

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: July 1, 1991

REVISED:

308. EMPLOYMENT CONTRACT	
1.Purpose SC 1121	Administrative employees who are certificated and who are covered by tenure law must have an employment contract that is in conformance with the School Code. Noncertificated and nontenured administrative employees are generally covered by an employment contract that sets forth certain elements considered essential to such contracts. This policy establishes considerations for both categories.
2.Authority	<p>The Executive Council has the authority under law to prescribe employment conditions for the personnel of the school. Willful misrepresentation of facts material to the employment and determination of salary level shall be considered cause for disciplinary action or dismissal of the employee.</p> <p>The Executive Council expects all employees to fully comply with the time limitations as detailed in their contracts for the school year.</p>
3.Guidelines Pol. 308-R	It shall be the policy of this school that all administrative employees shall execute an employment contract upon employment, which shall automatically renew itself each year unless one of the parties shall give notice sixty(60) days prior to its expiration that it will not be renewed.
SC 1121	<p>The contract shall specify those matters contained in statute for certificated administrative employees and other conditions consistent with this policy. For noncertificated administrative employees the contract or Executive Council resolution shall be in accordance with this policy.</p> <p>The contract or resolution shall include:</p> <ul style="list-style-type: none"> the beginning compensation. term of employment and work period for which compensation will be paid. a statement of fringe benefits entitlement. a statement as to how notice of termination or modification is to be made.

308. EMPLOYMENT CONTRACT - Pg. 2

<p>4.Responsibility</p> <p>School Code 1121 1178</p>	<p>a statement as to the disposition of the employee in the event the position is curtailed or discontinued.</p> <p>a statement of seniority rights, if any.</p> <p>The following guidelines are to be followed in the resolution of problems concerning the application of contracts:</p> <p>The Executive Council shall be promptly notified of any controversy that arises regarding any error in the salary paid to any employee.</p> <p>The Executive Council shall be notified of any misunderstanding arising from the application of a given contract.</p> <p>The Director or designee shall be responsible for implementing this policy.</p>
--	---