

Series 400 – Employees

Policy Title: CLASSIFIED EMPLOYEE DEFINED

Policy Code No. 411.1

Classified employees are employees who are not administrators or employees in positions which require a teaching license issued by the Iowa Board of Educational Examiners 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, 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. 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 board secretary prior to payment of wages each year.

Date of Adoption 1/27/2020

Review Date

Revision Date

Legal Ref.: Iowa Code §§ 20; 279.8.

Cross Ref.: 405.1 Licensed Employee Defined
 411.2 Classified Employee Qualifications, Recruitment, Selection
 412.3 Classified Employee Group Insurance Benefits