

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.

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

The superintendent is delegated to hire individuals and draw up and process the classified employee contracts or letters of agreement. The superintendent can also sign individual contracts/letters of agreement for classified employees and present the contract/letter of agreement to board at the following board meeting.

The approved contracts 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 01/1993 Reviewed 03/19/02 Revised 08/13/18
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