Employment contracts are required for certain employees under Wisconsin Administrative Code, TCS 6.06(5). In compliance with this, the district board provides employment contracts for certain nonrepresented employees. Nonrepresented certified employees covered by this policy are subject to the following provisions:

1. Coverage
   a. Regular funded employees:
      
      This policy applies to employees who are regularly scheduled to work 30 hours per week or more.
   
   b. Special funded employees:
      
      This policy applies to special funded employees who are regularly scheduled to work 30 hours per week or more. However, the following provision will apply: employment contracts for special funded employees are dependent upon funding in whole or in part by external sources. These funding sources include federal and state agencies, grants, contracts for services, or related sources that are identifiable as being noncontinuing. Notwithstanding anything to the contrary in any board policy, employment contracts for special funded employees may be modified or terminated immediately should funding be affected.
   
   c. Exclusion:
      
      This policy is not applicable to the president, part-time or temporary employees, limited term employees, special appointments, or employees which the board may take action to exclude from coverage.
   
   d. Probationary Period
      
      Consistent with Policy C0508, all newly hired nonrepresented employees will be issued a contract which provides for a probationary period of six (6) months with an additional six (6) month extension if deemed appropriate. Such employees may be disciplined or discharged at any time during the probationary period. See Policy CO509.
2. Renewal/Nonrenewal

This procedure applies to certified employees. The president shall recommend to the district board that a contract either be renewed or not renewed. That recommendation may be based on numerous considerations including, but not limited to, performance appraisals, failure to conform to a performance improvement plan, and such other matters as may be deemed appropriate.

The district board may act on the president's recommendation so that a written preliminary notice of nonrenewal will be issued no later than April 28.

a. Appeal of Nonrenewal:

An employee who receives a preliminary notice of nonrenewal from the district board shall have the opportunity to appeal the decision. This appeal must be in writing and include the reasons for the appeal. The written notice must be received in the president's office no later than five (5) working days after the date of the preliminary notice of nonrenewal to be considered for appeal.

The district board will review and act on the employee's appeal. Review shall consist of a hearing to consider the documentation and any testimony supporting or contesting the decision to nonrenew. Following its review, the district board will issue a written disposition to uphold or reverse the decision. The district board shall provide final notice of nonrenewal by May 15. Furthermore, at the board's discretion, all documents relating to the nonrenewal may be modified or removed from all pertinent files and records, to the extent permitted by law.

3. Effective Date, Modifications

This policy is effective immediately upon its adoption and supersedes all prior policies on this matter. This policy is subject to modifications or rescission at any time by the district board.