

# Board Policy

Code No. 411.1

## CLASSIFIED EMPLOYEES

Classified employees are employees who are not administrators or employees in positions which require an Iowa Department of Education teaching license and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Classified employees shall include, but not be limited to, para educators, custodial and maintenance employees, clerical employees, food service employees, bus drivers, and temporary help for summer or other maintenance. The position may be full-time or part-time.

It shall be the responsibility of the Superintendent or designee to establish job specifications and job descriptions for classified employee positions. Job descriptions may be approved by the Board.

Classified employees required to hold a license for their position must present evidence of their current license to the Human Resources Department prior to payment of wages each year.

The Board recognizes the right of the classified employees to bargain in accord with the provisions of the Public Employment Relations Act if they are certified by the Public Employee Relations Board (PERB), or the appropriateness of meeting and conferring with other classified employees if they are not PERB certified.

The Board will meet and confer with non-PERB classified employees regarding their employment conditions.

The employment conditions reached with classified employees are located in the agreements between the various classified groups.

When negotiating in good faith with the recognized classified employee group the Board shall retain its right to all powers, duties, and rights established by constitutional provision, statute, ordinance, charter, special act, or other legal authority.

*Legal Reference:* Iowa Code §§ 20; 279.8 (2013).

*Cross Reference:* 405.1 Licensed Employee Defined  
411.2 Classified Employee Qualifications, Recruitment, Selection  
412.3 Classified Employee Group Insurance Benefits

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