

Policy

CONTRACT

In accordance with law and for the mutual protection of the district and the employee, every staff member shall be required annually to sign, A employment contract. The contract shall be executed by the president of the board on behalf of the board and shall contain a termination clause of 60 days' notice

Each employment contract shall include:

- A. The term of employment, including beginning and ending dates;
- B. The grade and kind of certification held by the employee and the date upon which the certificate will expire, if any;
- C. The salary at which the person is employed;
- D. The intervals at which salary shall be paid;
- E. A provision for termination of contract on notice duly given;
- F. Such other matters as may be necessary to a full and complete understanding of the contract.

Should an employee be offered in error a contract for a salary which differs from that approved by the board, the salary approved by the board shall be the salary paid.

The Superintendent shall issue salary notification to all nontenured personnel indicating the name of the employee and giving a concise explanation of their contractual salary for the coming year. All salary notification statements shall be signed by the superintendent.

All extra-pay notifications shall be in written form and shall be signed by the board secretary/school business administrator and the employee. All extra-pay notifications shall contain a termination clause.

All terms and conditions of the contract shall conform to requirements of state law and the state board of education.

Adopted: 1994
NJSBA Review/Update: November 2008
Readopted: March 2009

Legal References:	<u>N.J.S.A.</u>	18A:27-4	Power of boards of education to make rules governing employment of teacher, etc; employment thereunder
	<u>N.J.S.A.</u>	18A:27-5	Written contracts of employment required
	<u>N.J.S.A.</u>	18A:27-6	Contents of contracts
	<u>N.J.S.A.</u>	18A:27-7	Contract forms
	<u>N.J.S.A.</u>	18A:27-8	Filing of contracts
	<u>N.J.S.A.</u>	18A:28-8	Notice of intention to resign required