

## **Personnel**

### **CONTRACTS**

When initially employed, certificated employees shall receive a written statement of their employment status and salary. In the case of temporary employees, this statement shall clearly indicate the temporary nature of the employment and the length of time for which the person is being employed. (Education Code 44916)

### **Reemployment Notices - Probationary and Permanent Personnel**

Prior to May 30 of each year, the Governing Board shall give or mail notices to probationary and permanent certificated employees requesting that they notify the district of their intent to remain in district service for the next school year. If the employee, without good cause, fails to notify the district before July 1 that he/she will remain in district service, the Board shall consider the employee to have declined reemployment. The employee's service may then be terminated on June 30. (Education Code 44842)

If first- and second-year probationary employees are not given notice of dismissal or a decision not to rehire, they shall be rehired for the following year.

#### Legal Reference:

#### EDUCATION CODE

44842 Automatic declining of employment

44843 Notice of employment (to county superintendent)

44916 Time of classification; statement of employment status

44929.20 Continuing contract; districts with less than 250 ADA

## **WESTMINSTER SCHOOL DISTRICT**

Westminster, California

Policy Adopted: July 5, 1990

Revised: December 11, 2025