

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: November 9, 1995

REVISED: January 11, 2007

# Palmyra Area School District

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. 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.
3. Guidelines	<p>Each employment contract or resolution shall specify:</p> <ul style="list-style-type: none"><li>the salary at which the person is employed;</li><li>the conditions of the probationary period;</li><li>a provision for termination of contract on notice duly given following the successful completion of the probationary period; and</li><li>such other matters as may be necessary to a full and complete understanding of the contract or resolution.</li></ul> <p>Negotiated collective bargaining agreements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.</p> <p>The following guidelines are to be followed in the resolution of problems concerning the application of contracts:</p> <ul style="list-style-type: none"><li>The Board shall be promptly notified of any controversy that arises regarding any error in the salary paid to any employee.</li><li>The Board shall be notified of any misunderstanding arising from the application of a given contract.</li></ul>

All classified employees are responsible to the Principal, the Director of Business Affairs and the Superintendent.