

# Board Policy

Code No. 405.3

## LICENSED EMPLOYEE INDIVIDUAL CONTRACT

The Board will enter into a written contract with licensed employees, other than administrators, employed on a regular basis.

Each contract will be for a period of one (1) year, beginning on July 1 and ending June 30.

It shall be the responsibility of the Superintendent to complete the contract for licensed employees, and present the contract to the Board for approval. The contract, after being signed by the Board President, shall be signed by the employee and filed at the Administration Center.

*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 (2009).

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

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