

Personnel

Series 400

Policy Title Terms of Employment

Code No. 411.9

Employees in all classifications are employed on a continuing basis, subject to the approval of the Board of Directors. New employees will be employed on a sixty day trial or probationary basis unless a Master Contract specifies differently. Permanent employment upon completion of the probationary period will be dependent upon satisfactory service.

The normal work week shall be 40 hours, starting at 12:01 a.m. Monday and ending at 11:59 p.m. Sunday. Overtime shall be paid on all hours worked over 40 per week.

Employees are responsible for keeping their own time sheets. Employees shall note all reason for overtime and have overtime approved by the supervisor of their employment area prior to working the overtime hours.

Adopted: Fall, 1969

Legal Reference: (Code of Iowa)

Reviewed: July 14, 2008
July 15, 2013

Amended: January 9, 1989
April 12, 1993
August 18, 2008
August 21, 2017

Cross Reference: