

STAFF PERSONNEL

Series 400

POLICY TITLE LICENSED EMPLOYEE INDIVIDUAL CONTRACTS

No. 405.3

The board will enter into a written contract with licensed employees, other than administrators, employed on a regular basis. Each contract will be for a period of one year.

It is the responsibility of the Executive Director of Human Resources to complete the contracts for licensed employees and present them to the board for approval. The contracts, after being signed by the board president, are returned to the Human Resources office. The Executive Director of Human Resources will obtain the employee's signature. After being signed, the contract is filed with the board secretary.

Legal Reference:     *Harris v. Manning Independent School District of Manning*, 245 Iowa 1295, 66 N.W.2d 438 (1954).  
                          *Shackelford v. District Township of Beaver, Polk County*, 203 Iowa 243, 212 N.W. 467 (1927).  
                          *Burkhead v. Independent School District of Independence*, 107 Iowa 29, 77 N.W. 491 (1898).  
                          Iowa Code chs. 20; 279 (2013).

Cross Reference:     405.2 Licensed Employee Qualifications, Recruitment, Selection  
                          405.4 Licensed Employee Continuing Contracts  
                          407    Licensed Employee Termination of Employment

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