

CONTRACT

The board requires for the mutual protection of each regularly employed non-tenured, non-instructional staff member and for the district that each such employee be required to sign an annual contract.

Each newly employed non-instructional employee shall serve a probationary period of 90 days during which time he/she shall be subject to discharge without notice.

] The immediate supervisor shall do a job evaluation every 30 days. A written copy of the evaluation shall be forwarded to the employee and superintendent.

Each employment contract shall include:

- A. The starting and expiration date of the contract;
- B. The salary at which the person is employed;
- C. The intervals at which salary shall be paid;
- D. The conditions of the probationary period;
- E. A provision for termination of contract on one month notice duly given following successful completion of the probationary period;
- F. Such other matters as may be necessary to a full and complete understanding of the contract.

Date reviewed: March 13, 2013

Date Adopted: May 8, 2013

Legal References: <u>N.J.S.A.</u>	18A: 27-4	Power of boards of education to make rules governing employment of teacher, etc; employment thereunder
<u>N.J.S.A.</u>	18A: 27-5	Written contracts of employment required
<u>N.J.S.A.</u>	18A: 27-6	Contents of contracts
<u>N.J.S.A.</u>	18A: 27-7	Contract forms
<u>N.J.S.A.</u>	18A: 27-8	Filing of contracts
<u>N.J.S.A.</u>	18A: 28-8	Notice of intention to resign required