

# BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 403.2

Title Licensed Nonadministrative Personnel

Original Contracts

Individual contracts shall be in writing and shall state the number of contract days, the annual and monthly compensation, and the schedule of payments. The contract may cover employment for a term not exceeding the ensuing school year.

Contracts will be processed by the Human Resources Office, presented by the President to the Board for approval, signed by the President of the Board, and filed with the Board Secretary after being signed by the employee. All provisions of the law pertaining to the issuance of contracts will be observed.

Date of adoption 12/27/66

Legal Reference: (Code of Iowa)

Date of last revision 4/9/90

Chapter 20; 260C through 279

Date of current revision 12/11/95

Related Administrative Procedures and Cross References \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_