

Policy - 5144

Personnel

Certificated Staff Contracts, Adjustments

The District shall provide for the review and adjustment of certificated staff contracts on the basis of notice from the employee prior to May 1 of each year and when supporting information is filed with the office of the Superintendent prior to September 15th of the year applicable. The staff member shall provide the personnel office with the required information, including official college or university transcripts, official records of degrees completed, official records of approval and completion of authorized work for equivalent credits and all other pertinent data for contract adjustment purposes.

No adjustments will be made to contracts of those who fail to file the required information and/or to notify the office of the Superintendent according to the terms of the collective bargaining agreement.

Adoption:

First Reading:

December 2013

Adopted