

## STAFF PERSONNEL

### Series 400

POLICY TITLE CLASSIFIED EMPLOYEE DEFINED

No. 411.1

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 associates, and temporary help for summer or other maintenance. The position may be full-time or part-time.

It is the responsibility of the Director of Human Resources 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.

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

Legal Reference: Iowa Code §§ 20; 279.8.

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

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