



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	ADMINISTRATIVE EMPLOYEES
TITLE:	EMPLOYMENT CONTRACT
ADOPTED:	9/28/16
REVISED:	

308 - EMPLOYMENT CONTRACT

Section 1. Purpose

SC 1121

Employees who are certificated and covered by tenure law must have an employment contract or Board resolution that is in conformance with the School Code. Non-certificated and/or non-tenured administrative employees may be covered by an employment contract or Board resolution that sets forth certain elements considered essential.

Section 2. Authority

SC 1089, 1106

a. The Board has the authority under law to prescribe employment conditions for District personnel.

SC 1121

b. It shall be the policy of this School District that all administrative employees execute a contract upon employment, which shall automatically renew itself each year according to the appropriate agreement, unless stated otherwise or unless one of the parties gives written notice sixty (60) days prior to its expiration that it will not be renewed.

Section 3. Guidelines

SC 1121

- a. The contract shall specify those matters contained in statute for certificated employees, consistent with this policy and appropriate agreement. The contract or Board resolution may include:
1. The initial compensation.
 2. Term of employment and work period for which compensation shall be paid.
- b. The fiscal year for all twelve (12) month contracts shall commence the first (1) day of July and shall be completed on the thirtieth day of the following June.
- c. Administrators assigned to 216 days shall commence 10 days prior to the start of the teacher work year and shall terminate 10 days after the last

24 P.S.
Sec. 963, 1078

teacher work day.

- d. The contracts of commissioned employees shall be renewed pursuant to Pennsylvania School Code.
- e. Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.
- f. The Board shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution.

Section 4. Administrative Exit Interview

The opportunity exists for the Board of Directors or a special committee of its membership to conduct an exit interview with anyone of the District's school administrators who resigns or retires.

Section 5. Statement of Financial Interest

Designated employees shall be required to file a statement of financial interest in accordance with law. Statements of financial interest shall be available for public inspection and copying at the District's administrative offices during regular business hours. The copying charges shall not exceed the actual cost.

References:

School Code – 24 PS Sec. 510, 963, 1078, 1089, 1106, 1121
Board Policy 313

Replaces Policies:

2700
5110