

**EMPLOYEE CONTRACTS AND AGREEMENTS**

Contracts and agreements are necessary to identify agreed upon working conditions. It is the duty of the superintendent to develop and adopt standard contract procedures and forms conforming to all applicable laws, rules and regulations in order to avoid misunderstanding between the signatories.

Support staff agreements may include rate of pay, contracted days per year, hours per day, position and annual longevity payment if applicable.

Professional staff contracts may include rate of pay, contracted days per year, position and annual longevity payment if applicable.

**ADOPTION: August 1999**

**REVISED: December 5, 2013**