Book

Policy Manual

Section

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Title

Copy of EMPLOYMENT CONTRACT

Code

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Adopted

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3124 - EMPLOYMENT CONTRACT

It will be the responsibility of the Superintendent to ensure that all members of the professional staff execute a written employment contract in accordance with the legal requirements related to their position in the District.

In accordance with law and for the mutual protection of the Board of Education and the employee, every teacher shall be required to enter a written employment contract.

Each employment contract shall include:

- A. the term for which employment is contracted, including beginning and ending dates
- B. the type and grade of certificate held by the employee and the date upon which the certificate will expire, if any
- C. the duties of the teacher
- D. the salary at which the person is employed
- E. such other matters as may be necessary to a full and complete understanding of the contract.

Teachers who shall perform duties in addition to regular teaching duties and receive additional compensation therefore, shall enter a limited supplemental contract which shall include the same terms as the regular contract.

Special education personnel contracts shall coincide with the funding for their respective positions.

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

No teacher shall terminate his/her contract after July 10 and before the termination of the next succeeding annual session without Board approval.

The Superintendent is authorized to execute employment contracts for the Board upon approval of employment.

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R.C. 3319.02, 3319.08, 3319.11

Last Modified by Regina Jutz on August 8, 2020