



RULE 4320
INDIVIDUAL
EMPLOYMENT CONTRACTS

1. The Human Resources Office shall be responsible for the issuance of all instructional staff individual employment contracts.
2. Principals/department administrators shall be responsible for collecting signed/unsigned contracts from instructional staff members who have been recommended for re-employment from the time contracts are issued until June 8 annually.
3. After June 8, instructional staff members will return signed/unsigned contracts directly to the Human Resources Office.
4. Principals/department administrators shall provide the Human Resources Office with a staff roster and appropriate supporting documents indicating compliance with District policy no later than June 10 annually.
5. Instructional staff failing to turn in signed contracts by June 15 and who thereafter desire employment with the District must reapply for employment consideration.