

WEST ORANGE COVE CONSOLIDATED  
INDEPENDENT SCHOOL DISTRICT  
ONE-YEAR PROBATIONARY EMPLOYEE CONTRACT

1. **Position.** The District agrees to employ \_\_\_\_\_ in a noncertified position or under a local district teaching permit, as a \_\_\_\_\_ [*Noncertified Professional Position, None certified Administrator Position, Other (specify)*].
2. **Term.** You will be employed on a \_\_\_\_\_-month basis for the \_\_\_\_\_ school year(s), according to the hours and dates set by the District as they exist or may hereafter be amended.
  - 2.1 **Work Schedule.** You will work Monday through Friday, during district business hours. As a salaried, exempt professional, you will also be expected to work outside business hours and on weekends as needed to complete assigned work and job-related activities.
3. **Credentials and Criminal History Review.**
  - 3.1 **Documentation.** If your position requires that you be certified or licensed, you agree to provide, before your start date each school year, the credentials and other records required by law, the Texas Education Agency (TEA), the State Board for Educator Certification (SBEC), or the District. You agree to maintain any required certification or license throughout the term of this Contract. If you fail to fulfill the requirements necessary to extend a temporary or emergency certificate or permit, or if your certification expires, is canceled, or is revoked, the District may provide you with notice that this Contract is void pursuant to Texas Education Code section 21.0031.
  - 3.2 **Teaching Permit.** If you are to be employed under a local district teaching permit, this Contract is conditioned upon your maintaining the local district teaching permit throughout the term of the Contract.
  - 3.3 **Criminal History Review.** If required by the District, TEA, or SBEC, you agree to submit to a review of your state or national criminal history record information.
4. **Representations.**
  - 4.1 **Beginning of Contract.** You understand that a criminal history record acceptable to the District, at its sole discretion, is a condition of this Contract. You represent that you have disclosed to the District, in writing, any conviction, no contest or guilty plea, deferred adjudication, or other adjudication for any felony or any offense listed at 19 Texas Administrative Code § 249.16(b).
  - 4.2 **During Contract.** You agree that, during the term of this Contract, you will notify the Superintendent in writing of any arrest, indictment, conviction, no contest or guilty plea, deferred adjudication, or other adjudication for any felony or any offense listed at 19 Texas Administrative Code § 249.16(b). You agree to provide the notification within seven calendar days or any shorter period specified in Board policy.
  - 4.3 **False Statements and Misrepresentations.** You represent that any required records or information in your employment application are true and correct. Any false statements, misrepresentations, omissions of requested information, or fraud by you concerning any required records or in the employment application may be grounds for termination or nonrenewal, as applicable.
5. **Duties.**
  - 5.1 **General Standard.** You agree to perform the duties of your assigned position, as prescribed by state law and regulations and by the District, with reasonable care, skill, and diligence.
  - 5.2 **Rules.** You agree to comply with all Board and District directives, state and federal laws and rules, and District policy and regulations, as they exist or may hereafter be amended.
  - 5.3 **Assignment/Reassignment.** You understand that the District has the right to assign or reassign you to positions, duties, or additional duties and to make changes in responsibilities, work, or transfers, at any time during this Contract.
  - 5.4 **Supplemental Duty.** You understand that this Contract does not apply to assignments of or payments for

supplemental duties. This Contract does not create a property right to continued employment in any supplemental duty. If you are assigned to a supplemental duty, the start and end dates for the supplemental duty may be different from the start and end dates under this Contract.

## 6. Compensation.

- 6.1 **Salary.** The District shall pay you according to the compensation plan adopted by the Board each school year. Your salary includes consideration for all assigned duties, responsibilities, and tasks, regardless of the actual number of hours or days (including days not designated on the school calendar) that you work during this Contract. Your salary shall be reduced for absences in excess of authorized, paid leave.
- 6.2 **Furloughs.** If the District implements a furlough under Texas Education Code section 21.4021, you will be subject to the same number of furlough days as for other contract personnel and your salary will be reduced in proportion to the number of furlough days. The reduction will be equally distributed over the remainder of the applicable school year.
- 6.2 **Annualized Salary.** Your salary will be paid out over 12 months, regardless of the work schedule specified in paragraph 2.
- 6.3 **Incentive and Performance Pay.** If you qualify, you may receive incentive pay or pay for performance under the District's compensation plan, federal law, or state law, including Texas Education Code chapter 21, subchapter O. An incentive payment is not an entitlement as part of your salary.
- 6.4 **Overpayments.** You agree that the District may deduct any overpayments under this Contract from one or more of your paychecks.
- 6.5 **Benefits.** The District shall provide you with benefits as provided by state law and Board policy. The District reserves the right to amend its policies at any time during the term of this Contract to reduce or increase these benefits, at the Board's sole discretion.

## 7. Other Provisions.

- 7.1 **Equipment and Reports.** You agree to satisfactorily submit or account for all grades, reports, school equipment, or other required items upon request from the District.
- 7.2 **Special Funding.** If your position is funded by grants, federal funding, or other special funding, you understand that your employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable, your employment is subject to termination or nonrenewal, as applicable.
- 7.3 **Addenda.** This Contract does/does not (circle one) include one or more Addenda, as follows:
- (1) Addendum A: \_\_\_\_\_
- (2) Addendum B: \_\_\_\_\_

8. **Suspension.** This Contract is not governed by the suspension provisions of Texas Education Code chapter 21. The District may suspend you, with pay, at any time during this Contract at the District's sole discretion. The District may suspend you without pay during the term of this Contract for good cause as determined by the Board.

9. **Termination of Contract.** This Contract will terminate at the end of the contract term, or upon the occurrence of any of the following, whichever occurs first:

- 9.1 **With or without cause:** This Contract is not governed by the termination and or renewal or nonrenewal provisions of Texas Education Code Chapter 21. The District may terminate this Contract during the contract term at will, with or without cause, except as otherwise provided by law. Cause for purposes of this Contract includes, but is not limited to, a determination by the Board that in the Board's judgment the best interests of the school district will be served by terminating the employment of the employee;
- 9.2 **Financial exigency:** A determination by the Board that a financial exigency requires a reduction in personnel. Unless otherwise defined in state law, Texas Administrative Code or local policy, "financial

exigency” means any event or occurrence that creates a need for the District to reduce financial expenditures for personnel, including a decline in the District’s financial resources, a decline in enrollment, a cut in funding, a decline in tax revenues, or an unanticipated expense or capital need; or

- 9.3 **Program change:** A determination by the Board that a program change requires termination of the Employee’s contract. Unless otherwise defined in local policy, “program change” means any elimination, curtailment, or reorganization of a curriculum offering, program, or school operation. “Program change” includes a change in curriculum objectives, a modification or reorganization of staffing patterns on a particular campus or district-wide, a redirection of financial resources to meet the educational needs of the students, a lack of student response to a particular course offering, legislative revisions to programs, or a reorganization or consolidation of two or more individual schools or school districts.

## 10. General Provisions.

- 10.1 **Amendment.** This Contract may not be amended unless you and the District agree, in writing, to an amendment.
- 10.2 **Severability.** If any provision in this Contract is held to be invalid, illegal, or unenforceable, the other provisions of the Contract will remain in full force and effect.
- 10.3 **Entire Agreement.** This Contract supersedes all existing agreements, verbal and written, between you and the District regarding your employment. This Contract does not constitute a “unified contract” with any supplemental duties agreement between the parties.
- 10.4 **Applicable Law.** Texas law shall govern construction of this Contract.
11. **Notice to Employee.** You agree to keep a current address on file with the District’s human resources office. You agree that the District may meet any legal obligation it has to give you written notice regarding your employment by hand-delivering the notice to you or by sending the notice by certified mail, regular mail, and/or express delivery service to your address of record.
12. **Expiration of Offer.** This offer of employment contract shall expire unless you sign and return this Contract, without changes, to the Superintendent on or before \_\_\_\_\_. If you are currently employed under a contract with the District and you fail to sign and return this Contract, without changes, by the return date, you shall be deemed to have resigned from employment at the end of your existing contract term.

I have read this Contract and agree to abide by its terms and conditions:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Schools, West Orange Cove CISD, as authorized by Board action

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President, West Orange Cove CISD