

**Section:** Administrator Contracts

**Adoption Date:** 7/1/2021

Revision Date:

**Sponsoring Unit/Department:** Human Resources

## Issuing of Contracts

Contracts for Administrators in previously approved positions are generally prepared for a fiscal year and may, in some circumstances, be for a shorter time period. Salaries are paid bi-weekly during the term of contract.

For more information on filling Administrator positions, see AP 2.02.01.

### Offer of New Contract

An administrator and/or executive administrator (other than the position of Chancellor) will be offered a new contract for the ensuing fiscal year unless they are otherwise notified in writing on or before March

1. Notice will be provided to the Governing Board in May. Decisions not to offer a new contract may not be grieved.

When an offer of a new contract is made, the administrator shall indicate acceptance for the ensuing year by signing and returning the contract within fifteen (15) work days after their receipt of the contract. Failure to provide a timely acceptance by signing and returning the contract will be deemed a rejection of the offer