

LICENSED EMPLOYEE INDIVIDUAL CONTRACTS

Contracts with licensed personnel shall be in writing and include a minimum of 180 teaching days plus days for scheduled meetings and conferences. The total compensation for the contract period shall be stated. Payments shall be made monthly for 12 consecutive calendar months on the 25th day of the month. When the 25th falls on Saturday or Sunday, payment shall be made on the preceding Friday. Pay for one day of service shall be the annual salary divided by the total number of days of service called for in the contract.

A school calendar showing the days a teacher shall serve shall be part of the contract.

It shall be the responsibility of the superintendent to complete the contracts for licensed employees and present them to the board for approval. The contracts, after being signed by the board president, shall be returned to the superintendent. The superintendent shall obtain the employee's signature. After being signed, the contract shall be filed with the board secretary.

Legal Reference: Harris v. Manning Independent School District of Manning, 245 Iowa 1295, 66 N.W.2d 438 (1954).
Shackelford v. District Township of Beaver, Polk County, 203 Iowa 243, 212 N.W. 467 (1927).
Burkhead v. Independent School District of Independence, 107 Iowa 29, 77 N.W. 491 (1898).
Iowa Code chs. 20; 279 (1995).

Cross Reference: 405.2 Licensed Employee Qualifications, Recruitment, and Selection
405.4 Licensed Employee Continuing Contracts
407 Licensed Employee Termination of Employment

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