# 570.130 EXEMPT CONTRACTS POLICY

Upon initial appointment, exempt staff shall receive a contract that specifies the dates of employment, the salary, the supervisor, and other conditions of employment. Normally, exempt contracts will be issued for the fiscal year (July through June). After the initial appointment, the contract may be renewed annually. Notice of non-renewal or dismissal without cause shall follow college procedure 1570.130. Non-renewal or dismissal for cause shall follow college procedure 1570.130.

The president may change the job description and/or job duties or reassign an exempt employee to another position at any time.

Nothing in this policy shall be construed to guarantee continued employment or tenure status.

Adopted by the board of trustees: 9/12/01

Renamed and approved by the board of trustees: 9/19/07

Last reviewed: 9/6/19

Policy contact: Human Resources

Related policies and procedures

1570.130 [Exempt Contracts Procedure](https://www.wvc.edu/humanresources/policies-procedures/500-human-resources/570.130-exempt-contracts.html)