

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE
UNIT EMPLOYEES-
SUPPORTIVE SERVICES**

TITLE: EMPLOYMENT CONTRACT

ADOPTED: NOVEMBER 20, 2002

REVISED: OCTOBER 22, 2014

508. EMPLOYMENT CONTRACT	
1. Purpose	For the mutual benefit and protection of each regularly employed classified staff member and the intermediate unit, a contract or Board resolution shall state the specifics of employment.
2. Authority SC 964	The Board has the authority under law to prescribe employment conditions for the personnel of the intermediate unit.
3. Guidelines	<p>Willful misrepresentation of facts material to the employment and determination of salary level shall be considered cause for dismissal of the employee.</p> <p>An employment contract or resolution may specify:</p> <ol style="list-style-type: none"> 1. Salary at which the person is employed. 2. Intervals at which salary will be paid. 3. Conditions and length of the probationary period. 4. Provision for termination of contract on notice duly given. 5. Other matters necessary for a full and complete understanding of the contract or resolution. <p>Each newly employed classified employee shall serve a probationary period of six (6) months.</p> <p>The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract in certain conditions of employment.</p> <p>Classified employees shall be required to submit written notification of their intent to sever employment two (2) weeks prior to severance of employment to the Board Secretary.</p> <p>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.</p>

4. Delegation of
Responsibility

The Executive Director shall be responsible for recommending to the Board personnel to be placed on regular employment status.

School Code
964