

PERSONNEL

~~Contracts: Classified Personnel~~

~~A.—Generally~~

~~Classified employees will receive either a contract or an assignment sheet in lieu of a contract. The contract will include the assignment, hours of work, salary, number of paychecks, beginning and ending dates of employment, and other pertinent information. The assignment sheet will contain the same information with the exclusion of the hours of work. New employees sign a contract with their initial employment and thereafter receive an annual assignment sheet.~~

~~B.—Recommendation for Non-Renewal of Contract~~

- ~~1.—Contracts with classified employees may not be renewed for the following reasons: failure to satisfactorily perform assigned duties, non-compliance with school laws and regulations, or for other good and just cause.~~
- ~~2.—A principal or administrative department head, who has supervisory authority over the employee, may recommend to the Deputy Superintendent of Human Resources and School Leadership that an employee's contract should not be renewed. The principal or administrative department head should inform the employee of this recommendation by written notice setting forth the reason(s) for such action. A personal interview with the employee stating the reasons for the recommendation may be employed in lieu of written notification.~~
- ~~3.—Written notice setting forth the reason(s) for the recommendation for non-renewal of the employee's contract will be submitted to the Deputy Superintendent of Human Resources and School Leadership no later than May 1. A copy of the notice will be furnished the employee.~~
- ~~4.—The Deputy Superintendent of Human Resources and School Leadership will review the recommendation and will conduct such investigation as may be deemed advisable. The Deputy Superintendent of Human Resources and School Leadership will inform the employee by written notice of the action taken no later than June 1.~~

~~C.—Appeal Procedure~~

~~Appeal procedures for non-renewal of contract will be followed as specified in Division Regulation 4-3.2, Grievances and Grievance Procedures: Supervisory and Classified Employees.~~

Related Links

School Board Regulation 4-3.2

Approved by Superintendent: July 16, 1991

Revised by Superintendent: January 18, 1994