



Human Resources – Series 5000 Employment Contracts – 5115

Employment contracts shall be in conformity with state law and the policies and negotiated agreements of the District. The contract shall be binding on the District and on the employee, and may not be abridged or abrogated during its term by either party except by mutual consent, or as may be provided elsewhere in Board policy or in negotiated agreements.

The contracts for certificated employees shall be written for a period not to exceed one (1) year. Upon the recommendation of the Superintendent or designee, contracts for selected classified employees may be in writing and/or for a specific period of time not to exceed one (1) year. Otherwise, the employment of classified employees shall be on a month-to-month basis commencing from the first day of work.

The District, upon recommendation of the Superintendent or designee and approval by a majority of the Board, shall offer a certificated employee contract to the applicant so recommended and approved, such contract to state the salary to be paid based upon the applicable salary schedule, the number of days of service, effective date and term of the contract.

Supplemental contracts, which are not subject to the continuing contract statute, shall be issued by the Superintendent or designee for services to be rendered by a certificated employee in addition to the employee's normal "full-time" assignment.

The District shall issue to certificated first- and second-year teachers or other non-supervisory certificated employees a "provisional contract" for "provisional employees" who are subject to nonrenewal of employment as provided by law for such employees. Employees who have completed a two-year provisional term with another Washington State school district shall be provisional employees only during their first year with the District.

The District shall issue a "non-continuing contract" upon the recommendation of the Superintendent or designee and action of the Board to certificated employees who replace certificated employees who have been granted leaves, or certificated employees returning to employment under the retire-rehire provisions of the law. Such contracts are not subject to the terms of the Continuing Contract Law, and shall clearly state the terms and conditions of the contract.

The employee shall provide the Human Resources Office, according to schedule, with the required information, including official college or university transcripts, official records of degrees completed, official records of approval and completion of authorized work for equivalent credits and all other pertinent data for contract adjustment purposes. The District shall provide for the annual review and adjustment of certificated employee contracts on the basis of information required and submitted to the Human Resources Office by deadlines.

Separate supplemental agreements shall not exceed one (1) year and if not renewed shall not constitute an adverse change in contract status. Salary for services performed under supplemental employment agreements shall be paid according to applicable schedules.

Cross References:

Board Policy 5610 Termination of Employment

Legal References:

RCW 28A.330.100 Additional powers of the board
RCW 28A.400.300 Hiring and discharging employees – Seniority and leave benefits, transfers between school districts
RCW 28A.400.315 Employment contracts
RCW 28A.405.210 Conditions and contracts of employment – Determination of probable cause for nonrenewal of contracts – Nonrenewal due to enrollment decline or revenue loss – Notice – Opportunity for hearing
RCW 28A.405.220 Conditions and contracts of employment – Nonrenewal of provisional employees – Notice - Procedure
RCW 28A.405.240 Conditions and contracts and employment – Supplemental contracts, when – Continuing contracts provisions, not applicable to
RCW 28A.405.900 Certain certificated employees exempt from chapter provisions

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