

ADMINISTRATIVE TEAM MEMBER CONTRACTS

Each administrative team member shall have a contract specifying compensation, benefits, and conditions for termination.

Compensation Indicated salary will be for a twelve month period paid in 24 equal payments as indicated with the per diem rate calculated on a 260 day basis.

Indirect Compensation Fringe benefits and indirect compensation will be specified in the contract. All benefits will be based on the fiscal year which begins on July 1 and ends on June 30.

Termination The contract will contain provisions for termination initiated either by the Board, the administrator or by mutual agreement.

A record of absences shall be maintained by the Administrative Secretary and a copy filed at the conclusion of each fiscal year in the administrative team member's personnel file. The form shall contain the number of vacation, sick, personal, emergency and school business days that the administrative team member had at the beginning of the fiscal year, used during the fiscal day, and will carry forward into the next fiscal year.