

MIDDLE BUCKS
INSTITUTE OF
TECHNOLOGY

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: July 1, 1991

REVISED:

508. EMPLOYMENT CONTRACT	
1. Purpose	For the mutual benefit and protection of each regularly employed classified staff member and the School, there shall be established by contract or Executive Council resolution the specifics of such employment.
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 employe.</p> <p>The Executive Council expects all employes to fully comply with the time limitations as detailed in their contracts for the school year.</p>
3. Guidelines	<p>Each employment contract or resolution shall specify:</p> <p>the salary at which the person is employed.</p> <p>the intervals at which the salary will be paid.</p> <p>the conditions of the probationary period.</p>
Pol. 408-R	<p>a provision for termination of contract on sixty (60) days' notice duly given.</p> <p>such other matters as may be necessary to a full and complete understanding of the contract or resolution.</p> <p>Each newly employed classified employe shall serve a specified probationary period during which time s/he shall be subject to discharge without notice.</p>
4. Responsibility	The Director or a designee shall be responsible for implementing this policy.