

# POLICY

## EAST WINDSOR BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

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EMPLOYMENT CONTRACT

### 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.

Offers of employment to non-tenured staff will be finalized by the signing of a yearly contract. Tenured employees will receive an annual salary notification.

A sixty day written notice of termination of employment is required of all certificated staff and a fourteen day written notice of termination is required of all non-certificated staff unless, in the judgment of the Superintendent, the duties and responsibilities of that position required sixty days. In which case, a sixty day notice clause will be incorporated into the contract for such position(s).

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: 22 November 2004

