Title: **Employment Contract**
Code: 408
Book: Policy Manual
Section: 400 Professional Employees

Professional employees and temporary professional employees must have an employment contract that is in conformance with the School Code. This policy establishes considerations for these categories.

The Board has the authority under law to prescribe employment conditions for the personnel of the school district. Willful misrepresentation of facts material to the employment and determination of salary level shall be considered cause for disciplinary action or dismissal of the employee.

It shall be the policy of this school district that all professional and temporary professional employees shall execute an employment contract upon employment, which shall automatically renew itself each year unless one of the parties shall give notice sixty (60) days prior to its expiration that it will not be renewed, except that non-tenured persons upon reaching the status of tenured persons shall be required to execute a new contract.

The contract shall specify those matters contained in statute for professional and temporary professional employees. For part-time employees of a professional category the contract or Board resolution shall be in accordance with this policy.

The contract or resolution shall include:

- the beginning compensation;
- the term of employment and work period for which compensation will be paid;
- a statement of fringe benefits entitlement.

The terms of a collective bargaining agreement, if it exists, may supersede the specifics of an individual employee contract in certain areas of conditions of employment.

The following guidelines are to be followed in the resolution of problems concerning the application of contracts:

- The Board shall be promptly notified of any controversy that arises regarding any error in the salary paid to any employee.

- The Board shall be notified of any misunderstanding arising from the application of a given contract.

Adopted: **October 21, 1981**
Last Revised: **January 17, 2023**
Last Reviewed: **January 17, 2023**