

**Personnel**

**Contracts**

When initially employed, certificated employees shall receive a written statement of their employment status and salary. In the case of temporary employees, this statement shall clearly indicate the temporary nature of the employment and the length of time for which the person is being employed. (Education Code [44916](#))

**Employee Notification**

By May 15 of each year, each classroom teacher shall notify the Superintendent or designee of his/her intent to return to a teaching position for the next school year. (Education Code [44832](#))

An employee on leave of absence shall notify the district of his/her intent to remain in service the following year in accordance with law, Board policy and contract language.

**Legal Reference:**

**EDUCATION CODE**

[44832](#) Teachers; notice of intent to return

[44842](#) Failure to provide notice or to report to work

[44843](#) Notice of employment (to county superintendent)

[44916](#) Time of classification; statement of employment status

[44929.20](#) Continuing contract-districts w/less than 250 ADA

[44955](#) Reduction in number of employees