CONTRACTS

Certificated Staff Contracts

Upon recommendation of the superintendent and approval by a majority of the board of directors, the district shall offer written contracts to those individuals hired as certificated employees. Such contracts shall state the salary to be paid based upon the applicable salary schedule, the number of days of service, the effective date, the term of the contract – which will not be for more than one year and to include the following statement: "failure to return this contract within ten (10) school days of the above date of issuance shall constitute a resignation or nonacceptance of employment or re-employment."

Continuing Contracts

Certificated staff—besides the superintendent, retire-rehires, and leave-replacement employees—who do not receive timely notice of nonrenewal have a right to have their contracts renewed for another term.

Provisional Employment

Provisional employees, as defined by RCW 28A.405.220, may have their contracts nonrenewed in accordance with RCW 28A.405.220.Upon the recommendation of the superintendent, contracts for selected classified staff may be in writing and/or for a specific period of time not to exceed one year. Otherwise, the employment of classified staff will be on a month-to-month basis commencing from the first day of work.

Retire-rehire and leave-replacement employees

Contracts with retire-rehires and persons replacing certificated staff on leave do not have continuing contract rights. Accordingly, retire-rehire and leave-replacement contracts will include the following language: "It is understood and agreed that the staff member is employed pursuant to the provisions of RCW 28A.405.900. In accordance with the provisions of RCW 28A.405.900, this contract expires automatically at the end of the contract term set forth herein and is not subject to the provisions of RCW 28A.405.210."

Principal Contracts

The board reserves the right to offer a principal a two or three-year contract, provided the principal meets the following criteria:

1. They have been employed as principals for three or more consecutive years.
2. They have been recommended by the superintendent as candidates for a two- or three-year contract because they have demonstrated the ability to stabilize instructional practices and received a rating of level 3 or above in their most recent comprehensive performance evaluation under RCW 28A.405.100.
3. They have met the district's requirements for satisfying an updated record check under RCW 28A.400.303.

A three-year contract with a principal may not be renewed before the final year of the contract.

Principals who do not qualify for or are not offered a two- or three-year contract will receive contracts with one-year terms.

Superintendent Contracts

The superintendent may receive a contract with a term of up to three years.

The board can renew or non-renew the superintendent's contract at its sole discretion.

Supplemental Contracts

The district may issue supplemental contracts, which are not subject to the continuing contract statute for services to be rendered in addition to a staff member's normal "full-time" assignment. Supplemental contracts shall not exceed one year and, if not renewed shall not constitute an adverse change in contract status. **Consultants**

The district may obtain staff consultant services when unique knowledge or technical skills are needed. A description of desired services and an estimate of time and costs shall be submitted to the superintendent or designee for action. The superintendent or designee shall determine compensation , but normally compensation may not exceed that paid to a regular staff member with comparable duties. The superintendent or designee shall determine the honorarium paid to a consultant , taking into account cost incurred and benefits derived therefrom. The district shall determine the compensation classification of a consultant on a personal services contract or payroll in compliance with the guidelines of the Internal Revenue Service.

Classified Staff Contracts

Upon the recommendation of the superintendent, contracts for selected classified staff may be in writing and/or for a specific period not to exceed one year. Otherwise, the employment of classified staff will be on a month-to-month basis commencing from the first day of work.

Paraeducators All paraeducators must be at least18 years of age, must hold a high school diploma or a recognized equivalent, and must meet one (1) of the following requirements:

1. Earned 72 quarter credits or 48 semester credits at an institution of higher education;
2. Hold an associate of arts degree;
3. Received a passing score on one of the assessments approved by the paraeducator board; or
4. Completed a registered apprenticeship program.

Consultants

The district may obtain consultant services when unique knowledge or technical skills are needed. A description of desired services and an estimate of time and costs will be submitted to the superintendent or designee for action. The superintendent or designee will determine compensation but normally, compensation may not exceed that paid to a regular staff member with comparable duties. The superintendent or designee determines the compensation paid to a consultant, considering cost incurred and benefits derived

therefrom. The district will determine the compensation classification of a consultant on a personal services contract or payroll in compliance with the guidelines of the Internal Revenue Service.

Cross References:	Board Policy 5280		Termination of Employment
Legal References:	RCW	28A.330.100	Additional powers of the board
		28A.400.010	Employment of superintendent-Superintendent's qualifications, general powers, term, contract renewal
		28A.400.300	Hiring and discharging of employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers
		28A.400.315	Employment contracts [not retroactive]
		28A.405.210	Conditions and contracts of employment — Determination of probable cause for nonrenewal of contracts — Nonrenewal due to enrollment decline or revenue loss — Notice — Opportunity for hearing
		28A.405.220	Conditions and contracts of employment — Non-renewal of provisional employees — Procedure
		28A.405.240	Conditions and contracts of employment Supplemental contracts, when — Continuing contract provisions, not applicable to
		28A.405.900	Certain certificated employees exempt from chapter provisions
		28A.413.040	Minimum employment requirements

Management Resources:	*Policy News,* August 2001	Legislature Authorizes "Retire-Rehire"
	Policy News, August 2003	No Child Left Behind Update
	Policy News, October 2010	Employment Disclosures
	2023 – July Issue	

Adoption Date: **09/25/08**
Revised: **11/17/11**
Revised: **05/17/18**
Revised: **08/17/2023 Essential**