

# Maricopa Unified School District

## Administrative Regulation

### Personnel

#### Contracts

**AR 4112.1**

When initially employed, certificated employees shall receive a written statement of their employment status and salary. In the case of temporary employees, this statement shall clearly indicate the temporary nature of the employment and the length of time for which the person is being employed. (Education Code 44916)

(cf. 4121 - Temporary/Substitute Personnel)

Length of Contract (Districts with less than 250 ADA)

#### Reemployment Notices

By May 30 of each year, the clerk or secretary of the Board may give, or mail by certified mail with return receipt requested, written notices to probationary and permanent certificated employees requesting that they notify the district of their intent to remain in district service for the next school year. This notice shall include a copy of Education Code 44842. If an employee, without good cause, fails to notify the district before July 1 that he/she will remain in district service, the employee may be deemed to have declined reemployment and the employee's services may be terminated on June 30 of that year. (Education Code 44842)

(cf. 4113 - Assignment)

(cf. 4117.2/4217.2/4317.2 - Resignation)

(cf. 4117.4 - Dismissal)

(cf. 9122 - Secretary)

#### Employee Notification

By May 15 of each year, each classroom teacher shall notify the Superintendent or designee of his/her intent to return to a teaching position for the next school year. (Education Code 44832)

An employee on leave of absence shall notify the district of his/her intent to remain in service the following year in accordance with law, Board policy and administrative regulation.

(cf. 4161/4261/4361 - Leaves)

Legal Reference:

EDUCATION CODE

- 44832 Teachers; notice of intent to return
- 44842 Failure to provide notice or to report to work
- 44843 Notice of employment (to county superintendent)
- 44916 Time of classification; statement of employment status
- 44929.20 Continuing contract-districts w/less than 250 ADA
- 44955 Reduction in number of employees

(9/88 6/92) 2/99

MUSD Board Adopted: 3/11/04

Reviewed/Revised: 6/18/15