

Book Policy Manual  
Section 300 Employees  
Title Employment Contract/Board Resolution  
Code 308  
Status Active  
Legal [1. 24 P.S. 406](#)  
[2. 24 P.S. 510](#)  
[3. 24 P.S. 1089](#)  
[4. 24 P.S. 1109.2](#)  
[5. 24 P.S. 1121](#)  
[6. 24 P.S. 1101](#)  
[7. 24 P.S. 1108](#)  
[8. Pol. 313](#)  
[24 P.S. 1073](#)  
Adopted February 24, 2020

### **Authority**

The Board has the authority under law to prescribe employment conditions for district personnel. [\[1\]\[2\]\[3\]\[4\]\[5\]](#)

For the mutual benefit and protection of the district and its employees, the Board directs that, as the policy of this school district:

1. Professional employees (tenured), as defined in the School Code, shall sign an employment contract upon employment, which shall continue in force unless terminated by the employee by written resignation presented sixty (60) days in advance or terminated by the Board in accordance with law. The contract shall specify those issues required by law. [\[5\]\[6\]](#)
2. Temporary professional employees, upon attaining tenure status, shall sign a contract for professional employees. [\[7\]\[8\]](#)
3. Noncertificated administrative and classified employees shall be employed through a contract or Board resolution. [\[2\]\[3\]](#)

The Board and Superintendent shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.

Employees are responsible for giving notice of salary errors within a reasonable amount of time and for providing reimbursement for overpayment.

Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.