

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: October 20, 2011

REVISED:

	408. EMPLOYMENT CONTRACT
1. Purpose	Professional employees and temporary professional employees must have an employment contract that is in conformance with the School Code.
2. Authority SC 1850.1	The Joint Operating Committee has the authority under law to prescribe employment conditions for the personnel employed by the center.
SC 1121	It shall be the policy of the center that all professional and temporary professional employees execute a 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.
Pol. 413	Nontenured employees, upon reaching the status of tenure, shall be required to execute a new contract.
3. Guidelines SC 1121, 1146	<p>The contract shall specify those matters contained in statute for professional and temporary professional employees. For part-time professional employees, the contract or Joint Operating Committee resolution shall be in accordance with this policy.</p> <p>The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract.</p> <p>Willful misrepresentation of facts material to employment and determination of salary level shall be considered cause for dismissal of the employee.</p> <p>The Joint Operating Committee shall be notified promptly of any misunderstanding arising from application of a given contract or any error in salary paid to the employee.</p>

<p>School Code 1121, 1146, 1850.1</p> <p>Joint Operating Committee Policy 413</p>	<p><u>Resignation</u></p> <p>All resignations shall be submitted in writing to the Administrative Director, which shall be presented with recommendations by the Administrative Director to the Joint Operating Committee.</p> <p>The Joint Operating Committee and administration may, at its discretion, hold the employee for the sixty (60) day period from the date of the written resignation or until a suitable replacement can be found.</p> <p>Any professional employee who fails to give a sixty (60) day notice of employment termination shall have deducted from his/her salary, on a prorata basis, the salary for the days not worked during the school term.</p>
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