

# EASTON AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES  
 TITLE: EMPLOYMENT CONTRACT  
 ADOPTED: July 20, 2006  
 REVISED:

508. EMPLOYMENT CONTRACT	
1. Purpose	For the mutual benefit and protection of each regularly employed classified staff member and the district, a contract, compensation plan, or Board resolution shall state the specifics of employment.
2. Authority SC 510	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 dismissal of the employee.</p> <p>An employment contract, compensation plan, or resolution may specify:</p> <ol style="list-style-type: none"> <li>1. Salary at which the person is employed.</li> <li>2. Intervals at which salary will be paid.</li> <li>3. Conditions and length of the probationary period.</li> <li>4. Provision for termination of contract on notice duly given.</li> <li>5. Other matters necessary for a full and complete understanding of the contract, compensation plan, or resolution.</li> </ol> <p>Newly hired classified personnel shall serve a probationary period of such length of time as determined by an applicable collective bargaining agreement or compensation plan, or as established by the Board.</p> <p>The terms of a collective bargaining agreement or compensation plan may supersede the specifics of an individual employee contract.</p> <p>Should an employee terminate without giving the contractually specified notice, s/he shall be paid only for the days worked.</p>

<p>School Code 510</p>	<p>The Board shall be notified promptly of any misunderstanding arising from application of a given contract or any error in salary paid to the employee.</p> <p><u>Resignations</u></p> <p>Classified employees must submit resignations in writing to the Superintendent's office no less than ten (10) working days prior to the effective date of resignation, except as provided in an applicable collective bargaining agreement or compensation plan.</p>
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