

EMPLOYEES

Series 400

Policy Title _____ Classified Employee Contracts _____ Code No. _____ 411.03 _____

The board may enter into written contracts with classified employees employed on a regular basis. The contract will state the terms of employment.

Each contract will include a thirty-day cancellation clause. Either the employee or the board must give notice of the intent to cancel the contract at the end of thirty days. This notice will not be required when the employee is terminated during a probationary period or for cause.

Classified employees will receive a job description stating the specific performance responsibilities of their position.

It is the responsibility of the superintendent to draw up and process the classified employee contracts/work agreements and present them to the board for approval. The contracts, after being signed by the board president, are filed with the board secretary.

Legal Reference:

Iowa Code §§ 20; 279.7A; 285.5(9) (2013).

Cross Reference:

411.00 Classified Employees - General

412.01 Classified Employee Compensation

412.02 Classified Employee Wage and Overtime Compensation

413.00 Classified Employee Termination of Employment

Date of Adoption: _____ October 13, 2014 (Revised) _____

Related Administrative Rules and Regulations: _____