

SUPPORT PERSONNEL EMPLOYMENT

Support personnel, with the exception of bus drivers, shall be employed on an “at will” basis, documented by a letter of assignment. Bus drivers who are employed on a regular basis will be employed pursuant to written contracts. The letter of assignment or the contract will state the terms of employment.

Contracts issued to bus drivers shall include a fourteen-day cancellation clause. Either the employee or the board must give notice of the intent to cancel the contract at the end of fourteen days. This notice will not be required when the employee is terminated during a probationary period or for cause.

It shall be the responsibility of the superintendent to draw up and process the support personnel terms of employment. The contracts issued to bus drivers, after being signed by the board president, shall be filed with the board secretary.

The superintendent may employ substitute and temporary support personnel.

Legal Reference: Iowa Code §§20, 279.7A, 285.5(9) (2015).

Cross Reference: 203 Board of Directors Member Conflicts of Interest
405.2 Licensed Personnel Qualifications, Recruitment, Selection
411.2 Support Personnel Qualifications, Recruitment, Selection
411.5 Support Personnel Assignment and Probationary Status

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