

**MIDDLETOWN
AREA
SCHOOL DISTRICT**

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: October 14, 1991

REVISED:

308. EMPLOYMENT CONTRACT	
<p>1. Purpose SC 1121</p>	<p>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. Noncertificated and nontenured administrative employees are generally covered by an employment contract that sets forth certain elements considered essential to such contracts. This policy establishes considerations for both categories.</p>
<p>2. Authority</p>	<p>The Board has the authority under law to prescribe employment conditions for the personnel of the school district.</p>
<p>3. Guidelines</p>	<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>It shall be the policy of this school district 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 written notice sixty (60) days prior to its expiration that it will not be renewed.</p>
<p>SC 1121</p>	<p>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 Board resolution shall be in accordance with this policy.</p> <p>This policy shall apply equally to part-time and full-time administrative employees.</p> <p>The contract or resolution shall include:</p> <ol style="list-style-type: none"> 1. The beginning compensation. 2. Term of employment and work period for which compensation will be paid. 3. A statement of fringe benefits entitlement.

School Code
1121, 1178

4. A statement as to how notice of termination or modification is to be made.
5. A statement as to the disposition of the employee in the event the position is curtailed or discontinued.
6. A statement of seniority rights, if any.