

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

	Series Number: 403.2
Title	Licensed Non-Administrative Personnel
	Original Contracts

Individual contracts shall be in writing and shall state the number of contract days, the annual and monthly compensation, and the schedule of payments. The contract may cover employment for a term not exceeding the ensuing school year.

Contracts will be processed by the Human Resources Office, presented by the President to the Board for approval, signed by the President of the Board, and filed with the Human Resources Department after being signed by the employee. All provisions of the law pertaining to the issuance of contracts will be observed.

Date of Adoption	12/27/1966	Legal Reference: (Code of Iowa)
Date of Last Revision	12/11/1995	Chapter 20, 260C through 279
Date of Current Revision	9/14/2020	
Related Administrative Procedures and Cross References		