

SECTION: CLASSIFIED EMPLOYEES
TITLE: EMPLOYMENT CONTRACT
ADOPTED: February 8, 1999
REVISED:

PENN MANOR SCHOOL DISTRICT

508. EMPLOYMENT CONTRACT	
1. Purpose	For the mutual benefit and protection of each regularly employed classified staff member and the district, contract or Board resolution shall state the specifics of such employment.
2. Authority SC 570	The Board has the authority under law to prescribe employment conditions for the personnel of the school district.
3. Guidelines	<p>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> <p>Each employment contract or resolution shall specify the salary at which the person is employed and other such matters necessary for a full and complete understanding of the contract or resolution.</p> <p>With the exception of cafeteria personnel, a probationary period will precede permanent employment of classified personnel. The probationary period shall be sixty (60) working days before permanent employment becomes effective. All employees will be given ample opportunity to improve their performances. Anyone subject to dismissal shall be given two (2) weeks notice, in writing, unless the situation dictates otherwise.</p> <p>The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract in certain conditions of employment.</p> <p>A classified employee who desires to discontinue employment with the district must do so in writing to his/her immediate supervisor at least two (2) weeks prior to the effective date of the resignation.</p> <p>Should an employee terminate without giving the contractually specified notice, s/he shall be paid only for the days worked.</p>

	<p>Any employee whose services are unsatisfactory may be demoted, or employment may be terminated. Any employee reduced in position or dismissed will be given two (2) weeks notice in advance unless the situation dictates otherwise along with a written evaluation listing the reason for this action.</p> <p>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.</p>
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