

Staff Personnel  
400 Series

CONTRACTS FOR CLASSIFIED PERSONNEL  
Code No. 411.3

The Master Agreement will serve as a contract with the Edgewood-Colesburg Community School District for classified employees subject to a collective bargaining agreement.

Contracts with classified employees not subject to a collective bargaining agreement who are employed on a regular basis will be in writing, and will state the length of time the contract is in force, the total compensation or rate of pay for the contract period, and the schedule for periodic payments.

Contracts will be issued for substitute employees who are required to hold a license or certificate for the position in which they will be working, or for positions where the employee must pass a pre-employment drug and/or alcohol test.

Each contract shall include a fourteen (14) - day cancellation clause. Either the employee or the Board must give notice of intent to cancel the contract at the end of fourteen (14) days. This notice will not be required when the employee is terminated during a probationary period or for just cause. The fourteen-day notice requirement by an employee may be waived by the superintendent if extraordinary circumstances exist. The superintendent shall have sole discretion to determine whether or not extraordinary circumstances do exist.

Legal Reference: Iowa Code §§ 20; 279.7A; 285.5 (9) (1997)

Cross Reference: 411 - Classified Employees - General  
412.1 - Classified Employee Compensation  
413 - Classified Employee Termination of Employment

Adopted: 07/12/84  
Reviewed: 07/19/2021