

## KC INTERNATIONAL ACADEMY

### CLASSIFIED EMPLOYMENT LETTER

This Agreement is made between \_\_\_\_\_ ("Employee") and KC International Academy ("KCIA"), and the parties agree to the following: During the **August** \_\_, **2023 - June** \_\_, **2024** academic year, KCIA shall employ Employee as an at-will employee. Employee shall perform the duties set forth by the Superintendent.

Primary Job Title: [User.Title]

Scheduled Days: [Custom.Contract Days]

Start Date: [User.StartDate]

Range: [Custom.Col.Range]

Step: [Custom.Col.Step]

~~Employee will work ## days, at 8 hours a day, or as assigned by KCIA. The total salary payable for such period shall be \$ \_\_\_\_\_, payable in Employee will be paid semi-monthly installments under a fluctuating rate pay plan, at an annualized rate of \$ \_\_\_\_\_. In addition, the Employee may be provided with fringe benefits as described in the applicable policies adopted by the Board of Education, as the same may be amended from time to time. Employee agrees that he or she is being paid a fluctuating rate pay plan pursuant to 29 CFR 778.114. Employee will work ## days, at 8 hours a day, or as assigned by KCIA.~~

As a condition of employment, the Employee agrees to obtain prior to the first date of service and to maintain at all times during the term of this contract all licenses and/or certificates required by KCIA, state law or applicable rules or regulations of the State Board of Education.

Although KCIA anticipates employment of Employee for the 2023-24 school term, this is not a guarantee of employment for the entire school term. Employee's continued employment remains on an at-will basis and can be terminated by KCIA at any time, with or without cause. Further, employment is contingent upon continued school operations that are uninterrupted by circumstances such as lack of school funding, natural disasters, court orders, public insurrections, war, pandemic, governmental orders, and other events or situations which are beyond the control of KCIA.

Employee agrees to regularly review and familiarize themselves with applicable KCIA policies and procedures. Employee agrees to comply with all applicable policies and procedures, as outlined by KCIA. Employee agrees that it is his/her responsibility to seek clarification if the employee does not understand a policy and/or procedure.

The Employee acknowledges that this agreement is contingent upon the Employee's consent to and KCIA's receipt of a criminal background check, a child abuse/neglect report, and other background

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Commented [MEA1]: NTD: Are Columns and Steps applicable for classified employees? If the answer is no, Columns and Steps can be removed.

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checks as required by KCIA, the results of each of which must be satisfactory to KCIA. In accordance with Missouri law, this background check will include a complete fingerprint criminal records check. A report that, in the judgment of KCIA, is unsatisfactory shall render this contract immediately void. In addition, the Employee consents to submit to additional background checks during the term of service as required by KCIA.

The Employee may be assigned to any position in KCIA for which he or she is qualified, and may be assigned reasonable incidental duties, including supervision and sponsorship of extracurricular activities or other district programs.

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Prior to the date of this Agreement, Employee has not violated any laws, committed any offenses, or been accused of any violation or offense that would be documented on a FBI fingerprint or background check, with the Missouri Highway Patrol Sex Offender Registry/child abuse check of the Missouri State Highway Patrol, or any other documented State or Federal violation, offense or Sex Offender Registration requirement. If, after signing this Agreement, Employee violates any laws, commits any offenses, or is charged or accused of a violation or offense, Employee shall notify KCIA by immediately submitting a detailed description of the violation, offense or charge, in writing to the Superintendent's office. In the event the violation, charge, or offense occurs prior to the first day of service for the school year, failure to submit a detailed written report prior to the first day of service automatically nullifies this Agreement.

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Employee understands that KCIA does not expect nor require Employee to perform services outside of Employee's scope of work or outside of Employee's scheduled workdays or hours.

Employee acknowledges that he or she has had the opportunity to review this, and all other provisions contained within this agreement; has had the opportunity to seek legal advice regarding this agreement; and is knowingly and voluntarily consenting to all terms contained herein.

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Nothing stated in this contract shall be construed as a waiver of any of the rights, powers, privileges, immunities, or duties of the Employee or KCIA under the laws of the State of Missouri.

In witness hereof, KCIA and the Employee have executed this agreement as of the date by which both parties have affixed their signatures hereto.

\_\_\_\_\_, Employee **Signature**

\_\_\_\_\_  
Date

Dr. Stacy R. King, Superintendent Signature

Date