

Title: New Employee Contract Policy

Control Information

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Owner/Curator	Melissa Harris
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Revision History

Revision	Date	Revision Description	Originator
A	11/13/14	Initial Release	Melissa Harris

1.1. Objective

The objective of this policy is the following:

- 1.1.1. Define essential contract components required when writing contracts for new employees;
- 1.1.2. Designate personnel responsible for writing and reviewing employee contracts; and
- 1.1.3. Define procedure for ensuring that all contracts are drafted to meet Board approval and all legal parameters.

1.2. Items Included in Employee Contract

1.2.1. All employee contracts shall include the following components:

- A) Employer and employee's name and address;
- B) Job description and employee's job title;
- C) Employment commencement date and number of days in a work year;
- D) Expected duration of employment, if not permanent employment;
- E) A list of paid holidays and other paid leave available to the employee;
- F) Employee's and employer's terms of notice for employee resignation;
- G) The agreed salary to which the employee is entitled upon commencement of employment, the frequency of salary payments, and all other forms of remuneration that are not included herein, e.g. pension contributions, PERS, and health insurance benefits;
- H) The Standard daily or weekly working hours (FTE).

1.3. Procedure:

- 1.3.1. After an employee has been given an offer letter, the Administrative Assistant will draft an employee contract containing all components listed in section 1.2 of this policy.

- 1.3.2. The draft of the employee contract will then be submitted to the Financial Manager, who will review the contract and to ensure that it is aligned with the both the current budget and all Board votes, decisions, and discussions related to that position.
- 1.3.3. The Financial Manager will complete his/her review within 5 business days and provide either an electronic or written response to the Executive Director that:
 - 1) approves the contract as is; or
 - 2) provides recommended revisions.
- 1.3.4. Once the contract has been reviewed by the Financial Manager and any necessary revisions are made, the Executive Director will designate a time to have the contract signed by the employee and the Executive Director.
- 1.3.5. The final signed copy of the employee contract will be submitted to the Administrative Assistant for filing, and a copy of the signed contract and will be given to the employee.
- 1.3.6. This procedure also applies to any employee contract that is a revision of the original contract. After revising an employee contract, the Executive Director will follow the steps outlined in 1.2. and 1.3.

1.4. Employee Contract Records

- 1.4.1. Please refer to Policy G00039 to determine how long employee contract records should be retained.