

# MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES  
TITLE: EMPLOYMENT CONTRACT  
ADOPTED: October 14, 1991  
REVISED:

508.EMPLOYMENT CONTRACT	
1. Purpose	For the mutual benefit and protection of each regularly employed classified staff member and the district, there shall be established by contract or Board resolution the specifics of such employment.
2. Authority	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:</p> <ol style="list-style-type: none"><li>1. The salary at which the person is employed.</li><li>2. The intervals at which the salary will be paid.</li><li>3. The conditions of the probationary period.</li><li>4. A provision for termination of contract on two (2) weeks notice duly given.</li><li>5. Such other matters as may be necessary to a full and complete understanding of the contract or resolution.</li></ol> <p>Each newly employed classified employee shall serve a probationary period during which time s/he shall be subject to discharge without notice.</p> <p>The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract in certain areas of conditions of employment.</p> <p>Should an employee terminate without giving the contractually specified notice, s/he shall be paid only for the days worked.</p>