

### 4124 EMPLOYMENT CONTRACT

The Board of Education requires that every nontenured employee annually sign an employment contract for a term of not more than one year.

The employment contract shall include the date; name of the employee; the beginning and ending dates of service; the salary to be paid and the manner of payment; an authorization for salary deductions as applicable; and such other terms and conditions as may be necessary to a complete statement of the employment relationship.

The contract will include provision for a probationary period in accordance with Policy No. 4123 and the termination of the contract by either party following the completion of the probationary period on **ninety** days notice.

In the event that the salary entered on the written contract differs from that formally approved by the Board, the salary approved by the Board shall be the salary paid.

Adopted: 28 November 2012  
Revised: 15 March 2017

