

# POLICY GUIDE

SUPPORT STAFF MEMBERS

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Employment Contract

Aug 13

[See POLICY ALERT Nos. 96 and 200]

## 4124 EMPLOYMENT CONTRACT

The Board of Education requires ~~that~~ every nontenured **support staff member employee** annually sign an employment contract for a term of not more than one year.

The employment contract shall include the date; name of the employee; the beginning and ending dates of service (**fixed term appointment**); the salary to be paid and the manner of payment; an authorization for salary deductions as applicable; and such other terms and conditions as may be necessary to a complete statement of the employment relationship.

The contract ~~will~~ **may** include **a** provision for a probationary **employment** period ~~in accordance with Policy No. 4123 and the~~ **with a provision providing the Board the right to terminate the employment of the nontenured support staff member at the completion of the probationary employment period. The contract will include a provision for the** termination of the **nontenured support staff member's** contract **on 30 days notice duly given** by either party ~~following the completion of the probationary period on with a \_\_\_\_\_~~ **days notice.**

In the event ~~that~~ the salary entered on the written contract differs from that formally approved by the Board, the salary approved by the Board shall be the salary paid.

**Second Reading: 10 October 2013**

