

CCS Administrative Procedure

2.40.03 – A Exempt Employment Contracts

Implementing Board Policy [2.40.03](#)

Contact: Human Resources

1.0 Exempt Employment Contracts Objective and Responsibilities (summary of Board of Trustees Policy 2.40.03)

Exempt staff shall be employed under the terms and conditions of an individual employment contract. Contracts for employment shall specify the dates of employment, salary for the employment period and any other details related to the applicable terms and conditions of employment specific to that individual's employment.

- 1.1 Employment contracts shall be executed by signature of the employee and the applicable appointing authority. An employee's failure to sign the contract offer by the date specified shall be considered a rejection of the offer and resignation.
- 1.2 The Chief Administration Officer is responsible, at the direction of the applicable appointing authority, for issuing contracts and notices by the date(s) specified in this procedure and for generally administering this procedure.
- 1.3 The applicable appointing authority is responsible for all contract and renewal decisions and for providing timely notice of those decisions to the Chief Administration Officer.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 Exempt Employee: inclusive of confidential-exempt, professional-exempt and administrator employees.
- 2.2 Non-Renewal: decision not to offer a contract for the next contractual term and thereby separating employment at the end of the current contract's term.
- 2.3 Employment Contract: a document outlining the salary and terms/conditions of employment between CCS and the exempt employee.
- 2.4 Resignation: Voluntary separation of employment, including retirement, during the term of an employment contract.
- 2.5 Interim Appointment: an appointment made for less than a full contractual term for temporary assignment to a vacancy or other position of need.

3.0 Contractual Terms and Dates

- 3.1 Contracts shall be for a period of one (1) year for the first year of employment in the position, commencing July 1 and ending on the following June 30, or lesser period depending upon the initial date of employment. Head Start/Early Head Start contracts shall be for a period of one (1) year for the first year of employment in the position commencing September 1, and ending on the following August 31, or lesser period depending upon the initial date of employment.
- 3.2 Thereafter, the district may renew the individual employee's contract for a period not to exceed one year commencing July 1, and ending the following June 30, or September 1, and ending the following August 31, for Head Start/Early Head Start.

3.3 Renewed contracts shall be reviewed, revised and reissued annually. Salary level may be revised after this date based upon receipt of state allocation for general salary increase or increment movement per Administrative Procedure [2.20.01-A](#).

4.0 Non-Renewal Notice

Written notice of non-renewal shall be issued not later than March 31, of the last year of the employee's current contract. Head Start/Early Head Start written notice of non-renewal shall be issued not later than May 31, of the last year of the employee's current contract. Non-renewal notice is given without the right to review, appeal or hearing.

5.0 Resignation of Contract

In the event an exempt employee resigns from his/her employment contract, the district shall be given at least three (3) months notice. A shorter notice may be approved at the discretion of the applicable appointing authority.

6.0 Interim and Other Temporary Contracts

Nothing herein shall preclude the district from entering into a contract with an administrator or professional exempt employee for less than twelve months duration, or for interim, acting, or other temporary position as provided in Administrative Procedure [2.10.04-B](#).

Originated: June 2005; revised November 2010; June 2021

Cabinet approval: June 2005; December 13, 2010; July 12, 2021