

# LAKE TRAVIS INDEPENDENT SCHOOL DISTRICT

## Department of Human Resources

### Employment Status Notification

- New Hire (non-contractual employees)
- Change in Assignment/Transfer
- Termination Notification (non-contractual employees)
- Stipend Change

2007-2008 Salary Adjustment (annual raise)

For Non-Contractual Employees and Status Changes for Non-Contractual and Contractual Employees

Name of Employee: <i>Susan Bohn</i>	SS#:			
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If the employee is transferring from another job assignment in the district or if the employee is a new hire in the district, complete the following information:

New Assignment Job Title:			
Beginning Date of New Assignment:	<i>07/01/07</i>	Hrs./Day:	
Location of New Assignment:	<i>Salary for 2007-2008: \$125,000</i>		
Person Whom the New Hire is Replacing:	<i>(Adjust data system to not give automatic raise.)</i>		

If the position is a new, approved one, write "new position"

If the employee is transferring from another job assignment in the district to take the new assignment listed above or if the employee has resigned or been terminated, complete the following information:

Former Job Title at LTISD:			
Ending Date of Former Assignment:	<i>Salary for 2006-2007: \$112,500</i>		
Location of Former Assignment:	<i>(in accordance with daily rate for times 226)</i>		

*Attachment*

Signature of Principal/Director Initiating Employment Status \_\_\_\_\_ Date Notification Form Submitted \_\_\_\_\_

*Please send this completed notification form to the Lake Travis ISD Human Resources Office.*

Signature: *G. Ott*      *07/10/07*

<p><b>Gary Ott,</b> Director of Human Resources Lake Travis Independent School District</p>	<p>Calendar days: _____</p> <p>Actual days (will work): _____</p> <p>Salary: _____</p> <p>Vacation days: _____</p> <p>_____</p> <p>_____</p>
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ITCCS / LAKE TRAVIS ISD



Main Menu

Position Management Info Sys Menu



Log Off

7/11/2007  
2:52:06 PM



WPN6915

Forecast Position Record Maintenance

Save

Delete



Distribution

Employee Name Inq

Staff ID Inq

POSITION INFORMATION UPDATED

Position Number:	P6801500	Billlet Number:	00001	Dept:	LEGAL COUNSEL-ATTORNEY	Category:		Prev	Next
Position Status:	A					Tied to Supplemental:	N	←	→

Current Occupant Information

Current Occupant:	6	Employee Number:	000102056	SSN:	BOHN, SUSANKOLAR	State Step:	
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Pay Grade:	07	Pay Schedule:	02	Pay Step:	06	30	Number of Payments:	12
Dates: Begin:	2007	End:	2008	Last Payment:	06	30		
Days: Off:	0	Actual:	226	Daily Rate:	553.098	Salary:	125000.15	

*[Signature]*  
7/11/2007

Supervisor Position Number:	1510		Billet Number	ATTORNEY		Entitled to Increment:	No
Job Code:	01 - Professional		Primary:	Yes			
TRS Position Code:	900		ADMINISTRATION	Job Rating:			
Assign Campus:	M - Midpoint variance local salary table		Midpoint Table:	011			
Pay Concept:							
FLSA Exempt:	Yes	EEOC:	00 - None	Calendar Code:	26	Percent Day:	100.00
Max Annual Payments:	12	Max Days:	226	First Pay Date Code:	07J	Number Hours / Day:	.00
Accept Changes:	Yes	Date Created / Last Updated:	07 / 11 / 2007			State Basic Days:	226
						Percent Year:	100.00

NONCERTIFIED CONTRACT

FEB 28 2007

which the loss or damage occurs. The Employee also agrees that the District may deduct any wage overpayments from one or more of the Employee's paychecks.

6.2 **Special funding:** Employment in federally or categorically funded positions is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable, the Employee is subject to termination.

6.3 **Addenda:** This Contract does not include one or more Addenda, as follows:

- (1) Addendum A: NA
- (2) Addendum B: NA

7. **Suspension.** This Contract is not governed by the suspension provisions of Texas Education Code Chapter 21. The District may suspend the Employee, with pay, at any time during this Contract at the District's sole discretion. The District may suspend the Employee without pay for good cause as determined by the Board.

8. **Termination of Contract.**

8.1 **Termination:** This Contract will terminate at the end of the contract term, or upon the occurrence of any of the following, whichever occurs first:

- 8.1.1 **Good cause:** This Contract is not governed by the termination provisions of Texas Education Code Chapter 21. The District may terminate this Contract during the contract term for good cause as determined by the Board;
- 8.1.2 **Financial exigency:** A determination by the Board that a financial exigency requires a reduction in personnel. Unless otherwise defined in local policy, "financial exigency" means any event or occurrence that creates a need for the District to reduce financial expenditures for personnel, including a decline in the District's financial resources, a decline in enrollment, a cut in funding, a decline in tax revenues, or an unanticipated expense or capital need; or
- 8.1.3 **Program change:** A determination by the Board that a program change requires termination of the Employee's contract. Unless otherwise defined in local policy, "program change" means any elimination, curtailment, or reorganization of a curriculum offering, program, or school operation. "Program change" includes a change in curriculum objectives, a modification or reorganization of staffing patterns on a particular campus or district-wide, a redirection of financial resources to meet the educational needs of the students, a lack of student response to a particular course offering, legislative revisions to programs, or a reorganization or consolidation of two or more individual schools or school districts.

8.2 **Renewal and Nonrenewal:** This Contract is not governed by the renewal and nonrenewal provisions of Texas Education Code Chapter 21. This Contract does not give the Employee any rights to the procedures required by Education Code Chapter 21 or to any property rights in employment beyond the contract term.

9. **General provisions.**

9.1 **Amendment:** This Contract may not be amended except by written agreement of the parties.

9.2 **Severability:** If any provision in this Contract is, for any reason, held to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision of the Contract. This Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been a part of the Contract.

9.3 **Entire agreement:** All existing agreements and contracts, both verbal and written, between the parties regarding the employment of the Employee are superseded by this Contract. This Contract, and any addenda, constitutes the entire agreement between the parties.

9.4 **Applicable law:** Texas law shall govern construction of this Contract.

9.5 **Paragraph headings:** The headings used at the beginning of each numbered paragraph in this Contract are not intended to have any legal effect; the headings do not limit or expand the meaning of the paragraphs that follow them.

10. **Notice to employee.** The Employee agrees to keep a current permanent address on file with the District's human resources office. The Employee agrees that the District may meet any legal obligation it has to give the Employee written notice regarding this Contract or the Employee's employment by hand-delivering the notice to the Employee or by sending the notice by certified mail, regular mail, and/or express delivery service to the Employee's permanent address of record.

I have read this Contract and agree to abide by its terms and conditions:

Employee: Suzanne Booth Date signed: 2/28/07

By: Superintendent [Signature] Date signed: February 20, 2007

**Expiration of offer.** This offer of employment contract shall expire unless the Employee signs and returns this Contract to the Superintendent on or before March 2, 2007. Failure to return the signed contract by this date shall be deemed the Employee's rejection of this offer of employment contract and the Employee's resignation from current employment, if any, at the end of the existing contract term.