

Walla Walla Public Schools

BOARD POLICY

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CONTRACTS

The district shall contract annually with each applicable staff member. Such contract shall be in conformity with state law and the policies and negotiated agreements of the district. The contract shall be binding on the district and on the staff member and may not be abridged or abrogated during its term by either party except by mutual consent or as may be provided by law, in board policy or in negotiated agreements.

The contracts for certificated staff shall be written for a period not to exceed one year. Upon the recommendation of the superintendent contracts for selected classified staff may be in writing and/or for a specific period of time not to exceed one year. Otherwise the employment of classified staff shall be on a month-to-month basis commencing from the first day of work.

Supplemental contracts, which are not subject to the continuing contract statute, shall be issued for services to be rendered in addition to a staff member's normal "full-time" assignment.

Certificated Staff Contracts

The district, upon recommendation of the superintendent/designee and approval by a majority of the board of directors, shall offer a certificated staff contract to the applicant so recommended and approved, such contract to state the salary to be paid based upon the state salary schedule, the number of days of service, effective date and term of the contract and to include the following statement:

"Failure to return this contract within ten (10) days of the above date of issuance shall constitute a resignation or nonacceptance of employment or reemployment."

The contract shall also include the following statement:

"This contract replaces the prior individual contract for the _____ school year."

Provisional Employment

Consistent with any applicable negotiated agreement the district shall issue to certificated first and second-year teaching or other non-supervisory certificated staff a "provisional contract" for "provisional employees" who are subject to non-renewal of employment as provided by law for such staff members. Staff who have completed a two-year provisional term with another Washington State school district shall be provisional employees only during their first year with the district. Such "provisional contract" shall include that the contract is issued under the provisions of RCW 28A.405.220.

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Retire-Rehires and Persons Replacing Certificated Staff on Leave

The Retire and Rehire Legislation was passed to provide school districts with a means to retain key staff and to address personnel shortages, particularly in hard to fill positions. It was also designed to minimize administrative burdens on school districts. The goal of Walla Walla Public Schools' hiring process is to attract, hire and retain the most highly qualified candidates available for each open position in the district. The Retire and Rehire Legislation will assist the district to attain this goal.

The Walla Walla Public Schools will comply with the Retire and Rehire Legislation rules and regulations set forth by the Federal Social Security Act, Washington State Legislature, and the Washington State Department of Retirement Systems. Retire and Rehire procedures will comply with legal and contractual requirements or past practice if the hiring process is not included in a specific bargaining agreement.

The district shall issue one-year, non-continuing contracts to persons who have retired from a certificated position in the state of Washington and are returning to employment under the "retire-rehire" provisions of state law. The district shall issue "replacement employee" contracts upon the recommendation of the superintendent/designee and action of the board, to certificated staff who replace certificated staff who have been granted leaves. Such contracts shall be for the duration of the leave only for not more than one year and are not subject to the terms of the Continuing Contract Law. Such contracts shall clearly state the terms and conditions of the contract. These non-continuing contracts shall comply with: RCW 28A.405.900. and RCW 28A.405.210.

Adjustments

The district shall provide for the review and adjustment of certificated staff contracts on the basis of information filed with the personnel office by September 10th for reimbursement in September and no later than October 1st for October payroll. The staff member shall provide the personnel office, according to schedule, 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.

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Supplemental Employment Agreements

The district shall issue separate supplemental employment agreements as appropriate to certificated staff for service to be rendered in excess of a normal "full-time" assignment or for service to be rendered beyond the scheduled staff day or for service to be performed beyond the scheduled staff year. Supplemental contracts will also be issued for co-curricular activities and special responsibility assignments. Separate agreements shall not exceed one year and if not renewed shall not constitute an adverse change in contract status. Salary for services performed under supplemental employment agreements shall be paid according to the current salary schedule for supervision of co-curricular activities or, in the case of extended time assignments, according to the applicable provisions for payment for the services rendered.

Consultants

Staff consultant services may be obtained when services cannot be supplied by district staff or unique knowledge or technical skills are needed. A description of desired services and an estimate of time and costs shall be submitted to the superintendent or designee for action. Compensation shall be determined by the superintendent or designee. The honorarium paid to a consultant shall be determined by the superintendent or designee, taking into account cost incurred and benefits derived therefrom. Compensation classification of a consultant on a personal services contract or payroll shall be determined in compliance with the guidelines of the Internal Revenue Service.

Cross References:	Board Policy 5280	Termination of Employment
Legal References:	RCW 28A.330.100 28A.400.300 28A.400.315 28A.405.210 28A.405.220	Additional powers of the board Hiring and discharging employees--Leaves for employees--Seniority and leave benefits, retention upon transfer between schools Employment contracts [not retroactive] Conditions and contracts of employment-- Determination of probable cause for non-renewal of contracts--Notice--Opportunity for hearing Conditions and contracts of employment-- Non-renewal of provisional employees-- Procedure

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Legal References: RCW 28A.405.240 Conditions and contracts of employment--
Supplemental contracts, when--Continuing
contract provisions, not applicable to
28A.405.900 Certain certificated employees exempt from
chapter provisions

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