

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL****Certificated****CONTRACTS FOR CERTIFICATED EMPLOYEES**

PURPOSE: To establish procedures for employment contracts with certificated employees.

Contracts with certificated employees shall include the term for which employment is contracted, including beginning and ending dates, the kind and grade of certificate held by the employee, if any, the salary at which the person is employed and the intervals at which it shall be paid and such other matters as may be necessary to a full and complete understanding of the contract.

The Board authorizes the Superintendent or designee to enter into an agreement with a teacher to perform educational services, as needed, provided the Superintendent or designee determines the teacher is qualified for said service and the Board is informed at the time of the teacher's employment.

The Board authorizes the Superintendent or designee to hire new, non-management employees on its behalf in circumstances where need exists for the employee to begin work before the next regularly scheduled Board meeting, provided other legal requirements for hiring new employees are satisfied. All such hires by the Superintendent or designee are subject to ratification as a consent item at the Board's next regularly scheduled meeting following the employee's first day of work.

All probationary certificated employees must return their offers of employment to the Superintendent or designee within 45 calendar days after receipt, or from the date of mailing thereof, if mailed, otherwise the offer of employment will be considered as rejected. Permanent employees must sign a Notice of Election Acceptance Form on or before June 30 or the Board will consider that they have been rejected.

Adopted: 10/21/2020

Doc# 43121-5 (08/2020, None)