

**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 fourteen-day cancellation clause. Either the employee or the board must give notice of the intent to cancel the contract at the end of fourteen 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. The contracts, after being signed by the superintendent, are filed with the board secretary for board approval.

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

Approved 3-18-24 Revised 2-12-24