



Employment Contracts

Employment Contracts Policy

Approved by and date:

Board of Trustees 08/13/2018

Executive Leadership Team 08/08/2018

Policy:

The Kilgore College Board of Trustees recognizes the following employee categories/positions as eligible to receive employment contracts: the College President, Executive Cabinet members, and full-time faculty.

Procedures:

Approved by and date:

Executive Leadership Team 08/08/2018

- a. Employment contracts will be issued by the Office of Human Resources.
- b. All College employees, whether they are eligible to receive an employment contract or not, will receive an annual *Salary and Estimated Benefits* letter from the Office of Human Resources prior to the start of each fiscal year.
- c. All employment contracts are subject to termination for good cause, which includes, but is not limited to a breach of this Contract, violations of College policy, violations of state or federal law or regulations, failure to adequately perform job duties in a reasonable and acceptable manner, or other good cause as defined by Texas law and reasonably determined by the College.