

## **Employee Contracts and Notice of Employment Conditions**

Employees shall receive written contracts or notice of conditions documents which will state the number of work days, total compensation, schedule of payments, and employment conditions. The terms of such documents must be approved by the Board, signed by the employee, and filed in the Human Resources office. Administrators will receive contracts; Nonunion Support Staff will receive notice of conditions documents.

Adopted: 03-13-03

Reviewed: 11-2-16

Reviewed: 05-4-22