

STAFF PERSONNEL

Code No. 405.3

Policy Title: **LICENSED EMPLOYEE INDIVIDUAL CONTRACTS**

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, beginning on July 1 and ending on June 30.

It shall be the responsibility of the superintendent 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 superintendent. The superintendent shall obtain the employee's signature. After being signed, the contract shall be 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

Approved: September 23, 1998
Reviewed: January 16, 2002
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