LEBANON COUNTY CAREER AND TECHNOLOGY CENTER

Section: ADMINISTRATIVE EMPLOYEES

Title: EMPLOYMENT CONTRACT

Adopted: February 20, 1996

Revised:

	305. EMPLOYMENT CONTRACT	
1. Purpose	Administrative employees who are certificated and who are covered by tenure law must have an employment contract that is in conformance with the School Code.	SC 1121
2. Authority	The Joint Operating Committee has the authority under law to prescribe employment conditions for the personnel of the school. 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.	
3. Guidelines	It shall be the policy of this school that all administrative employees shall execute an employment contract upon employment, which shall automatically renew itself each year unless one of the parties shall give notice sixty (60) days prior to its expiration that it will not be renewed.	
	Other noncertificated administrative employees shall be employed through Joint Operating Committee resolution which shall set forth the full conditions of employment and continue from year to year until changed by the Joint Operating Committee action. This policy shall apply equally to part time and full time administrative employees.	
	The contract shall specify those matters contained in statute for certificated administrative employees and other conditions consistent with this policy. For noncertificated administrative employees, the contract or Joint Operating Committee resolution shall be in accordance with this policy. This policy shall apply equally to part time and full time administrative employees.	SC 1121
	The contract or resolution shall include the beginning compensation; term of employment and work period for which compensation will be paid; a statement of fringe benefits entitle-ment; a statement as to how notice of termination or modification is to be made; and a statement of seniority rights, if any.	
	The following guidelines are to be followed in the resolution of problems concerning the application of contracts:	
	• The Joint Operating Committee shall be promptly notified of any controversy that arises regarding any error in the salary paid to any employee.	
	• The Joint Operating Committee shall be notified of any misunderstanding arising from the application of a given contract.	SC 1121