

SECTION: CLASSIFIED EMPLOYEES

TITLE: LETTER OF EMPLOYMENT

ADOPTED: MARCH 18, 1996

REVISED:

Lebanon School District

	508. EMPLOYMENT CONTRACT	1
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1. Purpose	For the mutual benefit and protection of each regularly employed classified staff member and the district there shall be established by letter of employment or Board resolution the specifics of such employment.	5
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2. Authority	The Board has the authority under law to prescribe employment conditions for the personnel of the school district. Willful misrepresentation of facts material to qualifications for employment and determination of salary level shall be considered cause for disciplinary action or dismissal of the employe.	11
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3. Guidelines	Each letter of employment or resolution shall specify: the salary at which the person is employed; the conditions of the probationary period; and such other matters as may be necessary to a full and complete understanding of the letter of employment or resolution.	19
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	During the probationary period, time off for any of the following reasons shall not count toward completion of said probationary period: any uncompensated leave, leave in excess of regular sick leave entitlement, temporary military leave, jury duty, or leave covered by workmen's compensation.	26
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	Should an employe terminate without giving the contractually specified notice, s/he shall be paid only for the days worked.	34
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	Page 1 of 1	