



## PERSONNEL

### Employment Contracts

#### Letters of Intent

As soon as selected by the Superintendent, or his/her designee, prospective certificated employees shall be sent a "Letter of Intent" to employ which shall indicate the tentative assignment and type of contract. Issuance of the official contract shall be subject to the final approval of the board.

#### New Contracts

1. Each prospective certificated employee shall be included in the personnel report and submitted to the Board of Directors at a regular or special board meeting.
2. Each certificated person employed by the board must be a holder of an appropriate teaching certificate or other certificate required by law or SPI for the position for which the employee is hired.
3. No contract shall be offered by the board for the employment of any teacher who has previously signed a contract to teach for that same term in another school district of the State of Washington unless said teacher has been released from obligations under the previous contract. Any contract signed in violation of this provision shall be void.

All contracts shall be issued in duplicate and be properly signed by the Superintendent. Upon receipt, new contracted personnel shall sign and return the contract to the Human Resources Department within ten (10) days of issuance.

The employment of certificated employees shall be presumed to continue under the terms of the contract unless a certificated employee is discharged pursuant to RCW 28A.400.300 or the employee is notified of non-renewal in writing by May 15<sup>th</sup>, pursuant to Revised Codes of Washington.

#### Consultants

Staff consultant services may be obtained 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 his/her designee, for action. Compensation shall be determined by the Superintendent or his/her designee, but normally may not exceed that paid to a regular staff member with comparable duties. Compensation classification of a consultant on a personal services contract or payroll shall be determined in compliance with the guidelines of the Internal Revenue Service.