

REVISED POLICY - VOL. 16, NO. 2

EMPLOYMENT CONTRACT

It is the responsibility of the Superintendent to ensure that members of the administrative staff receive and sign an employment contract in accordance with the legal requirements related to their position in the District. For purposes of this policy, "administrative staff" includes both the categories administrative personnel and managers, as defined in F.S. 1012.01.

Contracts for administrative staff that provide extra compensation, bonuses, and/or severance pay shall strictly comply with the provisions of F.S. 215.425 that pertain to such extra compensation, bonuses, and/or severance pay as follows:

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A. No extra compensation shall be made to any administrator or manager after the service has been rendered or the contract made. However, when adopting salary schedules for a fiscal year, the School Board may apply the schedule for payment of all services rendered subsequent to July 1st of that fiscal year.

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B. Any bonus scheme must be based on the award of a bonus on work performance, describe the performance standards and evaluation process by which a bonus will be awarded, notify all administrative staff of the bonus policy before the beginning of the evaluation period on which a bonus will be based, and consider all administrative staff for the bonus.

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C. On or after July 1, 2011, a new contract or employment agreement, or renewal or renegotiation of an existing contract or employment agreement, that contains a provision for severance pay, must include the following provisions in the contract:

1. A requirement that severance pay provided may not exceed an amount greater than twenty (20) weeks of compensation.

2. A prohibition of provision of severance pay when the administrator or manager has been fired for misconduct by the Board.

D. Any agreement or contract, executed on or after July 1, 2011, which involves extra compensation between the Board and an administrator or manager may not include provisions that limit the ability of any party to the agreement or contract to discuss the agreement or contract.

The Superintendent is authorized to execute employment contracts on behalf of the Board.

F.S. 215.425, 1001.42(24), 1001.43, 1011.60, 1012.01, 1012.22, 1012.32, 1012.33
F.S. 1012.34
F.A.C. 6A-1.052