

## STAFF PERSONNEL

### Series 400

POLICY TITLE CLASSIFIED EMPLOYEE LETTERS OF ASSIGNMENT No. 411.3

The board may enter into written letters of assignment with classified employees employed on a regular basis. The letter of assignment will state the terms of employment.

Each letter of assignment will include a 14-day cancellation clause. The District reserves the right to terminate immediately in cases of misconduct or other cause.

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

It is the responsibility of the Director of Human Resources to draw up and process the classified employee letters of assignment and present them to the board for approval. The letters of assignment, after being signed by the board president, are filed with the board secretary.

The requirements stated in the Master Contract and employee handbook between employees in the collective bargaining unit and the board will be followed.

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

Cross Reference: 411 Classified Employees - General  
412.1 Classified Employee Compensation  
412.2 Classified Employee Wage and Overtime Compensation

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Last Date Reviewed: August 16, 2021

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