

Policy No: 412.03 E1  
Adopted: 4-13-2015  
Revised:

**SUPPORT STAFF WORK AGREEMENT  
TWELVE MONTH EMPLOYEE  
ELBA PUBLIC SCHOOLS**

This agreement is made between Elba Public Schools, hereinafter referred to as "District" and \_\_\_\_\_ hereinafter referred to as "the Employee". The District hereby agrees to employ the Employee and the Employee agrees to accept such employment subject to the following terms and conditions:

1. Term of Agreement: The term of this Agreement shall commence on the 1<sup>st</sup> day of September, 20 and shall continue for an indefinite term. The Agreement shall be subject to termination by either party as provided herein, but shall in no event continue beyond the 31 day of August, 20
2. Duties of Employee: The Employee is hired for the position of \_\_\_\_\_ provided, duties of the Employee are subject to assignment by the Superintendent of Schools and by the Employee's Supervisor. The Employee shall comply with Board policies. It is agreed that regular, dependable attendance is an essential function of this position.
3. Days and Hours of Employment: The days and hours of employment shall be assigned by the Superintendent or Supervisor and shall coincide with the school year calendar and be met by the Employee. Employee shall not accrue overtime without prior written permission from the superintendent.
4. Compensation: The wage of the Employee shall be: \$ per hour. If not stated, the wage shall be according to the Board adopted salary schedule or as otherwise set by the Board of Education. Salaries are payable on the 15<sup>th</sup> day of the month.
5. Fringe Benefits: The Employee shall receive the fringe benefits stated in the applicable Board policies and resolutions. There shall be no pay in lieu of unused vacation, sick, or personal leave. The leave benefits are as follows:
  - a. 2 days paid personal leave with approval of supervisor.
  - b. 6 days paid sick leave, accumulative to 35
  - c. 10 days paid vacation which shall not be accrued from year to year.
  - d. 6 Paid Holidays: New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, and Christmas Day if holiday falls on normal work day.
  - e. Bereavement leave will be subtracted from sick leave or employee may request unpaid leave as described in Board Policy **415.04**
6. Termination of Employment: This Agreement and Board policies create no property right in continued employment. The employee is "at will" and employment may be terminated by either party, with or without cause or hearing, and upon fourteen day notice or upon "the district's" election pay in lieu of notice.
7. Entirety of Agreement and Amendments: The Employee certifies that he or she has read the foregoing Employment Agreement and fully understands it terms and conditions and agrees that the foregoing Employment Agreement constitutes the entire agreement between the Employee

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and the District. It is specifically agreed that this Employment Agreement shall be subject to modification only by a written instrument signed by the Employee and a duly authorized representative of the Board.

8, Other:

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Superintendent