

PERSONNEL

Certificated Employee Contracts

A. Regular Certificated Contracts

The district may offer a certificated contract to a qualified applicant, upon recommendation by the superintendent and approval by the board of directors. Such contract shall state the salary to be paid based upon the applicable salary schedule, the number of days of service, and term of the contract. Such contract shall include the following statement:

“failure to return this contract within ten (10) days of the above date of issuance shall constitute a resignation or nonacceptance of employment or re-employment.”

The contract shall also include the following statement:

“This contract shall be subject to the terms and conditions of any collective bargaining agreement between the district and the organization certified or recognized as the negotiating representative for the certificated staff employed by the board. In the event that any of the provisions of this individual staff member contract shall be inconsistent with the provisions of any such collective bargaining agreement, then the terms of the collective bargaining agreement shall prevail.

B. Provisional Employment Contracts

The district shall issue a provisional contract to non-supervisory certificated employees who are in their first and second year of employment and who are subject to non-renewal of employment as provided by law. Non-supervisory certificated employees who have completed a two-year provisional term with another Washington State school district shall be provisional employees only during their first year of employment with Pasco School District. Contracts issued to provisional certificated employees shall state in writing that the contract is provisional.

C. Non-continuing Contracts

The district shall issue non-continuing contracts to certificated employees who replace certificated employees on approved leaves of absence, or to retirees hired for post-retirement employment under the applicable provisions of state law. Such contracts shall be for the duration of the approved leave only. Such contracts shall clearly state the beginning and ending dates of the contract and shall state that the contract is not subject to applicable state laws regarding certificated personnel or continuing contracts.

D. Supplemental Employment Agreements

The district shall issue separate supplemental employment agreements to certificated employees for service to be rendered in excess of a normal “full-time” assignment, or for service to be rendered beyond the scheduled staff day or scheduled staff year. Supplemental contracts will also be issued for co-curricular activities and special responsibility assignments. Separate agreements shall not exceed one year and, if not renewed, shall not constitute an adverse change in contract status. Salary for services performed under supplemental employment agreements shall be paid according to the applicable provisions of the collective bargaining agreement.

E. Certificated Salary Adjustments

The district shall provide for the review and adjustment of certificated employee contracts on the basis of information filed with the Human Resources office by October 15 or within 30 days of employment. Information required to be filed by the employee shall include originals or copies of the following: official college or university transcripts, records of degrees completed, records of approval and completion of authorized work for equivalent credits and all other pertinent data for contract adjustment purposes.

Legal References:	RCW 28A.330.100	Additional powers of the board
	28A.400.300	Hiring and discharging employees
	28A.405.210	Conditions and contracts of employment Determination of probable cause for non-renewal of contracts —Notice — Opportunity for hearing
	28A.405.220	Conditions and contracts of employment — non-renewal of provisional employees — Procedure
	28A.405.240	Conditions and contracts of employment Supplemental contracts, when — Continuing contract provisions, not applicable to
	28A.405.900	Certain certificated employees exempt from chapter provisions
	28A.415.020, <i>et seq.</i>	Credit on salary schedule for approved in- service training, continuing education, or internship

Adoption Date: February 8, 2011