

## EMPLOYEES

### Series 400

Policy Title Licensed Employee Individual Contracts Code No. 405.03

The board will enter into a written contract with licensed employees, other than administrators, employed on a regular basis. Each contract will be for a period of one year.

It is the responsibility of the superintendent to complete the contracts for licensed employees and present them to the board for approval. The contracts, after being signed by the board president, are returned to the superintendent. The superintendent will obtain the employee's signature. After being signed, the contract is filed with the board secretary.

#### **Legal Reference:**

Harris v. Manning Independent School District of Manning, 245 Iowa 1295, 66 N.W.2d 438 (1954).

Shackelford v. District Township of Beaver, Polk County, 203 Iowa 243, 212 N.W. 467 (1927).

Burkhead v. Independent School District of Independence, 107 Iowa 29, 77 N.W. 491 (1898).

Iowa Code chs. 20; 279 (2013).

#### **Cross Reference:**

405.02 Licensed Employee Qualifications, Recruitment, Selection

405.04 Licensed Employee Continuing Contracts

407.00 Licensed Employee Termination of Employment

Approved: May 13, 2014

Reviewed: January 18, 2021

Revised: May 13, 2014