

## CLASSIFIED EMPLOYEE DEFINED

Classified employees are employees who are not administrators or employees in positions which require an Iowa Department of Educational Examiners teaching license 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.

Legal Reference: Iowa Code §§ 20; 279.8.

**I.C. Iowa Code**

Iowa Code § 20

**Description**

Collective Bargaining

Directors - General

Rules - Bonds of

Employees

Iowa Code § 279.8

## Cross References

**Code****Description**

405.01

Licensed Employee  
Defined

411.02

Classified Employee  
Qualifications,  
Recruitment, Selection

412.03

Classified Employee  
Group Insurance  
Benefits (I, II)

Approved \_\_\_\_\_ Reviewed 1/20/14, 11/21/16, 8/19/19, 8/15/22 Revised \_\_\_\_\_