

**Policy**

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EMPLOYMENT CONTRACT – TEACHING STAFF AND SUPPORT STAFF

In accordance with law, and for the mutual protection of the district and the employee, the Egg Harbor City Board of Education requires that every nontenured staff member employed by the district, shall annually sign an employment contract for a term of not more than one (1) year.

Each employment contract shall include:

- A. The title of the position that the teaching staff member is appointed to;
- B. The term for which employment is contracted, including the beginning date and ending date;
- C. The kind and grade of certificate held by the employee and the date upon which the certificate will expire (if applicable);
- D. The salary at which the person is employed;
- E. The intervals at which salary shall be paid;
- F. A provision for termination of contract on notice duly given by its parties of 60 days for teachers and administrators;
- G. Provisions for a probationary period;
- H. Such other information as may be necessary to a full and complete understanding of the contract.

Should an employee be offered a contract in error for a salary that differs from that approved by the board, the salary approved by the board shall be the salary paid.

Secretarial staff who have attained tenure under the provisions of N.J.S.A. 18A:17-2 will be treated accordingly as tenured personnel which does not require the annual signing of a contract.

Adopted: July 14, 2004  
NJSBA Review/Update: June 2015  
Readopted: August 12, 2015

Key Words

Contract, Employment Contract

<p><b><u>Legal References:</u></b> <u>N.J.S.A.</u> 10:5-1 <u>et seq.</u> <u>N.J.S.A.</u> 18A:3-15.2  <u>N.J.S.A.</u> 18A:6-5 <u>N.J.S.A.</u> 18A:6-6 <u>N.J.S.A.</u> 18A:6-7.1, -7.5  <u>N.J.S.A.</u> 18A:11-1 <u>N.J.S.A.</u> 18A:17-2</p>	<p>Law Against Discrimination Fraudulently issued, obtained, forged or altered degree or certification; use in connection with business or occupation Inquiry as to religion and religious tests prohibited No sex discrimination Criminal history record; employee in regular contact with students; grounds for disqualification from employment; exception General mandatory powers and duties Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees</p>
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EMPLOYMENT CONTRACTS (continued)

<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:26-1, -1.1, -2	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:27-1 <u>et seq.</u>	Employment and Contracts
<u>See particularly:</u>	
<u>N.J.S.A.</u> 18A:27-4.1	
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 26:8A-1 <u>et seq.</u>	<u>Domestic Partnership Act</u>
<u>N.J.S.A.</u> 52:14-7	Residency Requirements
<u>N.J.A.C.</u> 6A:7-1.1 <u>et seq.</u>	Managing for Equality and Equity in Education
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:7-1.4,-1.8	
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts

**Possible**

<b><u>Cross References:</u></b>	*2131	Chief school administrator
	*4111	Recruitment, hiring and selection
	*4111.1/4211.1	Nondiscrimination/affirmative action
	*4112.2	Certification
	*4112.6/4212.6	Personnel records
	*4112.8/4212.8	Nepotism
	*4121	Substitute teachers
	*4111	Recruitment, hiring and selection
	*4222	Noninstructional aides
	*5120	Assessment of individual needs
	*6010	Goals and objectives

\*Indicates policy is included in the Critical Policy Reference Manual.