

## **CONTRACTS FOR NONCERTIFIED PERSONNEL**

The board and its noncertified employees shall enter into contracts for compensation. Such compensation may be changed for any succeeding year in accordance with the Board's approved salary schedule. The superintendent shall issue initial contracts to noncertified employees at the time of employment.

### Contract Periods

The contract period for noncertified personnel shall conform to the provisions agreed upon and stipulated in the initial employment contract and any succeeding contracts issued in the name of the Board and signed by employees.

### Full-Time and Part-time Contracts

Contracts for noncertified personnel shall be either full-time or part-time contracts. Full-time employment for noncertified staff includes adult bus drivers and other employees, whose duties require twenty (20) or more hours in each normal working week of the school term, excluding holidays recognized by the Board. The school system, upon issuing written contracts to part-time temporary personnel, shall insure that the following minimal terms are specified: (1) the date the contract begins, (2) the date the contract ends, (3) the fringe benefits to be paid by the board, (4) the rate of pay, and (5) a statement that such employment is not a tenure/permanent status earning position.

### Other

All noncertified employees who do not plan to remain in service with the school system must give a fifteen-day notice of resignation. The school system shall give written notice to nonpermanent, full-time noncertified personnel fifteen (15) days prior to termination of employment. Part-time and temporary noncertified personnel may be dismissed at any time by the board upon the recommendation of the superintendent.

SOURCE: Athens City Board of Education, Athens, AL

ADOPTED: Nov. 4, 1991; REVISED; Nov. 4, 1991: REVISED: Aug. 15, 1994; REVISED: June 5, 2008; REVISED: July 21, 2011.

LEGAL REF: Ala. Act No. 2011-270 (Students First Act of 2011)