

**STAFF PERSONNEL**  
*Series 400*

Policy Title: SIGNED RECEIPT FOR CONTRACT

Code: 402.3

When the Board of Trustees has sent a proposed contract for the next ensuing year to a professional employee, such person shall have ten (10) days in which to sign the contract and return it to the board.

Date of Adoption:  
Readopted: 7/19/99, 7/19/04

Related References:  
Staff Appraisal Policies Jan. 1976 App. E.

Legal References:  
Section 33-513  
Amended by H.B. 527