

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. 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 6/10/2019

Revised \_\_\_\_\_