

CONTRACT CHECKLIST



BASIC ITEMS

- Statement of Agreement
- Length of Contract
 - Goals & Indicators in Multiple Year Contracts
- Duties
- Salary
- Evaluation
- Other Work/Consulting
- Indemnification
- Disability
- Contract Termination
 - Non-renewal Notice
 - Board Hearing
- Discharge for Just Cause
 - Due Process
- Contract Renewal
- Referrals
- Professional Development Activities
- Medical Examination
- Background Investigation
- Association Memberships
- Savings Clause
- Signatures

OBJECTIONABLE ITEMS

- Irreconcilable Differences
- Termination – Failure to Meet Goals
- Ethics Clause

OPTIONAL ITEMS

- Vacation / Holidays
- Sick Leave
- Bereavement Days
- Personal Business Days
- Insurance
 - Medical
 - Major Medical
 - Family Coverage
 - Dental
 - Vision
 - Term / Whole Life
 - Split Dollar
 - Disability
 - Other
- Medicare Payments
- Deferred Annuity
- Auto / Travel Expenses
- Housing Allowance
- Liquidated Damages
- Relocation Expenses
- Work Related Expenses
- Residency Requirements
- Civic Activities
- Retirement Contributions
- Annuities
- Deferred Comp. Trust
- Education Expenses
- Association Consolidation, Reorganization or Dissolution
- Personal Protection
- Performance Stipend
- Signing Bonus
- Completion Bonus
- Other Employee Benefits