

POLICY TITLE: CERTIFIED EMPLOYEE CONTRACTS

BACKGROUND

Certificated personnel of the Canyon-Owyhee School Service Agency (COSSA) will be employed pursuant to a written contract, on a form approved by the state superintendent of public instruction. The employment contracts will state: (1) the length of time the contract is in force; (2) the total compensation of the contract period; and (3) the employee's full-time equivalent (FTE) status.

The Agency will enter into employment contracts with individuals who hold a valid certificate for the position they will be assigned on the date employment commences pursuant to the contract, unless a waiver has been requested and received from the State Department of Education.

EVALUATION REQUIRED

Every annual contract employee is entitled to be evaluated at least once annually. The decision regarding reemployment of an annual contract employee shall not be made until after the completion of the written evaluation, unless such decision is being made pursuant to a reduction in force.

CONTRACT DELIVERY AND RETURN

The board is required to deliver the contract in person, with the delivery acknowledged in writing, or by certified mail, return receipt requested. The employee must return the signed contract within the time period set by the board, but in no event less than ten (10) days from the date of delivery. If the board does not set the time period in which the person must sign and return the contract, the default time limit shall be twenty-one (21) days after it is delivered to the person. If the person willfully refuses to acknowledge the receipt of the contract or the contract is not signed and returned to the board in the designated period of time, or if no designated period of time is set by the board, the default time, the board may declare the position vacant.

LEGAL REFERENCE:

Idaho Code Sections 33-513, 33-514, 33-514A

ADOPTED: 1/22/2013