

MIDDLE BUCKS  
INSTITUTE OF  
TECHNOLOGY

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: July 1, 1991

REVISED:

	<b>408. EMPLOYMENT CONTRACT</b>
1.Purpose	Professional employees and temporary professional employees must have an employment contract that is in conformance with the School Code. This policy establishes considerations for these 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	<p>It shall be the policy of the school that all professional and temporary professional 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.</p> <p>Nontenured persons, upon reaching the status of tenured persons, shall be required to execute a new contract.</p> <p>This policy shall apply equally to full-time and part-time personnel.</p> <p>The contract shall specify those matters contained in statute for professional and temporary professional employees. For part-time employees of a professional category the contract or Executive Council resolution shall be in accordance with this policy.</p> <p>The contract or resolution shall include:</p> <p>the beginning compensation.</p> <p>term of employment and work period for which compensation will be paid.</p> <p>a statement of fringe benefits entitlement.</p>

4.Responsibility	<p>a statement as to the disposition of the employe in the event the assignment is curtailed or discontinued.</p> <p>a statement as to how notice of termination or modification is to be made.</p> <p>a statement of seniority rights, if any.</p> <p>The terms of a collective bargaining agreement, if it exists, may supersede the specifics of an individual employe contract in certain areas of conditions of employment.</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 employe.</p> <p>The Executive Council shall be notified of any misunderstanding arising from the application of a given contract.</p> <p>The Director or a designee shall be responsible for implementing this policy.</p>
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