
INTEROFFICE MEMORANDUM

TO: BOARD MEMBERS
TIM WYROSDICK, SUPERINTENDENT

FROM: DON LEWIS LYNN, JR.
ASST. SUPT./HUMAN RESOURCES

SUBJECT: HRPM REVISION – EMPLOYEE CONTRACTS

DATE: 04/22/2014

The attached page from our Human Resource Procedures Manual includes a proposed revision regarding the process for issuing employee contracts.

If you have any questions concerning this revision, please call me at 983-5030.

C2. Employee Contracts

The Santa Rosa County School Board will issue contracts to new employees after their appointment. For all other employees contracts will be issued after annual negotiations have been completed. In the interim employees will working under the previous year's contract. ~~This~~ The new contract is to be signed by the employee and returned to the Human Resources Department immediately. All personnel receiving a supplement for extracurricular activities will be issued a separate supplement contract.

Certified instructional personnel hold positions under one of the following types of contracts:

C2.1 Probationary Contract

- ❖ Beginning July 21, 2011, each individual newly hired as instructional personnel by the Santa Rosa District Schools shall be awarded a probationary contract.

C2.2 Annual Contract

- ❖ Beginning July 1, 2011, an annual contract may be awarded pursuant to Florida Statute for instructional personnel who have successfully completed a probationary contract with the Santa Rosa District Schools and have received one or more annual contracts from the Santa Rosa District Schools.

C2.3 Professional Service Contract

- Professional Service Contract is a contract issued to a teacher before July 1, 2011 who has maintained continuity as a teacher.

C2.5 Continuing Contract

- ❖ Continuing Contract is a contract issued to a teacher before July 1, 1982 who has maintained continuity as a teacher

C2.6 Administrative Contract