

**Section 300 – Administration**  
**Administrative Employees**  
**Administrator Contract and Contract Non-Renewal**

**File: 303.03**

The length of the contract for employment between an administrator and the board shall be determined by the board and stated in the contract, but shall not exceed three years. The contract shall also state the terms of the employment.

The first three years of a contract issued to a newly employed administrator shall be considered a probationary period. In the event of termination of a probationary or nonprobationary contract, the board shall afford the administrator appropriate due process.

It is the board's intent to address contract changes by March 15 but the board wishes to keep its legal options open by leaving statutory deadlines in place. Administrators whose contracts will be recommended for termination, amendment or nonrenewal by the board will receive notice prior to April 15. The superintendent shall make a recommendation to the board for the termination of the administrator's contract. Final board action for any contract changes shall be taken by May 15.

It shall be the responsibility of the superintendent to create a contract for each administrative position.

Administrators who wish to resign, to be released from a contract, or to retire, must comply with board personnel policies regarding the areas of resignation, release or retirement.

Legal Reference:                      Neb. Statute 79-831