

Series 400 – Employees

Policy Title: LETTERS OF AGREEMENT FOR CLASSIFIED EMPLOYEES

Policy Code No. 407.1

Letters of agreement with classified employees will be in writing, and will state the position, the length of time the agreement is in force, and the total compensation or rate of pay for the agreement period.

These agreements will be approved by the Board of Directors, signed by the president, signed by the employee, and filed with the District Central Office.

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Cross Ref.: