

Policy 4.002

Issuance of Initial Contracts and Annual Salary Notices

Initial contracts are issued at the time of hire. Annual Salary Notices for returning employees are issued prior to July 1st of each new fiscal year. Initial Contracts and Annual Salary Notices are issued by the C.E.S. Executive Director. Annual increases may be awarded at this time.

An employee whose employment year is less than the standard twelve month or school year will receive an individualized contract which states working days and prorated compensation and benefits.

ADOPTED: February 21, 1991

REVISED: June 1, 2000