

Book	Policy Manual
Section	Policies Recommended for the BOE (42.2 Winter 2024 Update)
Title	EMPLOYMENT CONTRACT
Code	po4124
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**4124 - EMPLOYMENT CONTRACT**

The Board of Education requires for the mutual protection of the District and the classified staff member that every employee sign an employment contract which shall include the term for which employment is contracted, the salary, and such other matters as may be necessary to a full and complete understanding of the contract.

The employment contract shall include the term for which employment is contracted, the salary, and such other matters as may be necessary to a full and complete understanding of the contract. In order to ensure employment, the applicant must sign the contract and abide by the policies of the Governing Board which pertain to ~~the applicant~~him/her.

If classified staff are rehired, their three (3) subsequent contracts shall be for a period of two (2) years each. At the end of the third of these two (2) year contracts, if the classified staff member is renewed, it will be under a continuing contract.

Notice of the Board’s intention not to re-employ a classified staff member shall be given on or before the first day of June. Notice shall be given by regular mail with a certificate of mailing, electronic mail with proof of delivery, or other method with proof of delivery.

Annual salary notices for the succeeding contract year shall be provided to classified staff no later than the first day of July.

Salaries provided to classified staff by contract may not be reduced unless such reduction is part of a uniform plan affecting the nonteaching employees of the entire District.

For classified staff who are employed in positions within a recognized bargaining unit, employment contracts and sequence will be determined in accordance with the terms and conditions set forth in the collective bargaining agreement.

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Legal R.C. 3319.081, 3319.082, 3319.083