

# Policy 260 - Employment Contracts

Faculty, exempt and executive staff shall be employed under the terms and conditions of an employment contract that stipulates dates of employment, salary for the employment period and any other terms and conditions applicable to that individual's employment.

Employment contracts shall be executed by signature of the employee and the applicable appointing authority. An employee's failure to sign the contract offer by the date specified shall be considered a rejection of the offer.

Nothing herein shall preclude the district from entering into an employment contract of limited duration for interim, acting or other provisional appointments.

Written acceptance of an employment contract conveys that the employee agrees to conform to the rules, policies, and regulations of Lower Columbia College, District 13, and the laws of the State of Washington.

## Historic Information

- Reviewed by Executive Leadership Team 6-19-19
- Adopted 2-23-09
- Replaces policy 311 approved - October 1989

Resource/Reference/ Procedure	Title	Unit Responsibility
<b>Washington Federation of State Employees collective bargaining agreement ( <a href="http://ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf">ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf</a> )</b>		VP of HR and Legal Affairs
<b>Faculty Contract ( <a href="http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/FacultyContractFinal_wsig.pdf">internal.lowercolumbia.edu/departments/human-resources/_assets/documents/FacultyContractFinal_wsig.pdf</a> )</b>		
<b>Administrative and Exempt Handbook ( <a href="http://services4.lowercolumbia.edu/info/webResources2/Human">services4.lowercolumbia.edu/info/webResources2/Human</a></b>		

Resource/Reference/ Procedure	Title	Unit Responsibility
Resources/HandbookExe mptAdmin_2017.pdf )		