

Administration

Policy Title Administrative Personnel Employment-Individual Contracts Code No. 312.1

Contracts with administrators shall be in writing and shall state the number of contract days, the annual compensation to be paid, the compensation per month of four consecutive weeks, and any other matters as may be mutually agreed upon.

The first two years of a contract issued to a newly employed administrator will be considered a probationary period. The board may waive this period. The probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or non-probationary contract, the board will afford the administrator appropriate due process, including notice by May 15. The administrator and board may mutually agree to terminate the administrator's contract.

Such contracts shall be approved by the Board of Directors, signed by the President, and filed with the Secretary.

It is the responsibility of the superintendent to create a contract for each administrative position.

Adopted: December 14, 1987

Legal Reference: (Code of Iowa)

Reviewed: December 17, 2007
December 3, 2012
September 12, 2016

Iowa Code §§ 279.20, .22-.25 (2013). 281
I.A.C. 12.4(4), 4(7)

Amended: January 21, 2008
October 17, 2016

Cross Reference: 303.2 Administrator Qualifications, Recruitment, Appointment