

SECTION: SUPPORT EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: November 5, 1998

REVISED:

# COUNCIL ROCK SCHOOL DISTRICT

	<p style="text-align: center;">508. EMPLOYMENT CONTRACT</p> <p>1. Purpose For the mutual benefit and protection of each regularly employed support staff member and the district there shall be established by contract or Board resolution the specifics of such employment.</p> <p>2. Authority The Board has the authority under law to prescribe employment conditions for the personnel of the school district.</p> <p>3. Guidelines 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 conditions of the probationary period.</li> <li>3. A provision for termination of employment with reasonable notice duly given.</li> </ol> <p>Each newly employed support employee shall serve a probationary period of ninety (90) days.</p> <p>The terms of a collective bargaining agreement, if it exists, may supersede the specifics of an individual employee contract in certain areas of conditions of employment.</p> <p>Any supportive staff employee intending to resign is expected to give two (2) weeks written notice to the Superintendent.</p> <p>Should an employee give adequate written notice, his/her file shall be noted "Resigned".</p>
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Should the employee fail to give two (2) weeks' notice and should the immediate supervisor or building principal not see fit to approve a shorter period, the employee's file shall be noted "Quit, Insufficient Notice".

Should an employee be absent from work for five (5) consecutive work days, without notifying his/her supervisor prior to or during said absence as to the reason for the absence, s/he shall be considered as having "Quit Without Notice" and his/her file so noted.

Should the employee return to work, s/he shall relinquish all claims to seniority accrued prior to his/her absence in accordance with an applicable collective bargaining agreement.