

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: December 16, 2004

REVISED: August 17, 2006

| 308. EMPLOYMENT CONTRACT | |
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| <p>1. Purpose SC 1121, 1850.1</p> | <p>Administrative employees who are certificated and covered by tenure law must have an employment contract or Joint Operating Committee resolution that is in conformance with the School Code. Noncertificated and nontenured administrative employees may be covered by an employment contract or Joint Operating Committee resolution that sets forth certain elements considered essential. This policy establishes considerations for both categories.</p> |
| <p>2. Authority SC 1850.1</p> | <p>The Joint Operating Committee has the authority under law to prescribe employment conditions for school personnel.</p> <p>It shall be the policy of the school that all administrative employees execute an employment contract upon employment, which shall automatically renew itself each year unless stated otherwise or unless one of the parties gives written notice sixty (60) days prior to its expiration that it will not be renewed.</p> |
| <p>3. Guidelines SC 1121</p> | <p>The contract shall specify those matters contained in statute for certificated administrative employees, consistent with this policy. For noncertificated administrative employees, the contract or Joint Operating Committee resolution shall be in accordance with this policy.</p> <p>The contract or resolution may include:</p> <ol style="list-style-type: none"> 1. Beginning compensation. 2. Term of employment and work period for which compensation will be paid. 3. Statement of fringe benefits entitlement. 4. Statement of seniority rights, if any. <p>Willful misrepresentation of facts material to the employment and determination of salary shall be considered cause for dismissal of the employee.</p> |

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| School Code 1121, 1850.1 | The Joint Operating Committee 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. |
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