



# Regulation 0401-10

## Contracts

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### Contracting Process and Deadlines

Upon delivery of a proposed contract, such person shall have ten (10) calendar days from the date the contract is delivered in which to sign the contract and return it to the Human Resources Department.

If an individual hired for a certified position is not certified by September 30th, that individual's employment may be terminated.

Certified personnel must provide the Human Resources Department the original copy of their current Idaho certificate, official transcripts and written verification of previous certified employment.

### Contract Separation

The process for separation of certificated professional personnel from the District will follow the provisions provided by the Idaho Code with regard to termination and/or non-renewal of a Standard Teacher Contract.

### Resignation/Retirement/Release

A certificated professional personnel who desires to be released from a contract shall submit, in writing, a request to be released coupled with a resignation or retirement notification. The submission should be received by the District at least thirty (30) days in advance of the desired release date.

The determination whether personnel will be granted a mid-year release from contract will be based upon the District's ability to locate and retain a suitable replacement and the best interest of the student's educational activities.

Retirement from the District shall conform to the policy and procedures for public employees in the state of Idaho (PERSI).

### Work Day

The work day for all certified personnel shall be eight (8) hours, excluding any voluntary or extra paid duties such as supplemental contract assignments or other extracurricular duties for which they are compensated.

District personnel are encouraged to participate, if possible, in as many voluntary activities that occur during non-workday hours if directly related to their students, such as Back to School Night and other all-school activities. At the discretion of the principal, the work day schedule can be flexible during the week of an all-school event. If the principal does not provide a flexible schedule, the certified personnel will be compensated as outlined in Article I, Item Q of the Negotiated Agreement.

Principals will make every effort to provide a 30-minute duty free lunch to all certified personnel. They will also make every effort to assign any or all duties equitably. Certified personnel may have the option to be paid an hourly wage as outlined in Article I, Other, of the Negotiated Agreement for working as a noon duty aide.

Principals will schedule the preparatory period for teachers appropriate to the grade level in which the teacher works. This includes making every effort to provide adequate lunch and preparatory periods for special education teachers. Personnel are encouraged to notify the building principal if they have concerns about their scheduled preparatory time.

On all instructional days, over the course of a week, a minimum of 50% of all contract time before and after school will be provided for certified personnel to use for preparatory time and will not be impeded upon by mandatory meetings or duties unless those activities are required under state or federal law or rule.

Principals will be cognizant of scheduling conflicts that occur when personnel are shared between schools or personnel who may have a shorter lunch/prep due to other scheduling conflicts. Principals may provide flexible options for personnel that have a shorter lunch period or shortened preparatory period due to travel or other exigencies.

The District will work collaboratively with the association should a revision to this regulation be necessary. This collaboration will occur prior to any revisions being presented to the Board of Trustees.