

Book: Luzerne Intermediate Unit
Section: 300 Administrative Employees
Title: Employment Contract/Board Resolution
Code: 308
Status: Active
First Adopted: November 20, 2002
Last Revised: March 26, 2025



Authority

The Board has the authority under law to prescribe employment conditions for Intermediate Unit personnel.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

For the mutual benefit and protection of the Intermediate Unit and its employees, the Board directs that, as the policy of this Intermediate Unit:

1. Professional employees, as defined in the School Code, shall sign an employment contract upon employment, which shall continue in force unless terminated by the employee by written resignation presented sixty (60) days in advance or terminated by the Board in accordance with law. The contract shall specify those issues required by law.[\[1\]](#)[\[2\]](#)[\[4\]](#)[\[5\]](#)
2. Temporary professional employees, upon attaining tenure status, shall sign a contract for professional employees.[\[6\]](#)[\[7\]](#)
3. Noncertificated administrative and support employees shall be employed through a contract or Board resolution.[\[2\]](#)[\[3\]](#)

The Board shall be notified promptly of any misunderstanding arising from the application of a given contract or Board resolution, or any error in salary paid to the employee.

Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.

The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract or Board resolution.

Definition

Resignation - a voluntary termination of employment with the Intermediate Unit initiated by the employee, and includes resignations in lieu of termination,

negotiated resignations, resignations for purposes of retirement and all other forms of voluntary termination of employment, in accordance with applicable law, regulations and Board policy.

Guidelines

Resignations

All Intermediate Unit employees shall submit a written, dated and signed resignation, with required prior notice, to the Executive Director or designee in order to terminate an employment contract or Board resolution with the Intermediate Unit. The resignation must specify the date upon which the resignation will be effective.

All resignations submitted by Intermediate Unit employees shall comply with the terms specified in the applicable employment contract.

Professional employees shall submit a resignation notice at least sixty (60) days prior to the resignation's effective date, in accordance with law and Board policy.[\[4\]](#)[\[5\]](#)

Noncertificated administrative and support employees shall submit a resignation notice at least two (2) weeks prior to the resignation's effective date.

Delegation of Responsibility

The Board authorizes the Executive Director or designee to accept all Intermediate Unit employee resignations on behalf of the Board. The Executive Director or designee shall report all employee resignations and their acceptance at the next regular Board meeting. A resignation accepted by the Executive Director or designee is irrevocable, absent Board action to the contrary.

The Executive Director may submit their resignation to the Board President. The Board shall take official action on acceptance of the resignation, in accordance with the terms specified in the Executive Director's written contract. The Executive Director's resignation shall be irrevocable once accepted by action of the Board.[\[8\]](#)

Legal

1. 24 P.S. 913-A

2. 24 P.S. 914-A

3. 24 P.S. 1089

4. 24 P.S. 1121

5. 24 P.S. 1101

6. 24 P.S. 1108

7. Pol. 313

8. Pol. 302

Pol. 317

