

Policy

EMPLOYMENT CONTRACTS

In accordance with law and for the mutual protection of the district and the employee, every noncertified staff member and certificated staff member who has not achieved tenure shall be required annually to sign an employment contract if offered employment. Additionally, every nontenured employee and/or noncertified staff member shall annually sign an employment contract for a term of not more than one year. The contract shall be executed by the president of the board of education on behalf of the board and shall contain a termination clause of 60 days' notice.

Each employment contract shall include:

- A. The specific title of the position to which the teaching staff member is appointed;
- B. The term for which employment is contracted, including beginning and ending dates;
- C. The kind and grade of certificate held by the employee and the date upon which the certificate will expire, if any;
- D. The salary at which the person is employed;
- E. The intervals at which salary shall be paid;
- F. A provision for termination of contract on notice duly given by its parties of 60 days (or less if employment is temporary);
- G. Such other matters as may be necessary to a full and complete understanding of the contract.

All employee contracts, and letters of invitation to those under tenure, shall be submitted for approval at the regular board of education meeting in accordance with law and are to be issued immediately after that meeting. The superintendent shall determine a return date for all contracts and letters.

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. If the salary approved by the board is in error, then the board at the next meeting shall approve the corrected salary after the error is discovered. The board will pay any amount owed and/or will seek to recover overpayments, if any.

The superintendent shall annually issue a contract to all personnel indicating the name of the employee, the terms of their employment and their contractual salary for the coming year. All contracts shall be signed by the employee, board secretary/business administrator and the board president.

All terms and conditions of the contract shall conform with requirements of state law and the State Board of Education

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Readopted:

Key Words

Employment Contract, Certificate, Contract

Possible

Cross References: *3100 Budget planning, preparation and adoption

EMPLOYMENT CONTRACTS (continued)

*3326	Payment for goods and services
*3570	District records and reports
*3571.4	Audit
*4111/4211	Recruitment, hiring and selection
*4111.1/4211.1	Nondiscrimination, affirmative action

*Indicates policy is included in the Critical Policy Reference Manual.