MSD: Certified Employee Contract Administration

Certified employee contracts are between the employee and the Board. A certified employee who has accepted a contract may not terminate the contract after July 15 or during the school year without the consent of the Board. After July 15 and during the school year, the District may enforce the contract consistent with law and the contract terms, including requiring service until a suitable replacement is found or imposing a Board-approved contract remedy when legally permissible.

Certified employees shall faithfully perform duties assigned by the Superintendent, principal, or designee; are subject to District policies, rules, and guidelines; shall make themselves familiar with applicable District policies and procedures; shall comply with the current teacher contract; and shall attend meetings and appointments arranged by the Superintendent or principal.

Before salary schedule lane changes, experience credit, or comparable placement adjustments are administered, the employee shall provide required official transcripts and certified statements of prior teaching experience when those documents are needed for District records or salary administration. Payroll treatment remains subject to applicable wage law, approved salary schedules, and District procedures.

Source: MSD Policy 4040, approved 2021.