

Section: GENERAL INFORMATION
Subject: Continuing Contracts and Employment Agreements
Number: HR 3210

I. Institutional Regulations

- A. Continuing contracts shall be issued to all Regular Faculty employees. They shall also be issued to Administrative/Professional employees in positions requiring continuing contracts by the Code of Iowa.
- B. Employment agreements shall be issued to all Regular Administrative/Professional employees whose positions do not require continuing contracts by the Code of Iowa.

II. Procedure

- A. Continuing contracts and employment agreements shall be issued annually to each employee unless there is a pending termination action. Contracts and agreements shall be in writing and shall state the length of time they are in force and the compensation provided.
- B. Continuing Contracts
 - 1. Faculty shall receive probationary continuing contracts during their probationary period (see HR 3215) and full-status contracts upon successful completion of the probationary period.
 - 2. Faculty and Administrative/Professional employees whose positions require continuing contracts shall receive specially funded continuing contracts when they hold positions not funded by the College general fund.
 - 3. Employees shall have 21 calendar days to sign and return their continuing contracts. Initial contracts shall not be issued to employees until their appointments have been approved by the Board of Directors. Ongoing contracts shall not be issued before March 15.
 - 4. Contract Dates
 - a. 12 Month Faculty on the standard College calendar shall be issued contracts for the period of August 15 – August 14, except for their first year of employment when their actual employment date shall be used.
 - b. 9 Month Faculty on the standard College calendar shall be issued contracts for the period starting Fall term through the end of Spring term.
 - c. Faculty on nonstandard calendars shall generally have contracts issued for the duty days falling within the August 15 - August 14 period. However, Faculty on nonstandard calendars that follow a high school calendar may be issued a contract that crosses the August 15 - August 14 period.
 - d. Administrative/Professional employees receiving continuing contracts shall be issued contracts for the fiscal year period of July 1 - June 30.
 - e. New employees starting after the start of Fall term shall receive their initial contracts for the applicable period remaining in their contract year.

- C. Employment Agreements - Administrative/Professional employees, except for the President, shall generally be issued employment agreements for the fiscal year period of July 1 - June 30. Employees working less than three full terms shall be issued agreements for the period from their first work day in the fiscal year through their last work day in the fiscal year. Employees working three terms with a reduced schedule during summer term shall be issued agreements for the period of August 15 through August 14. New employees starting after the normal employment agreement start date shall receive their initial agreements for the applicable period remaining in their agreement year.

APPROVED:



Executive Director, Human Resources

Date: October 1, 2002

Revised: November 1, 2007
November 1, 2008
November 1, 2010
February 1, 2016