

## CLASSIFIED EMPLOYEE CONTRACTS

The board will enter into written contracts with bus drivers as required by law. The contract will state the terms of employment. Other classified employees may receive a letter outlining their terms of employment.

In lieu of a letter of employment, information regarding wages, days and hours worked will be provided in the Employment Handbook.

Each contract and letter of employment will include a thirty-day cancellation clause. Either the employee or the board must give notice of the intent to cancel the contract at the end of thirty 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. The superintendent has the authority to draw up and process letters of employment, which will be included in the consent agenda of meetings.

Legal Reference: Iowa Code §§ 20; 279.7A; 285.5(9) ((2011)).

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: Feb. 11, 1985, February 19, 2018, August 21, 2023

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