

STAFF PERSONNEL

Code No. 411.3

Policy Title: **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 shall 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 shall receive a job description stating the specific performance responsibilities of their position.

It shall be the responsibility of the superintendent to draw up and process the classified employee contracts 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 Classified Employees - General
412.1 Classified Employee Compensation
412.2 Classified Employee Wage and Overtime Compensation
413 Classified Employee Termination of Employment

Approved: September 23, 1998
Reviewed: July 17, 2002
Revised: August 18, 2004
Reviewed: December 20, 2006
Reviewed: December 21, 2011
Reviewed: January 20, 2016