

## Contracts - Administrative

“Administrator” means a person who is employed as an administrator or is performing administrative duties, regardless of whether the person is required to have a license, and includes but not limited to superintendents, assistant superintendents and business managers. Administrator does not include a person who is subject to Oregon Revised Statute (ORS) 342.805 to-342.937.

The district shall enter into an employment contract with each administrator, that has provisions that cover the duration of the contract, conditions for contract termination and extension and conditions of employee resignation. That contract shall be on file in the district office.

The district may not enter into an employment contract that contains provisions that expressly obligates the district or school to compensate the administrator for work that is not performed.

The district may provide health benefits for an administrator that is no longer employed by the district until the administrator:

1. Reaches 65 years of age; or
2. Finds new employment that provides health benefits.

For a period of one year after termination of the contract, the administrator may not:

1. Purchase property or surplus property owned by the district or school; or
2. Use property owned by the district or school in a manner other than the manner permitted for the general public.

END OF POLICY

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**Legal Reference(s):**

[ORS 342.549](#)