Employment contracts are required for employees under Wisconsin Administrative Code, TCS 6.06(5). In compliance with this, the district board will provide employment contracts for nonrepresented employees 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, executive vice president, part-time or temporary employees, special appointments, or employees which the board may take action to exclude from coverage.
d. **Probationary Period (Newly Hired Employees):**

   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 C0509.

2. **Salary Structure**

   Placement and movement within the salary structure will be based upon salary administration procedures promulgated by Human Resources. The salary structure for nonrepresented employees consists of eleven (11) pay bands. Salary placement and movement for exempt employees is governed by seven (7) pay bands. Salary placement and movement for nonexempt employees is governed by four (4) pay bands.

3. **Individual Employment Contract (Continuing Employees)**

   Individual employment contracts commence July 1, or employee hire date if later, and end June 30. Contracts shall be for a maximum of a one-year term. Such contract, when issued, may include professional improvement plan at the discretion of the president.

4. **Layoff of Covered Nonrepresented Employees**

   An employee may be laid off during the term of the contract. Layoffs may occur for any reason deemed appropriate, including lack of funds, lack of work, or changes in, or elimination of program or job. An employee will be given a written notice of layoff 30 days preceding the effective date. If layoff occurs, the district shall not be liable for salary payments or benefits beyond the date of layoff, except for those benefits mandated by law or those described below. This layoff procedure shall not apply to probationary employees who may be terminated at any time and with or without cause.

5. **Recall From Layoff**

   An employee will be eligible for recall should the former position be recreated or refilled. All recall rights expire six (6) months following date of layoff or at the expiration of employee’s contract, whichever is earlier. Expiration of recall rights
extinguishes all employment contract related rights. A laid-off employee is entitled to continue, at the employee's expense, group health plan coverage under the Consolidated Omnibus Budget Reconciliation Act ("COBRA").

6. **Transfer and Reassignment**

   The president or designee has the authority to transfer and/or reassign an employee covered by this policy.

7. **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.