. 1850.1

The Joint Operating Committee has the authority under law to prescribe employment conditions for Career Center personnel.

3. Guidelines
24 P.S. 1121

The Joint Operating Committee resolution shall specify those matters contained in statute for certificated employees, consistent with this policy. For noncertificated employees, the Joint Operating Committee resolution shall be in accordance with this policy.

The resolution shall include:

1. Beginning compensation.
2. Term of employment and work period for which compensation will be paid.
3. Statement of fringe benefits.
4. Statement of procedures for notice of termination or modification is to be made.
5. Statement of seniority rights, if any.

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

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

Employees covered under a collective bargaining agreement may have terms within the collective bargaining agreement that supersede the specifics of an individual employee contract in certain conditions of employment.

Retirement/Resignation

Should an employee wish to retire or resign, a written notification of intent, must be submitted to the Executive Director.

The Joint Operating Committee reserves the right to hold the employee to the number of days' notice required by law or by a collective bargaining agreement or contract.

The day the Executive Director receives the written notification of intent shall be considered the beginning of the notification period.