



## Employment and Consulting Contracts

### Background

These guidelines confirm the requirement that contracts be established for newly hired KTCEA employees and consultants.

### Guidelines

#### Employment Contracts:

1. Employment Contracts are to be established for all newly hired KTCEA employees.
2. The terms and conditions of an individual's employment with KTCEA will be as provided in the contract.
3. Employment contracts are to be signed by the employee and an authorized representative of KTCEA.

#### Consulting Contracts:

1. Contracts are to be established for all individuals engaged to provide consulting services to KTCEA.
2. Consulting contracts are to be signed by the consultant and an authorized representative of KTCEA.

These guidelines apply to all newly hired KTCEA employees and consultants.

#	Procedure	Roles & Responsibilities
1.	Adhering to the provisions of their contract and other KTCEA Policies, Procedures, and the law.	Employees/ Consultants
2.	Ensuring compliance with the provisions of established contracts.	Supervisors
3.	Working with Human Resources in developing employment/consulting contracts. Supporting supervisors in the interpretation and management of contract provisions.	Associate Superintendent
4.	Drafting employment and consulting contracts. Supporting employees and supervisors in the interpretation of contract provisions.	Human Resources
5.	Approving contracts and supporting supervisors in the interpretation and enforcement of contract provisions.	Superintendent

**References:**

KTCEA Policy 12 Human Resources

**Procedure Amendments and Updates**

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services in consultation with other KTCEA leadership. The next scheduled update of this Administrative Procedure is April annually.