

CLASSIFIED EMPLOYEE CONTRACTS

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 two week cancellation clause. Either the employee or the board must give notice of the intent to cancel the contract at the end of two weeks. 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. 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 Classified Employees - General

412.1 Classified Employee Compensation

412.2 Classified Employee Wage and Overtime Compensation

413 Classified Employee Termination of Employment

Approved: April 8, 1996

Reviewed: April 12, 2004; May 11, 2015

Revised: May 10, 2010