

PENN MANOR SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: February 8, 1999

REVISED:

408. EMPLOYMENT CONTRACT	
<p>1. Purpose SC 1121</p>	<p>Professional employees and temporary professional employees must have an employment contract that is in conformance with the School Code.</p>
<p>2. Authority SC 1006 SC 1121</p>	<p>The Board has the authority under law to prescribe employment conditions for the personnel of the school district.</p> <p>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 gives written notice sixty (60) days prior to its expiration that it will not be renewed.</p>
<p>Pol. 413</p>	<p>Nontenured employees, upon reaching the status of tenure, shall be required to execute a new contract.</p>
<p>3. Guidelines SC 1121</p>	<p>The contract shall specify those matters contained in statute for professional and temporary professional employees. For part-time professional employees, the contract or Board resolution shall be in accordance with this policy.</p> <p>The contract or resolution shall 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 procedures for notice of termination or modification. 5. Statement of seniority rights, if any. <p>The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract in certain conditions of employment.</p>

Willful misrepresentation of facts material to employment and determination of salary level shall be considered cause for disciplinary action or dismissal of the employee.

The Board shall be notified promptly of any misunderstanding arising from application of a given contract or any error in salary paid to the employee.