

## 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 two week cancellation clause. Either the employee or the board must give notice of the intent to cancel the contract at the end of two weeks. 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.

The requirements stated in the contract between classified employees in the bargaining unit and the board regarding contracts of such employees will be followed.

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

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

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