

Dayville School District 16J

Code: **GDIA**
Adopted: 2/13/96
Readopted: 10/11/11
Orig. Code(s): GDI

Notice of Employment

The Board recognizes the need to inform each classified and licensed employee of his/her position assignment. Each year classified and licensed employees will receive a position assignment notification reaffirming his/her position with the district. This notification will indicate the position assigned, length of position, salary and/or other terms and conditions.

Notices shall be given in writing by May 30 to all employees for whom a teaching license is not required.

Oregon Revised Statute Chapter 342 outlines the parameters of the continued employment notification of both probationary and tenured employees. In keeping with this statute, the Board will issue approved contracts only to licensed employees with probationary status.

END OF POLICY

Legal Reference(s):

[ORS 332.554](#)

[OAR 581-022-1720\(5\)](#)