

**Willamette Education  
Service District**

Code: **CCD**  
Adopted: 8/12/08  
Readopted: 8/10/10

**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 ORS 342.805 to 342.937.

The ESD 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 ESD office.

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

The ESD may provide health benefits for an administrator that is no longer employed by the ESD 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 ESD or school; or
2. Use property owned by the ESD 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 342.603](#)