

## **Personnel Definitions**

***Regular Classified*** – Personnel in this category receive a Notice of Conditions document upon appointment or reappointment and are paid on an hourly basis. They are covered by a negotiated collective bargaining agreement and the provisions of the Fair Labor Standards Act.

### ***Administrative Procedure***

The Notice of Conditions document for regular classified employees with additional timesheet hours will be amended to add additional timesheet hours that are intended for the employee for at least 120 calendar days and will also be amended to subtract such additional timesheet hours and to terminate the assignment of such additional timesheet hours will be totally discretionary with the Agency.

***Temporary Classified*** – Personnel in this category are employed on an hourly basis for an indefinite period of time not exceeding 120 days. They are covered by the provisions of the Fair Labor Standards Act.

***Nonunion Support Staff*** – Personnel in this category may or may not require a license or certification through the State of Iowa. They receive a Notice of Conditions upon employment or reemployment. They are not covered by a negotiated collective bargaining agreement.

***Certified*** – Personnel in this category require a license or certification through the State of Iowa. They are covered by a negotiated collective bargaining agreement and receive a contract upon employment or reemployment. They are not covered by the provisions of the Fair Labor Standards Act.

***Certified Substitutes*** – Personnel in this category require a license or certification through the State of Iowa. They are generally employed through a letter from Human Resources for a period of less than six months. They are not covered by the provisions of the Fair Labor Standards Act or a negotiated collective bargaining agreement.

***Administrators*** – Personnel in this category are management employees. They receive a contract upon employment or reemployment. They are not covered by the provisions of the Fair Labor Standards Act or a negotiated collective bargaining agreement.

Temporary Classified and Certified Substitutes receive only statutory fringe benefits.

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