	408. EMPLOYMENT CONTRACT
1. PURPOSE	Professional employees and temporary professional employees must have an employment contract that is in conformance with the School Code.
2. AUTHORITY SC 963, 964, 1106	The Board has the authority under law to prescribe employment conditions for the personnel of the intermediate unit.
SC 1121	It shall be the policy of the intermediate unit that all professional and temporary professional employees execute a contract upon employment, which complies with School Code requirements.
POL. 413	Nontenured employees, upon reaching the status of tenure, shall be required to execute a new contract.
3. GUIDELINES SC 1121, 1146	The contract shall specify those matters contained in statute for professional and temporary professional employees. For part-time professional employees, the contract or Board resolution shall be in accordance with established policy and procedures. The contract or resolution may include: 1. Beginning compensation. 2. Term of employment and work period for which compensation will be paid. 3. Statement of fringe benefits entitlement. 4. Statement as to disposition of the employee if the assignment is curtailed or discontinued. 5. Statement of seniority rights, if any. The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract in certain conditions of employment. Willful misrepresentation of facts material to employment and determination of salary level shall be considered cause for dismissal of the employee. The Board shall be notified promptly of any misunderstanding arising from application of a given contract or any error in salary paid to the employee.

	### Resignation Professional employees 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.
School Code 963, 964, 1106, 1121, 1146 Board Policy 413	