

Certificated Employee Contracts

It shall be the policy of Madison School District 321 that all certificated employees have a maximum of fifteen (15) calendar days after issuance of contracts to sign and return their contracts to the district office.

If the contract is not signed and returned after fifteen calendar days, the contract will be considered null and void and the position of the employee officially vacated.

Rationale:

Unsigned contracts place undue pressure on district office or building administrators to fill essential teaching or administrative positions.

Due to the availability of both hard copy and online contractual signing options, the Board feels that fifteen days is a reasonable amount of time for an employee to read and sign their individual contracts.

Policy History

Adopted on: September 15, 2016

Revised on: