

## SUPPORT STAFF CONTRACTS

The board may, if it chooses, enter into written contracts with support staff employed on a regular basis. The contract will state the terms of employment and may be renewed on a yearly basis.

Support staff shall receive a job description stating the specific performance responsibilities of their position.

It shall be the responsibility of the superintendent to draw up and process the support staff contracts and present them to the board for approval.

Cross Reference:     413.01 Support Staff Compensation  
                          413.02 Support Staff Wage and Overtime Compensation  
                          414    Support Staff Termination of Employment

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_