

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE
UNIT EMPLOYEES**

TITLE: EMPLOYMENT CONTRACT

ADOPTED: NOVEMBER 20, 2002

REVISED: JUNE 18, 2014

308. EMPLOYMENT CONTRACT	
<p>1. PURPOSE SC 963,1121</p>	<p>Administrative employees who are certificated and covered by tenure law must have an employment contract or Board resolution that is in conformance with the School Code. Noncertificated and nontenured administrative employees may be covered by an employment contract or Board resolution that sets forth certain elements considered essential.</p>
<p>2. AUTHORITY SC 963, 964</p>	<p>The Board has the authority under law to prescribe employment conditions for intermediate unit personnel.</p> <p>Noncertificated administrative employees shall be employed through a contract or Board resolution which sets forth the full conditions of employment.</p>
<p>3. GUIDELINES SC 1121</p>	<p>Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of employee.</p> <p><u>RESIGNATION</u></p>
<p>SC 1121</p>	<p>Administrative staff shall be required to submit written notification of their intent to sever employment sixty (60) days prior to severance of employment to the Board Secretary.</p>

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