

Board Policy

Code No. 411.3

CLASSIFIED EMPLOYEE LETTER OF ASSIGNMENT

The Board may enter into a Letter of Assignment, if applicable, with classified employees employed on a regular basis. Bus drivers will be issued a contract as required by law. The agreement will state the terms of employment.

Each Letter of Assignment shall include a two week cancellation clause. Either the employee or the Board must give notice of the intent to cancel the agreement 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 shall receive a job description stating the specific performance responsibilities of the employee's position.

It shall be the responsibility of the Superintendent or designee to draw up and process the classified employee Letters of Assignment or contracts and present them to the Board for approval. The letters of assignment, after being signed by the board president, are filed in the employee's personnel file.

The requirements stated in the contract between classified employees in that bargaining unit and the board shall be followed.

Legal Reference: Iowa Code §§ 20; 279.7A; 285.5(9) (2009).

Cross Reference:

411	<i>Classified Employees - General</i>
412.1	<i>Classified Employee Compensation</i>
412.2	<i>Classified Employee Wage and Overtime Compensation</i>
413	<i>Classified Employee Termination of Employment</i>

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