

**OLYMPIC ESD 114 BOARD POLICY
EMPLOYMENT CONTRACTS – CERTIFICATED AND
ADMINISTRATIVE**

POLICY 5050

CERTIFICATED EMPLOYEES

Olympic ESD 114 (OESD) employees in positions requiring certification must hold a valid Washington state certificate, with proper endorsement if required for that certificate, for the role and responsibilities for which they are employed. Failure to meet this requirement may result in termination of employment.

Certificated employees hired to provide services and/or instruction to K-12 students will be issued a written contract of employment approved by the Board of Directors (Board).

No employment contract with a certificated employee will be valid unless the employee has registered his/her State of Washington certificate with the Superintendent when required by statute.

If the Superintendent or Board determines there is probable cause or causes that the employment contract of a certificated employee should not to be renewed for the next ensuing contract year, the employee shall be notified in writing on or before May 15th preceding the commencement of such term of that determination. The notification shall specify the cause or causes for nonrenewal of contract.

Certificated employees hired and/or transferred into positions that do not require certification will be employed on an at-will basis and will be compensated in accordance with the Classified Employee Salary Schedule or Professional Technical Salary Schedule.

ADMINISTRATORS

Upon the recommendation of the Superintendent, employment contracts for designated administrators shall be in writing and for a specific time period not to exceed one (1) year. The employment of Administrators shall be on an at-will basis commencing with the first day of work.

The OESD Board reserves the right to reject any contract offer in those instances where an employee does not sign and return said contract within the time period stipulated.

Legal Reference:

RCW 28A.310.250 – Certificated employees (ESD)

Date Adopted: October 20, 1988

Revised: October 19, 2017

Renumbered: January 21, 2016, From 3150

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