LENAPE TECHNICAL SCHOOL

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: May 18, 2006

REVISED: December 17, 2015

308. EMPLOYMENT CONTRACT

1. Purpose
SC 1121, 1850.1

Administrative employees who function as professional employees as defined by the School Code and have attained tenure must have an employment contract that is in conformance with the School Code. Nonprofessional administrative employees may be employed pursuant to either a written contract or Joint Operating Committee resolution that sets forth the terms and conditions of employment. Merely holding PDE certification does not in and of itself determine professional status. Unless otherwise noted, this policy establishes considerations for both categories.

2. Authority
SC 1106, 1850.1

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

It shall be the policy of this School that a nonprofessional administrator's employment shall automatically renew itself from year to year unless stated otherwise in the written contract or resolution, or unless sooner terminated pursuant to law.

3. Guidelines
SC 1121

The contract or resolution for administrators who are professional employees shall comply with the requirements of the School Code, including its tenure provisions.

For nonprofessional administrative employees, the contract or Joint Operating Committee resolution shall be in accordance with this policy. The contract or resolution should include:

1. Beginning compensation.
2. Length of term and work period for which compensation will be paid.
3. Statement of any fringe benefits.
4. Statement of any special procedures for termination or modification.
5. Statement of seniority rights, if any.

School Code 1121, 1850.1	Administrative employees who expect to terminate their services shall express their intent in writing to the Administrative Director. Unless otherwise provided in the contract or resolution, letters of resignation shall be submitted at least sixty (60) calendar days prior to the termination of duties. For purposes of computing said sixty (60) days, vacation days shall not be counted. The purpose for the 60 day notification is to provide adequate opportunity for the School to hire a replacement and have a smooth transition. Should an administrative employee terminate without giving the specified notice, the individual shall be paid only for the days worked, and shall not be compensated for unused accrued vacation. For good cause shown, the Administrative Director may waive this 60 day notice provision for nonprofessional administrators; and the Joint Operating Committee may waive for professional administrators. It is the affirmative duty of any administrative employee to promptly notify the Administrative Director of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee. The Administrative Director shall notify the Joint Operating Committee of any actual or perceived misunderstanding or error. The terms of an Act 93 Administrator Compensation Plan may supersede the specifics of an individual employee contract or resolution in certain conditions of employment.