

Section 400 – Personnel

Certificated Employees - General

Certificated Employee Individual Contracts

File: 406.03

The board will enter into a written contract with certificated employees, other than administrators, employed on a regular basis. Each contract will be for a period roughly corresponding to the school year.

It shall be the responsibility of the superintendent to complete the contracts for certificated employees and present them to the board for approval. Upon receipt of the contract, the certificated employee will have until the date specified on the contract or the date specified by the board to sign and return the contract to the Superintendent. If contracts are not returned within this period, the position will be considered open and candidates will be secured to fill the vacancy.

The board of education shall establish annually the number of contract days for certified staff in order to encompass legally required student hours, instructional objectives, and necessary staff development activities.

The board of education will exercise its discretion in determining whether any additional days will be made up at the end of the school year due to loss of days from inclement weather.

The board of education will review annually those staff members who are to receive extended contracts for completion of professional obligations which do not normally fall within the parameters of a regular contract year. Extended contracts will be paid at a rate equivalent to the employee's computed regularly contracted daily rate.

A certificated employee may not be required to accept employment for the next school year prior to March 15. The contracts, after being signed by at least one board member, shall be kept on file in the administration offices.

Legal Reference: Neb. Statute 79-817 to 822

Cross Reference: 408 Certificated Employee Termination of Employment