

Professional Personnel

Exhibit – Letters of Employment

I. First Year Teacher

A. Dear _____:

After considering your application for employment and reviewing your credentials, the Board of Education has determined to, and does hereby tender, to you an appointment as a probationary certificated employee effective on _____ for the school year which commences that day.

Your salary shall be determined in accordance with the salary schedule which has been or will be adopted for the school year for which this appointment is made.

Based upon the information contained in your application, you will be positioned on our salary schedule in the _____ column and at the _____ step. If by chance, your educational qualifications have increased, our rules and regulations require that evidence of such increase be filed with our office prior to _____, 19 __.

You will, at a later date, be notified of your specific assignment, but your appointment is made in the _____ level.

If you still desire to accept such an appointment, you shall sign and return the enclosed copy of this letter as soon as possible, but in no event later than fifteen (15) days from the date hereof.

Very truly yours,

B. Dear _____:

It is my pleasure to inform you that the Board of Education at its meeting of _____, 20__ took official action to approve your employment as a _____ at _____ School. Your effective date of employment has been established as _____, 20__; however, this employment date will be effective pending the Criminal History Background Investigation check by the Department of State Police, and when you have provided us with an affirmative physical examination from St Elizabeth's Medical Center, Industrial Medicine Department, Granite City, Illinois 62040. Cost of this examination shall be borne by the District. Please call (618) 798-3475 to make an appointment.

Please contact _____, Principal at _____ School, regarding this appointment. You will also need to contact _____ in the Personnel Department to complete various pre-employment paperwork.

I congratulate you upon your employment and extend best wishes for a successful year ahead. If I can be of any assistance to you in the future, please do not hesitate to contact me.

Respectfully,

2. Second Year Teacher

Dear _____:

After reviewing your performance during that portion of the present school year to date, the Board of Education has determined to re-appoint you as a probationary certificated employee for the school year of 20__ - 20__.

Your salary during the next school year shall be determined from the salary schedule which has been or will be adopted for such school year. You will be advanced one (1) step over your present position in the same column as you presently are in and, if you timely file evidence of an increase in educational qualifications, you will be advanced to the applicable column.

Your re-appointment will be effective at the same level of your current employment, but your actual assignment may not be the same as you are presently fulfilling. You will be notified at a later date of your actual assignment.

If you desire to accept such re-appointment, you shall sign and return the enclosed copy of this letter as soon as possible but no later than June __, 20 __. Your failure to sign and return the letter shall be deemed to be your resignation.

Very truly yours,

3. Extend Probationary Period

Dear _____:

After reviewing your performance and in the exercise of the power invested in it under the application provisions of The Illinois School Code, the Board of Education has determined to extend your probationary period for one additional year. It does hereby tender to you a re-appointment as a probationary certificated employee for the school year of 20__ - 20__.

Your salary during the term of the re-appointment shall be determined from the salary schedule which has been or will be adopted for such school year. You will be advanced one (1) step over your present position in the same column as you presently are in, and, if you timely file evidence of an increase in educational qualifications, you will be advanced to the applicable column.

Your re-appointment will be effective at the same level of your current employment, but your actual assignment may not be the same as you are presently fulfilling. You will be notified at a later date of your actual assignment.

If you desire to accept such re-appointment, you shall sign and return the enclosed copy of this letter as soon as possible, but no later than June __, 20__. Failure to sign and return the letter shall be deemed to be your resignation.

Very truly yours,

4. Teacher That Is Going On Tenure

Dear _____:

At the close of the current school year, you are successfully completing your probationary employment in this District as a certificated employee. We would like to take this opportunity to make you aware that the Board of Education has elected to place you on a status of "contractual continued service" with and in this District. This, of course, means that you will go on what is commonly known as "tenure."

We would like to commend you for performing in an exemplary manner that has resulted in your building principal and the Superintendent of Schools recommending you for tenure to the Board of Education.

The implied contractual relationship between you and this School District may be terminated by either you or the District only in accordance with the applicable provisions of the statutes of the State of Illinois.

You should take great pride being selected to teach in our District. This is an honor and an accomplishment.

As your acceptance of tenure, please sign and return the enclosed copy of this letter.

Sincerely,

Superintendent

Board of Education:

President

Vice-President

Secretary

Treasurer

Member

Member

Member

Adopted: 9/3/74
Reviewed: 7/7/88, 7/23/91, 10/12/93, 3/26/96, 6/8/99, 12/11/07
Revised: 9/25/90, 12/14/93