

Code No. 411 CLASSIFIED EMPLOYEES - GENERAL

Code No. 411.1 CLASSIFIED EMPLOYEE DEFINED

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 will include, but not be limited to, teacher and classroom aides, custodial and maintenance employees, clerical employees, food service employees, bus drivers, technical support and network administration, and temporary help for summer or other maintenance. The position may be full-time or part-time.

It is the responsibility of the superintendent to establish job specifications and job descriptions for classified employee positions. The board may approve job descriptions.

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

Legal Reference:

Iowa Code §§ 20 ;279.8 (2003).

Cross Reference:

405.1 Licensed Employee Defined

411.2 Classified Employee Qualifications, Recruitment, Selection

412.3 Classified Employee Group Insurance Benefits

First Reading: July 18, 2018

Second Reading: August 20, 2018