

**NORTHERN
WESTMORELAND
CAREER AND
TECHNOLOGY CENTER**

SECTION: NON-INSTRUCTIONAL
EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: October 20, 2011

REVISED:

508. EMPLOYMENT CONTRACT	
1. Purpose	For the mutual benefit and protection of each regularly employed non-instructional staff member and the center, a contract or Joint Operating Committee resolution shall state the specifics of employment.
2. Authority SC 1850.1	The Joint Operating Committee has the authority under law to prescribe employment conditions for the personnel of the center.
3. Guidelines	<p>Willful misrepresentation of facts material to the employment and determination of salary level shall be considered cause for dismissal of the employee.</p> <p>An employment contract or resolution may specify:</p> <ol style="list-style-type: none"> 1. Salary at which the person is employed. 2. Intervals at which the salary will be paid. 3. Conditions of the probationary period. 4. Provision for termination of contract on notice duly given. 5. Other matters necessary for a full and complete understanding of the contract or resolution. <p>A probationary period, consisting of sixty (60) workdays, will precede permanent employment for non-instructional personnel. If the probationary period is judged to be successful by the employee's immediate supervisor, s/he will be recommended for permanent employment.</p> <p>The terms of a collective bargaining agreement, if one exists, or an applicable benefits statement may supersede the specifics of an individual employee contract.</p> <p>Should an employee terminate without giving the contractually specified notice, the individual shall be paid only for the days worked.</p>

<p>School Code 1850.1</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><u>Letters Of Resignation</u></p> <p>Non-instructional employees who expect to terminate their services and/or retire shall express their intent in writing to the Administrative Director. Letters of resignation shall be submitted sixty (60) days prior to the termination of duties, when possible.</p>
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