

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. Only bus drivers will be issued a contract as required by law. Determining the assignment of each classified employee is the responsibility of the Superintendent. In making such assignments each year the Superintendent shall consider the qualifications of each classified employee and the needs of the school district.

Each Letter of Assignment or contract shall include a two week cancellation clause. Either the employee or the Board must give notice of the intent to cancel the contract or assignment 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.

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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