

STAFF PERSONNEL

Series 400

POLICY TITLE CLASSIFIED EMPLOYEE CONTRACTS

No. 411.3

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 14-day cancellation clause. The District reserves the right to terminate immediately in cases of misconduct or other cause.

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

It is the responsibility of the Director of Human Resources 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.

The requirements stated in the Master Contract between employees in the collective bargaining unit and the board will be followed.

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

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