

## Title: New Employee Contracts

### Control Information

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Owner/Curator	Melissa Harris
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### Revision History

Revision	Date	Revision Description	Originator
A	11/13/14	Initial Release	Melissa Harris
B	5/14/15	Addition of Disclosure Release Form	Melissa Harris

## 1.1. Objective

The objective of this policy is the following:

- 1.1.1. Ensure that a Disclosure Release Form is sent to previous employers;
- 1.1.2. Define essential contract components required when writing contracts for new employees;
- 1.1.3. Designate personnel responsible for writing and reviewing employee contracts; and
- 1.1.4. Define procedure for ensuring that all contracts are drafted to meet Board approval and all legal parameters.

## 1.2. Disclosure Release Form

- 1.2.1. Before an applicant can be hired, Oregon law requires the school send a Disclosure Release Form to the applicant's three most recent employers who are educational providers (ORS 339.374).
- 1.2.2. The Administrative Assistant will send out the Disclosure Release Form to the selected applicant's three most recent employers who are educational providers. The Executive Director and Administrative Assistant must ensure that the findings of these inquiries are satisfactory before sending an offer letter to the selected applicant.

## 1.3. Items Included in Employee Contract

- 1.3.1. All employee contracts shall include the following components:
  - A) Employer and employee's name and address;
  - B) Job description and employee's job title;
  - C) Employment commencement date and number of days in a work year;
  - D) Expected duration of employment, if not permanent employment;
  - E) A list of paid holidays and other paid leave available to the employee;
  - F) Employee's and employer's terms of notice for employee resignation;
  - G) The agreed salary to which the employee is entitled upon commencement of

employment, the frequency of salary payments, and all other forms of remuneration that are not included herein, e.g. pension contributions, PERS, and health insurance benefits;

H) The Standard daily or weekly working hours (FTE).

## **1.4. Procedure:**

- 1.4.1. Before sending an offer letter to the selected applicant, the Administrative Assistant will send a Disclosure Release Form to the selected applicant's three most recent employers who are educational providers as outlined in Section 1.2. of this policy.
- 1.4.2. After an employee has been given an offer letter, the Administrative Assistant will draft an employee contract containing all components listed in section 1.3. of this policy.
- 1.4.3. The draft of the employee contract will then be submitted to the Financial Manager, who will review the contract and to ensure that it is aligned with the both the current budget and all Board votes, decisions, and discussions related to that position.
- 1.4.4. The Financial Manager will complete his/her review within 5 business days and provide either an electronic or written response to the Executive Director that:
  - 1) approves the contract as is; or
  - 2) provides recommended revisions.
- 1.4.5. Once the contract has been reviewed by the Financial Manager and any necessary revisions are made, the Executive Director will designate a time to have the contract signed by the employee and the Executive Director.
- 1.4.6. The final signed copy of the employee contract will be submitted to the Administrative Assistant for filing, and a copy of the signed contract and will be given to the employee.
- 1.4.7. This procedure also applies to any employee contract that is a revision of the original contract. After revising an employee contract, the Executive Director will follow the steps outlined in 1.3. and 1.4. of this policy.

## **1.5. Employee Contract Records**

- 1.5.1. Please refer to Policy G00039 to determine how long employee contract records should be retained.

# Disclosure Release Form

## Muddy Creek Charter School

To:

Education Provider:
Personnel Department:
Street Address:
City, State, Zip:

The applicant named below is under consideration for employment at our school. This individual has previously been employed with your organization. As a former employer, we ask that you provide the information requested on this form within 20 business days, pursuant to ORS 339.374.

Applicant Name (First, Middle, Last):	
Dates of Employment:	<input type="checkbox"/> No Record of Employment
Positions Held:	

I authorize you to release to the school listed below, all information related to any substantiated reports of child abuse, sexual conduct or crimes listed in ORS 342.143. I release the above employer and employees acting on behalf of the employer from any liability for providing information described in this document.

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

**This section to be completed by previous employer only.**

The employee  was  was not the subject of a substantiated report of child abuse or sexual conduct related to the applicant's employment with the education provider. Please provide the following:

- Dates of any substantiated reports: \_\_\_\_\_
- Definitions of child abuse and sexual conduct used by the education provider determined that any reports were substantiated and the standards used by the education provider to determine whether any reports were substantiated.
- Employee's disciplinary records if employee was convicted of a crime listed in ORS 342.143, as required by ORS339.388.

\_\_\_\_\_

Former Employer Representative Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Job Title

Return complete form to:

Attn: Administrative Assistant  
 Muddy Creek Charter School  
 30252 Bellfountain Road  
 Corvallis, OR 97333