

Policy No: 412.03
Adopted: 04-13-2015
Revised:

SUPPORT STAFF WORK AGREEMENTS

The board may enter into written work agreements with support staff employed on a regular basis. The agreement will state the terms of employment.

Nothing contained in any classified employee policy shall be deemed to confer any exception of continued employment by any classified employee, nor shall anything contained in this policy be deemed to constitute an employment contract between the employee and the school district. All classified employees shall be considered as "at will" employees.

Each work agreement shall include a fourteen day cancellation clause. Either the employee or the board must give notice of the intent to cancel the work agreement at the end of fourteen days. This notice will not be required when the employee is terminated during a probationary period or for cause.

The first three months of service for a classified employee shall be a probationary period. During this time the employee will demonstrate his or her ability to fill the job requirements of the position. During the probationary period employment may be terminated at any time. After the probationary period, service will be continuous unless notice is given to termination by the school district or resignation is given by the employee. A two-week notice of termination will be given prior to the effective date, except for termination due to gross misconduct. The discontinuance of service resulting from gross misconduct may result in immediate termination.

The employment fiscal year shall be from September 1 to August 31. Salaries of classified employees shall be considered annually in June or immediately following the conclusion of negotiations with certified staff.

Support staff shall receive a job description stating the specific performance responsibilities of their position.

It shall be the responsibility of the superintendent to draw up and process the support staff work agreements and present them to the board. The work agreements, after being signed by the Superintendent, shall be filed with the board secretary.

Cross Reference: 412 Support Staff— General
412.02 Support Staff Qualifications, Recruitment, and Selection
413.01 Support Staff Compensation
413.02 Support Staff Wage and Overtime Compensation
414 Support Staff Termination of Employment