

<p style="text-align: center;">BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual</p>

Section: CLASSIFIED EMPLOYEES
Title: EMPLOYMENT CONTRACT
Date Adopted: August 17, 1981
Date Last Revised: June 16, 2003

508. EMPLOYMENT CONTRACT

- .1 For the mutual benefit and protection of each regularly employed classified staff member and the district there shall be established by contract or Board resolution the specifics of such employment.
- .2 The Board has the authority under law to prescribe employment conditions for the personnel of the school district. Willful misrepresentation of facts material to the employment and determination of salary level shall be considered cause for disciplinary action or dismissal of the employee.
- .3 Each employment contract or resolution shall specify:
 - .31 the wages at which the person is employed
 - .32 the intervals at which the salary will be paid
 - .33 the conditions of the probationary period (see .4)
 - .34 a provision for termination of contract on two weeks notice duly given following the successful completion of the probationary period
 - .35 such other matters as may be necessary to a full and complete understanding of the contract or resolution.
- .4 Each newly employed classified employee shall serve a probationary period of three (3) months during which time she/he shall:
 - .41 be subject to discharge without notice
 - .42 not be eligible for paid holidays, sick leave, personal leave, or paid vacation (credit for sick leave and vacation leave will be granted

retroactive to include the probationary period upon satisfactory completion of the probationary period).

- .5 During the probationary period, time off for any of the following reasons shall not count toward completion of said probationary period:
 - .51 any uncompensated leave
 - .52 illness
 - .53 temporary military leave
 - .54 jury duty
 - .55 accident leave covered by workman's compensation.
- .6 Should an employee terminate without giving the contractually specified notice, she/he shall be paid only for the days worked.
- .7 Classified employees are eligible to receive insurance benefits as defined by Board action.