

## Business and Operations

### ANNUAL CONTRACT AND JOB ASSIGNMENT

SR 3401.01

**Purpose:**To define the work day/work year and annual salary for each employee.

**Timeline:**Contracts are processed at the beginning of the school year.  
Status Forms are processed upon hire of new employees and/or when a change in status occurs for a current employee.

#### PROCEDURE:

1. At the beginning of the fiscal year and school year, contracts, based on employee work schedules (see Employee Work Calendar, SR 3401.06), will be issued by Business Services to management, instructional and non-instructional staff.
  - o Program manager verifies, signs and sends to Human Resources.
  - o Human Resources reviews for accuracy, signs and sends to Business Services Payroll.
  - o Business Services attaches a copy to the first pay check.
2. [Job Assignment \(Status\) forms](#) will be issued by Human Resources Department for new hires, employees going on or returning from a leave and changes to an employees status due to negotiations. Change in status includes but is not limited to:
  - o Step increase (other than annual movement)
  - o Cost of Living Adjustment (COLA)
  - o Change in work hours/work year (see #3 below)
3. Status forms issued for changes in work hours/year will be generated by the employees department director and approved by division head. The signed form is forwarded to the Human Resources department. Human Resources completes the form and forwards to Business Services to review budget and position control data. Business Services returns to Human Resources for signature. Human Resources forwards a signed copy to the originating department and the Health and Payroll Technicians in Business Services.
4. Annual Notice to Employees: By September thirtieth (30th) of each year, regular employees will receive a report of the balance of sick leave, vacation, and health side fund balance.

## MENDOCINO COUNTY OFFICE OF EDUCATION

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**Date Adopted:** 03/01/2003

**Date Revised:**