

**Policy 411.03: Classified Employee Contracts**

**Status:** ADOPTED

**Original Adopted Date:** 11/01/2004 | **Last Revised Date:** 02/01/2022 | **Last Reviewed Date:** 02/01/2022

The board may enter into written terms of employment with classified employees employed on a regular basis.

Terms of employment documents will include a two-week cancellation clause. Either the employee or the board must give notice of the intent to cancel the terms of employment at the end of two-week. This notice will not be required when the employee is terminated during a probationary period or for cause.

Classified employees will receive a job description stating the specific performance responsibilities of their position.

It is the responsibility of the superintendent to organize distribution of classified employee terms of employment. The terms of employment, after being approved by the Board, are filed with the board secretary.

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