

EMPLOYEES - Series 400

411 Support Employees - General

411.5 Letters of Assignment

The board may enter into written letters of assignments with support employees employed on a regular basis. The letter of assignment will state the terms of employment.

Each letter of assignment shall include a two week cancellation clause. Either the

Support employees shall receive a job description stating the specific performance

It shall be the responsibility of the superintendent to draw up and process the support

employee or th

responsibilities

employee letter

Adoption Date: June 23, 1986

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Revision Date: March 21, 2005

Legal Reference: Iowa Code 20; 279.7A; 285.5(9) (1995).

Cross Reference: 411 Support Employees – General
412.1 Support Employee Compensation
412.5 Support Employee Wage and Overtime Compensation
413.7 Support Employee Termination of Employment