

CONTINUED EMPLOYMENT/RE-EMPLOYMENT

Certified Personnel

1. Non-Tenured Regular Personnel: Recommendations for continued employment must be completed and Board action taken prior to the end of school year. Forms are pre-printed by the Personnel Office individually for each regular employee. No **PERSONNEL ACTION** is needed in addition to this form. Two types of forms are pre-printed:
 - A. For non-tenured 1st or 2nd year certified employees, the immediate supervisor signs that either the person's contract is to be renewed or non-renewed (pg. 31)
 - B. For certified employees eligible for tenure at the end of the current contract period, the immediate supervisor signs that the person either receives or does not receive tenure (pg. 32)
2. Temporary Personnel: **PERSONNEL ACTION** must be completed to re-employ temporary personnel. Temporary personnel are released at end of contract period unless Supervisor completes **PERSONNEL ACTION** to rehire prior to end of contract period
3. Tenured Personnel - No action is needed for continued employment

Support Personnel

1. Non-Tenured Personnel – **NON-TENURED SUPPORT PERSONNEL EMPLOYMENT RECOMMENDATIONS** (pg. 33) must be completed prior to the end of the contract period. Forms are pre-printed by the Personnel Office individually for each regular employee. No **PERSONNEL ACTION** is needed in addition to this form
2. Temporary Personnel - Certain support personnel are classified as temporary for various reasons. The same procedure for continued employment applies to temporary support personnel as to temporary certified personnel
3. Tenured Personnel - No action is needed for continued employment