**CLASSIFIED HOURLY EMPLOYMENT CONTRACT**

**THIS CONTRACT**is entered into for the **2023-2024**school year by and between the Russellville Independent Public School District, Russellville, Kentucky, (the “District”) and the classified hourly employee, [User.FirstName] [User.LastName], ID # [User.EmployeeID].  This Contract shall expire at the conclusion of the fiscal year ending June 30**,**2024, or at the end of the work year designated by the District, as applicable to the employee’s position, unless terminated sooner by the Superintendent, or at the request of the employee upon ten (10) calendar days’ written notice to the Superintendent.

1. Employment under this contract is contingent upon the District receiving the results of a criminal records check and a Cabinet for Health and Family Services check that are both acceptable to the District.
2. The employee shall be under the general supervision of the Superintendent, who in accordance with state law, has exclusive authority to hire, assign, transfer, dismiss, suspend, reinstate, promote, and demote the employee at any time. The employee shall be directly responsible to assigned supervisors. The classified employee shall perform all duties described in the job description, the terms of which are incorporated herein, and as prescribed by the Board, the Superintendent, supervisors, and principals, as appropriate. The Superintendent may assign the employee to another position at any time.
3. The employee shall be hired for  [Custom.ContractDays] contract days at [Custom.Hoursperday] hours per day at the rate of the approved 23-24 Salary Schedule.
4. All policies and procedures of the Board, applicable District employee Handbooks, and School-Based Decision-Making Councils, where appropriate, are incorporated herein.
5. The employee shall receive the compensation designated by the appropriate salary schedule approved by the Board. The classified employee shall work the hours and days designated by the Board or Supervisors, and in accordance with the District work calendar applicable to the employee’s position. The District does not guarantee any particular number of employment days or hours to the employee.
6. The employee is employed by the District and not in any particular location. Thus, during the term of this Contract and/or for other contract year(s) the Superintendent may transfer the employee to different positions, work days, or work shifts within the District. The Superintendent may reassign the employee at any time.
7. The employee shall report to work on time, and at times specified by his/her Supervisors, and shall notify his/her immediate Supervisor as far in advance as is possible when he/she will be absent from work due to illness, or for any other reason. Any leave taken must be for reasons for which, and for the time periods for which, leave is approved by the law or Board policies.
8. The employee shall at all times when working for the District wear clean clothing and present a clean personal appearance.
9. The employee shall maintain all licensures/certifications required for the position to which he/she is assigned at his/her own expense, unless the district agrees otherwise in writing. The employee shall also participate and/or attend all workshops, training, and inservice programs as required by the District or by law, regulation or Board policy.
10. In performing work for the District, the employee shall utilize only tools, equipment, and property issued by, or approved for use by, the District, and shall not alter such property without authorization by his/her immediate Supervisor.
11. In consideration of being provided District technology and equipment to utilize in the course of performing the employee’s duties, the employee agrees to keep and maintain such technology and equipment in good condition and to use it in a careful and appropriate manner. The employee further agrees to reimburse the District for the cost for the repair or replacement of all District property that is damaged beyond normal wear and tear while in the employee’s custody and care.
12. The employee may be subject to disciplinary action, including dismissal for cause, for one or more of the reasons set out in current Board Policy. Dismissal for cause, or other disciplinary action, shall be administered in accordance with applicable Board policies. The employee will be given notification of cause and will be afforded appropriate due process. Termination or nonrenewal for reasons of misconduct set forth in Board Policy shall preclude future employment with the District.
13. In accordance with state law and Board policy, the Superintendent may make a reduction in force due to reductions in funding, enrollment, changes in the district or school boundaries, or for other compelling reasons as determined by the Superintendent.

**AGREED TO AS OF THE DATE ABOVE:**

**Russellville Independent School District**

BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Kyle Estes, Interim Superintendent

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Employee