

HAMBURG AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT CONTRACT/
BOARD RESOLUTION

ADOPTED: August 24, 2015

REVISED:

<p>1. Authority SC 406, 510, 1089, 1109.2, 1121</p> <p>SC 1101, 1121</p> <p>SC 1108 Pol. 313</p> <p>SC 510, 1089</p>	<p style="text-align: center;">308. EMPLOYMENT CONTRACT/BOARD RESOLUTION</p> <p>The Board has the authority under law to prescribe employment conditions for district personnel.</p> <p>For the mutual benefit and protection of the district and its employees, the Board directs that, as the policy of this school district:</p> <ol style="list-style-type: none"> 1. Professional employees, as defined in the School Code, shall sign an employment contract upon employment, which shall continue in force unless terminated by the employee by written resignation presented sixty (60) days in advance or terminated by the Board in accordance with law. The contract shall specify those issues required by law. 2. Temporary professional employees, upon attaining tenure status, shall sign a contract for professional employees. 3. Noncertificated administrative and support employees shall be employed through a contract or Board resolution. <p>Noncertificated administrative and support employees who desire to terminate their services with the district, shall be required to submit written notification of such intent to the Superintendent at least ten (10) days prior to intended termination date unless waived by the Board.</p> <p>The Board shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.</p> <p>Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.</p>
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All employees upon termination, resignation, retirement and/or other condition of discontinuation of employment with the district shall complete all duties and responsibilities as of the last day of employment. Such obligations which may include turning in keys, reports and other information required by the district, accepted and approved by the administration.

Failure to comply with submission of necessary reports and/or the surrender of district property shall be cause for the district to withhold any or all monies due the employee until such obligations are completed.

References:

School Code – 24 P.S. Sec. 406, 510, 1073, 1089, 1101, 1108, 1109.2, 1121

Board Policy – 313