



## POLICY

Title: ADMINISTRATOR AND SUPERVISOR CONTRACTS: COVERAGE, SALARY	Code: C0508
Authority: Wisconsin Administrative Code, TCS 6.06(5); Board Minutes, 4/22/91; 2/23/93, 8/27/96, 12/15/98; 10/26/99; 11/28/00; 11/20/01, 8/27/02; 5/24/05; 4/17/12; 12/18/18	Original Adoption: 12/15/98 Revised/Reviewed: 10/26/18 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, executive vice president, part-time or temporary employees, special appointments, or employees which the board may take action to exclude from coverage.



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d. Probationary Period (Newly Hired Employees):

All newly hired supervisors and administrators 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 Discipline, Discharge and Safety Appeal Process, p. 105 of Employee Handbook; and New Employee Probationary Period Policy p. 13 of Employee Handbook.

**2. Salary Structure**

Placement and movement within the salary structure will be based upon salary administration procedures promulgated by Human Resources. The salary structure supervisors and administrators 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 Administrators and Supervisors Employees**

See Layoff and Recall Policy, p. 35 of Employee Handbook

**5. Transfer and Reassignment**

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

**6. 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.