



## PERSONNEL

### Employment Contracts

#### A. Certificated Staff Contracts

The district will write contracts for certificated staff for a period not to exceed one year. Upon recommendation of the superintendent and approval by a majority of the board of directors, the district will offer a certificated staff contract to the recommended and approved applicant. Such contract will state the salary to be paid based upon the applicable salary schedule, the number of days of service, effective date, and term of the contract.

The district will issue a “provisional contract” to first, second, and third year certificated teaching staff and other non-supervisory certificated staff who are “provisional employees,” subject to non-renewal of employment as provided by law.

Staff who have completed a two year provisional term with another Washington State school district shall be provisional employees only during their first year with the district. Such “provisional contract” shall include the following rider: “It is understood and agreed that the staff member has not completed three years of employment in a Washington state public school district and that the provisions of RCW 28A.405.220 are applicable during the three years of certificated employment of the staff member by the district or the first year of employment with the district if the staff member has completed at least two years of employment in another Washington state public school district.”

Contracts with retire-rehires and persons replacing certificated staff on leave are not subject to the continuing contract law, and will include the following rider: “It is understood and agreed that the staff member is employed pursuant to the provision of RCW 28A.405.900. In accordance with the provisions of RCW 28A.405.900, this contract expires automatically at the end of the contract terms set forth herein and is not subject to the provisions of RCW 28A.405.210.”

#### B. Classified Staff Contracts

Upon the recommendation of the superintendent, contracts for selected classified staff may be in writing and/or for a specific period of time not to exceed on year. Otherwise, the employment of classified staff will be on a month-to-month basis commencing from the first day of work.

#### C. Supplemental Contracts

The district may issue supplemental contracts, which are not subject to the continuing contract statute, for services to be rendered in addition to a staff member’s normal “full-time” assignment. Supplemental contracts shall not exceed one year, and if not renewed, shall not constitute an adverse change in contract status.

#### D. Consultants

The district may obtain staff consultant services when unique knowledge or technical skills are needed. A description of desired services and an estimate of time and costs shall be submitted to the superintendent or designee for action. The superintendent or designee will determine compensation, but normally compensation may not exceed that paid to a regular staff member with comparable duties. The superintendent or designee will determine the honorarium paid to a consultant, taking into account cost incurred and benefits derived therefrom. The district will determine the compensation classification of a consultant on a personal services contract or payroll in compliance with the guidelines of the Internal Revenue Service.

E. Paraeducators

All paraeducators must be 18 years of age, must hold a high school diploma or a recognized equivalent, and must have done one of the following:

1. Earned 72 quarter credits or 48 semester credits in an institution of higher learning;
2. Obtained at least an associate's degree;
3. Completed a registered apprenticeship program.

Cross References:	Board Policy 5280	Termination of Employment
Legal References:	RCW 28A.330.100	Additional powers of the board
	28A.400.300	Hiring and discharging of employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers
	28A.400.315	Employment contracts [not retroactive]
	28A.405.210	Conditions and contracts of employment — Determination of probable cause for nonrenewal of contracts — Nonrenewal due to enrollment decline or revenue loss — Notice — Opportunity for hearing
	28A.405.220	Conditions and contracts of employment — Non-renewal of provisional employees — Procedure
	28A.405.240	Conditions and contracts of employment Supplemental contracts, when — Continuing contract provisions, not applicable to
	28A.405.900	Certain certificated employees exempt from chapter provisions
	28A.413.040	Minimum employment requirements
	20 U.S.C 6311	State Plans

Management Resources:	<i>Policy News</i> , August 2001	Legislature Authorizes “Retire- Rehire”
	<i>Policy News</i> , August 2003	No Child Left Behind Update
	<i>Policy News</i> , October 2010	Employment Disclosures

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