

## LICENSED EMPLOYEE INDIVIDUAL CONTRACTS

The board will enter into a written contract with licensed employees, other than administrators, employed on a regular basis. Each contract will be for a period of one year.

It is the responsibility of the superintendent to complete the contracts for licensed employees and present them to the board for approval.

*The contracts, may be signed by the board president, or by the superintendent with subsequent review and approval by the board president.* The superintendent will obtain the employee's signature. After being signed, the contract is filed with the board secretary.

*This authority to be reviewed on an annual basis.*

*Legal Reference:*      *Harris v. Manning Independent School District of Manning, 245 Iowa 1295, 66 N.W.2d 438 (1954).*  
*Shackelford v. District Township of Beaver, Polk County, 203 Iowa 243, 212 N.W. 467 (1927).*  
*Burkhead v. Independent School District of Independence, 107 Iowa 29, 77 N.W. 491 (1898).*  
Iowa Code chs. 20; 279.

*Cross Reference:*      405.2 Licensed Employee Qualifications, Recruitment, Selection  
                                 405.4 Licensed Employee Continuing Contracts  
                                 407 Licensed Employee Termination of Employment

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