

**STAFF AND PERSONNEL
SERIES 400**

402.1

POLICY TITLE: PROFESSIONAL PERSONNEL CONTRACTS

In accordance with Idaho Code § 33-513, the Wilder School District Board of Trustees has the power to employ professional personnel, on written contract in form approved by the State Superintendent of Public Instruction, conditioned upon a valid certificate being held by such professional personnel at the time of entering upon the duties there under.

Contracts for returning employees shall be issued on or before the first day of July of each year. At the Board's discretion, Letters of Intent may be issued to renewable contract status employees in May of each year. Such Letter of Intent shall not state a specific duration of the contract or salary/benefits term for the next ensuing school year.

When the Board of Trustees has delivered a proposed Standard Teacher Contract for the next ensuing year to any such person, such person shall have ten (10) days from the date the contract is delivered in which to sign the contract and return it to the Board. Return should be made to the District Office.

Delivery of a Standard Teacher Contract may be made in person, by certified mail, return receipt requested or electronically, return receipt requested.

- When delivery is made in person, delivery of the contract shall be acknowledged by a signed receipt.
- When delivery is made by certified mail, delivery must be acknowledged by the return of the certified mail receipt from the person to whom the contract was sent.
- When delivery is made electronically, delivery must be acknowledged by the return of the electronic read receipt from the person to whom the contract was sent. Should the District not receive a return of a signed contract and not receive an electronic read receipt from the employee, the District shall then resend the contract to the employee via certified mail, return receipt requested, and provide such individual with a new date for contract return.

Should any person willfully refuse to acknowledge receipt of the Standard Teacher Contract or the Standard Teacher Contract is not signed and returned to the Board in the designated period of time, the Board may declare the position vacant. Through this policy, the Board delegates to the Superintendent the authority to declare such a position vacant.

With regard to renewal, non-renewal, termination/discharge, non-re-employment, probation and due process rights, where applicable to any given contractual situation, the laws of the state of Idaho will apply.

tech 9/11/2013 9:51 AM

Deleted:

Reference: Idaho Code: § 33-513; § 33-514; 33-514A; § 33:515; 33:515A

Revised: Feb. 13, 2012

Revised: [9/9/2013](#)