

ADMINISTRATIVE PROCEDURE NO. 402

CONTRACT FOR THE EMPLOYMENT OF TEACHERS

Background

The *School Act* provides for the following types of contracts under which to employ a teacher:

- probationary,
- continuing,
- temporary,
- interim, and
- part – time.

Procedures

1. The Superintendent shall decide which type of contract to offer the prospective teacher.
2. The Superintendent shall have the teacher sign an original copy of the contract.
3. Once the teacher has signed the contract, the Superintendent shall sign and affix the Divisional seal and place the contract in the teacher's file.
4. A copy of the original signed and sealed contract shall be provided to the teacher for his/her records.
5. A teacher on a continuing full-time contract, who volunteers for a part-time assignment shall, at the commencement of the subsequent year, revert back to a full – time position unless, prior to April 1, the teacher requests and receives a continuing part – time assignment. The teacher will be required to sign a new contract which will be for part – time.
6. A copy of the various types of contracts to be used in the Division form part of these procedures.