



Book	Policy Manual
Section	300 Employees
Title	Employment Contract/Board Resolution
Code	308
Status	First Reading

Authority

The Board has the authority under law to prescribe employment conditions for district personnel. [\[1\]\[2\]\[3\]\[4\]\[5\]](#)

For the mutual benefit and protection of the district and its employees, the Board directs that, as the policy of this school district:

1. Professional employees, as defined in the School Code, shall sign an employment contract upon employment, which shall continue in force unless terminated by the employee by written resignation presented sixty (60) days in advance or terminated by the Board in accordance with law. The contract shall specify those issues required by law. [\[5\]\[6\]](#)
2. Temporary professional employees, upon attaining tenure status, shall sign a contract for professional employees. [\[7\]\[8\]](#)
3. Noncertificated administrative and support employees shall be employed through a contract or Board resolution. [\[1\]\[2\]\[3\]](#)

The Board shall be notified promptly of any misunderstanding arising from the application of a given contract or **Board** 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 dismissal of the employee.

Definition

Resignation - a voluntary termination of employment with the district initiated by the employee, and includes resignations in lieu of termination, negotiated resignations, resignations for purposes of retirement and all other forms of voluntary termination of employment, in accordance with applicable law, regulations and Board policy.

Guidelines

Resignations

All district employees shall submit a written, dated and signed resignation, with required prior notice, to the Superintendent or designee in order to terminate an employment contract or Board resolution with the district. The resignation must specify the date upon which the resignation will be effective.

All resignations submitted by district employees shall comply with the terms specified in the applicable employment contract.

Professional employees shall submit a resignation notice at least sixty (60) days prior to the resignation's effective date, in accordance with law and Board policy.[\[5\]](#)[\[6\]](#)

Noncertificated administrative and support employees shall submit a resignation notice at least two (2) weeks prior to the resignation's effective date.

Delegation of Responsibility

The Board authorizes the Superintendent or designee to accept all district employee resignations on behalf of the Board. The Superintendent or designee shall report all employee resignations and their acceptance at the next regular Board meeting. A resignation accepted by the Superintendent or designee is irrevocable, absent Board action to the contrary.

The Superintendent [\[9\]](#)[\[10\]](#) may submit their resignation to the Board President. The Board shall take official action on acceptance of the resignation, in accordance with the terms specified in the Superintendent's written contract. The Superintendent's resignation shall be irrevocable once accepted by action of the Board.

NOTES:

Conditional employment – 24 P.S. 1109.2

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Legal

[1. 24 P.S. 406](#)

[2. 24 P.S. 510](#)

[3. 24 P.S. 1089](#)

[4. 24 P.S. 1109.2](#)

[5. 24 P.S. 1121](#)

[6. 24 P.S. 1101](#)

[7. 24 P.S. 1108](#)

8. Pol. 313

[9. 24 P.S. 1073](#)

10. Pol. 302

[11. 24 P.S. 1077](#)

Pol. 317