

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 15 day cancellation clause. Either the employee or the board must give notice of the intent to cancel the contract at the end of 15 days. 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 and present them to the board for approval. The contracts, after being signed by the board president, are filed with the board secretary.

NOTE: If the board limits the use of classified employee contracts to bus drivers (which are required by law) that should be specified so other classified employees don't expect a contract.

*Boards can now delegate the hiring of classified employees to the superintendent. The superintendent can also sign individual contracts for classified employees as well. The board needs to determine which of the above bracketed sentences are appropriate for its district.*

[ *The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding \_\_\_\_\_ of such employees will be followed. ]*

*NOTE: If the board limits the use of classified employee contracts to bus drivers (which are required by law) that should be specified so other classified employees don't expect a contract. The last paragraph in brackets should be completed and added to appropriate policies for classified employees in school districts where classified employees have certified collective bargaining units.*

*Boards can now delegate the hiring of classified employees to the superintendent. The superintendent can also sign individual contracts for classified employees as well. The board needs to determine which of the above bracketed sentences are appropriate for its district. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 17 #6 - June 18, 2004.*

Legal Reference: Iowa Code §§ 20; 279.7A; 285.5(9)

Cross Reference: 411 Classified Employees-General  
412.1 Classified Employee Compensation  
412.2 Classified Wage and Overtime Compensation  
413 Classified Employee Termination of Employment

Approved: \_\_\_\_\_ Reviewed: March 16, 2015 Revised: March 21, 2022