

**NORTHERN
WESTMORELAND
CAREER AND
TECHNOLOGY CENTER**

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: October 20, 2011

REVISED:

<p>1. Purpose SC 1121, 1850.1</p> <p>2. Authority SC 1850.1</p> <p>SC 1121</p> <p>3. Guidelines SC 1121</p> <p>School Code 1121, 1850.1</p>	<p style="text-align: center;">308. EMPLOYMENT CONTRACT</p> <p>Administrative employees who are certificated and covered by tenure law must have an employment contract or Joint Operating Committee resolution that is in conformance with the School Code. Noncertificated and nontenured administrative employees may be covered by an employment contract or Joint Operating Committee resolution that sets forth certain elements considered essential. This policy establishes considerations for both categories.</p> <p>The Joint Operating Committee has the authority under law to prescribe employment conditions for center personnel.</p> <p>It shall be the policy of the center that all tenured and certificated administrative employees execute an employment contract upon employment, which shall automatically renew itself each year unless one of the parties gives written notice sixty (60) days prior to its expiration that it will not be renewed.</p> <p>Noncertificated administrative employees shall be employed through contract or Joint Operating Committee resolution that sets forth the full conditions of employment and continues from year to year until changed by Joint Operating Committee action.</p> <p>The contract shall specify those matters contained in statute for certificated administrative employees, consistent with this policy. For noncertificated administrative employees, the contract or Joint Operating Committee resolution shall be in accordance with this policy.</p> <p>Willful misrepresentation of facts material to the employment and determination of salary shall be considered cause for dismissal of the employee.</p> <p>The Joint Operating Committee shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.</p>
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