

Williamsburg Community
School District

SECTION: CLASSIFIED EMPLOYEES
TITLE: EMPLOYMENT CONTRACT
ADOPTED: 7/21/1987
REVISED: 3/17/2020

Policy Guide

<p>1. Authority SC 406, 510, 1089, 1109.2, 1121</p> <p>SC 1101, 1121</p> <p>SC 1108 Pol. 313</p> <p>SC 510,1089</p>	<p style="text-align: center;">508. EMPLOYMENT CONTRACT</p> <p>The Board has the authority under law to prescribe employment conditions for district personnel.</p> <p>For the mutual benefit and protection of the district and its employees, the Board directs that, as policy of this school district:</p> <ol style="list-style-type: none"> 1. Professional employees, as defined in the School Code, shall sign an employment contract upon employment, which shall continue in forces unless terminated by the employee by written resignation presented sixty (6) days in advance or terminated by the Board in accordance with law. The contract shall specify those issues required by law. 2. Temporary professional employees, upon attaining tenure status, shall sign a contract for professional employees. 3. Non- certified administrative and support employees shall be employed through a contract or Board resolution. <p>Each employment contract or resolution shall specify the beginning salary at which the person is employed and such other matters as may be necessary to a full and complete understanding of the contract or resolution.</p> <p>Each newly employed classified employee shall serve a probationary period of 90 days during which time s/he shall be subject to discharge without notice and be paid on a per diem basis.</p> <p>During the probationary period, time off for any of the following reasons shall not count toward completion of said probationary period:</p> <ol style="list-style-type: none"> a. Any uncompensated leave b. Leave in excess of regular sick leave entitlement c. Jury duty d. Accident leave covered by workman’s compensation <p>The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract in certain areas of conditions of employment.</p>
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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 discipline action or dismissal of the employee.

REFERENCES

School Code – 24 P.S. Sec. 406, 510, 1073, 1089, 1101, 1108, 1109.2, 1121

Board Policy - 313