

## SAYDEL COMMUNITY SCHOOL DISTRICT

### CLASSIFIED EMPLOYEE CONTRACTS

The Board may enter into written contracts with classified employees employed on a regular basis. The contract will state the terms of employment.

Each contract will include a thirty-day cancellation clause. Either the employee or the Board must give notice of the intent to cancel the contract at the end of thirty days. This notice will not be required when the employee is terminated during a probationary period or for cause.

Classified employees will receive a job description stating the specific performance responsibilities of their position.

The Superintendent will have the authority to hire classified staff and to approve individual contracts, if applicable. A list of new classified employees will be submitted to the Board for its receipt at each of their regularly scheduled Board meetings. Employee contracts will be placed in each employee's personnel file in the district office.

**Legal Reference:** Iowa Code §§ 20; 279.7A; 285.5(9) (2013).

**Cross Reference:**

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

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