



POLICY

Title: ADMINISTRATOR CONTRACTS: COVERAGE, AND NONRENEWAL PROCESS	Code: C0505
Authority: Wisconsin Administrative Code, TCS 6.60(5); Board Minutes, 4/22/91; 2/23/93; 8/27/96; 12/15/98; 4/17/12; 12/18/18	Original Adoption: 4/22/91 Revised/Reviewed: 11/5/18 Effective: 12/18/18

Employment contracts are required for teachers, administrators and supervisors employed for thirty (30) hours or more per week under Wisconsin Administrative Code, TCS 6.06(5). In compliance with this provision, the College provides contracts to administrators and supervisors. 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 non-continuing. 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 administrators and supervisors 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.



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2. Renewal/Nonrenewal

This procedure applies to administrators and supervisors. 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 non-renew. 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.