



## Administration – Administrative Employees

### **Policy Title: Administrator Contract and Contract Non-Renewal Code 303.2**

The length of the contract for employment between an administrator and the board will be determined by the board and stated in the contract. The contract will also state the terms of the employment.

The first two years of a contract issued to a newly employed administrator will be considered a probationary period. The board may waive this period or the probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or non-probationary contract, the board will afford the administrator appropriate due process, including notice by May 15<sup>th</sup>, as required by law. The administrator and board may mutually agree to terminate the administrator's contract.

If an administrator's contract is not being renewed by the board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated, as mutually agreed to by the parties or until the administrator's contract is terminated consistent with statutory termination procedures.

It is the responsibility of the superintendent to create a contract for each administrative position.

Administrators and managers who wish to resign, to be released from contract, or to retire must comply with applicable law and board policies dealing with retirement, release, or resignation.

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Adopted: 8/14

Reviewed: 12/16; 11/19

Related Policy (Code #): 300.1; 301.1; 303.1, .3-6; 304.1

Legal Reference (Code of Iowa): § 279; 281 IAC 12.4; Martin v Waterloo CSD, 518 NW 2d 381 (Iowa 1994); Cook v Plainfield CSD, 301 NW 2d 771 (Iowa 1980); Board of Ed of Ft Madison CSD v Youel, 282 NW 2d 677 (Iowa 1979); Briggs v Board of Ed of Hinton CSD, 282 NW 2d 740 (Iowa 1979)

IASB Reference: 303.3