

GREATER JOHNSTOWN CAREER & TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: EMPLOYMENT CONTRACT/
JOINT OPERATING
COMMITTEE RESOLUTION

ADOPTED: January 22, 2008

REVISED:

<p>1. Authority SC 1089, 1121, 1850.1</p> <p>SC 1121</p> <p>SC 1108 Pol. 313</p> <p>SC 1089, 1850.1</p>	<p style="text-align: center;">308. EMPLOYMENT CONTRACT/JOINT OPERATING COMMITTEE RESOLUTION</p> <p>The Joint Operating Committee has the authority under law to prescribe employment conditions for district personnel.</p> <p>The Joint Operating Committee directs that certificated and tenured administrative and professional employees shall sign an employment contract upon employment, which shall automatically renew itself each year unless one of the parties gives written notice sixty (60) days prior to its expiration that it will not be renewed. The contract shall specify those issues required by law.</p> <p>The Joint Operating Committee directs that temporary professional employees, upon attaining tenure status, shall sign a contract for professional employees.</p> <p>The Joint Operating Committee directs that noncertificated administrative and support employees shall be employed through a contract or Joint Operating Committee resolution, which may include:</p> <ol style="list-style-type: none"> 1. Salary at which the individual is employed. 2. Intervals at which salary will be paid. 3. Conditions and length of the probationary period. 4. Provision for termination of contract, on notice duly given. 5. Other information necessary for a full and complete understanding of the contract or resolution. <p>The Joint Operating Committee shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.</p>
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<p>2. Guidelines</p>	<p>Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.</p> <p>The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract or Joint Operating Committee resolution.</p> <p><u>Resignations</u></p> <p>All resignations for professional employees shall be submitted in writing to the Administrative Director. These requests shall be presented with recommendations by the Administrative Director to the Education and Personnel Committee and then to the Joint Operating Committee.</p> <p>In the case of teacher resignations submitted after August 1, the Joint Operating Committee and administration may, at its discretion, hold the employee for the sixty (60) day period from date of written resignation or until a suitable replacement can be found.</p> <p>Any professional employee who fails to give a sixty (60) day notice of employment termination shall have deducted from his/her salary, on a prorata basis, the salary for the days not worked during the school term.</p> <p>Support employees who expect to terminate their services shall express their intent in writing to the Administrative Director. If retirement is the reason for termination, the Administrative Director shall process the necessary forms to receive benefits.</p> <p>Whenever possible, letters of resignation should be submitted sixty (60) days prior to the termination of duties.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1089, 1108, 1121, 1850.1</p> <p>Joint Operating Committee Policy – 313</p>
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