

POLICY 4320  
INDIVIDUAL EMPLOYMENT CONTRACTS

Individual employment contracts shall be issued in accordance with District Procedures that are aligned with state law.

LEGAL REF.: Wisconsin Statutes

Sections 118.21 (Teacher contracts)  
118.22 (Renewal of teacher contracts)  
118.24(6) School District Administrators

CROSS REF.: 4110 Equal Opportunity Employment and Affirmative Action  
4223 Staff Misconduct Reporting  
4260 Personnel Records  
4330 Staff Selection and Hiring Process  
4361 Employee Resignation/Retirement  
4362 Employee Discipline

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 22, 1991

REVISED: June 27, 2000  
May 22, 2012  
March 28, 2017

RULE 4320  
INDIVIDUAL  
EMPLOYMENT CONTRACTS

1. The Human Resources Office shall be responsible for the issuance of all instructional staff individual employment contracts.
2. Principals/department administrators shall be responsible for collecting signed/unsigned contracts from instructional staff members who have been recommended for re-employment from the time contracts are issued until June 8 annually.
3. After June 8, instructional staff members will return signed/unsigned contracts directly to the Human Resources Office.
4. Principals/department administrators shall provide the Human Resources Office with a staff roster and appropriate supporting documents indicating compliance with District policy no later than June 10 annually.
5. Instructional staff failing to turn in signed contracts by June 15 and who thereafter desire employment with the District must reapply for employment consideration.