



CONTRACTS

Education Team members and other paid staff will sign contracts annually. The contracts will list the services to be provided by the employee; amount and terms of payment; expense reimbursement procedure; the term of employment (usually one school year) and termination rules; and other stipulations.

The General Manager will write contracts for each employee based on the pay scale approved annually by the Board of Directors. Signed hard copies of contracts are kept for one year in the locked file cabinet in the library room. Hard copies are destroyed after one year. Electronic signed copies are saved in the “Board Documents” section of Dropbox.