

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 shall include, but not be limited to, teacher and classroom assistants (para-educators), 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 shall be the responsibility of the superintendent to establish job specifications and job descriptions for classified employee positions.

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.

The requirements for these positions stated in the Master Contracts between employees in the certified collective bargaining units and the board of education will be followed.

Legal Reference: Iowa Code §§ 20; 279.8 (2013).

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

Approved 4/9/1996

Reviewed 8/11/2014

Revised _____