

## SAYDEL COMMUNITY SCHOOL DISTRICT

### 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, education associates, custodial and maintenance employees, clerical employees, food service employees, and temporary help for summer or other maintenance. The position may be full-time or part-time.

It will be the responsibility of the Superintendent 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 Superintendent prior to payment of wages each year.

**Legal Reference:** Iowa Code §§ 20; 279.8.

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

**Approved:** 2-17-97

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