

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: November 9, 1995

REVISED: January 11, 2007

Palmyra Area School District

308. EMPLOYMENT CONTRACT	
1. Purpose SC 1121	<p>Administrative employees who are certificated and who are covered by tenure law must have an employment contract that is in conformance with the School Code. Non-certificated and non-tenured administrative employees are generally covered by an employment contract that sets forth certain elements considered essential to such contracts. This policy establishes considerations for both categories.</p>
2. Authority	<p>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.</p>
3. Guidelines	<p>It shall be the policy of this school district that all administrative 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.</p> <p>Other non-certificated administrative employees shall be employed through Board resolution which shall set forth the full conditions of employment and continue from year to year until changed by Board action.</p> <p>The contract shall specify those matters contained in statute for certificated administrative employees and other conditions consistent with this policy. For non-certificated administrative employees the contract or Board resolution shall be in accordance with this policy.</p> <p>The contract or resolution shall include:</p> <p>the beginning compensation;</p> <p>term of employment and work period for which compensation will be paid;</p> <p>and</p> <p>a statement of seniority rights, if any.</p>

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.

Act 93 agreements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.

School Code
1121, 1178