

CODE: GB

EMPLOYMENT CONTRACTS AND WORK AGREEMENTS

It is the policy of the Kittery School Committee to acknowledge the employment status of Kittery School Department employees who are not covered by collective bargaining agreements or individual contracts by means of “work agreements” that are subject to School Committee approval. The work agreement will address wages, benefits and regular work schedule. The Superintendent shall make recommendations to the School Committee in regard to revisions that he/she believes will be in the best interests of the Kittery schools.

The following employee groups are covered by collective bargaining agreements that are subject to ratification by the School Committee:

- A. Professional staff;
- B. School Food Program support staff;
- C. Education technicians; and
- D. Custodians

The employment of the Superintendent is addressed in policy CBD, Superintendent’s Contract.

The following employees are not covered by collective bargaining agreements and will be provided with work agreements:

- A. School administrators;
- B. Directors of Programs including but not limited to Curriculum, Special Services, Technology, Maintenance, School Nutrition, Finance, Athletics/Activities and Health Services, and Adult Education.
- C. Central Office support staff.

The Superintendent/designee may develop staff handbooks containing salary and benefit information, employment procedures, and practical information about the school unit and the schools. The contents of employee handbooks must conform to School Committee policies, administrative procedures, and state and federal laws and regulations and applicable collective bargaining agreements and/or work agreements.

All first editions of staff handbooks and any substantive revisions are to be reviewed by legal counsel and approved by the School Committee prior to publication.

Adopted: March 7, 2006
Revised: October 18, 2011