

CLASSIFIED EMPLOYEE DEFINED

Classified employees are employees who are not administrators or employees in positions which require an Iowa Department of Education teaching license and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Classified employees will include, but not be limited to, teacher and classroom aides, custodial and maintenance employees, clerical employees, food service employees, bus drivers, supervisors, and temporary help for summer or other maintenance. The position may be full-time or part-time.

It is the responsibility of the superintendent to establish job specifications and job descriptions for classified employee positions. Job descriptions may be approved by the board.

Classified employees required to hold a license for their position must present evidence of their current license to the board secretary prior to payment of wages each year.

Local Bargaining Unit:

Provisions in the following policies that are also covered in the Bargaining Unit Agreement are not applicable to the bargaining unit members. Only those topics in the following policies that are not in the Bargaining Unit Agreement are covered by board policy.

Classified Employees Outside of Bargaining Unit Definition:

Provisions in the following policies referencing classified employees will be applicable to the following personnel positions.

1. Supervisors
2. Confidential employees
3. Substitutes

Legal Reference: Iowa Code §§ 20; 279.8 (2013).

Cross Reference: 405.1 Licensed Employee Defined
411.2 Classified Employee Qualifications, Recruitment, Selection
412.3 Classified Employee Group Insurance Benefits

Approved January 8, 1973

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