

CLASSIFIED EMPLOYEE LETTERS OF EMPLOYMENT

The board may provide a letter of employment to classified employees stating the terms of employment including assignment, rate of pay, hours of work, and days of work. Each letter of employment shall include a 14-day cancellation clause. This notice will not be required when the employee is terminated during a probationary period or for cause.

Classified employees shall be provided a job description stating the specific performance responsibilities of their position.

Letters of employment shall be filed with the Office of Human Resources.

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

Approved 4/12/2004

Reviewed 8/11/2014

Revised _____