

**Spearfish School District 40-2
4000 Personnel**

Board Policy

Code: 4340

CLASSIFIED STAFF RESPONSIBILITIES AND DUTIES

The duties of all classified employees shall be defined in accordance with job classifications adopted by the Board or as assigned by the superintendent. .

All personnel shall be dressed appropriately for the job.

Classified employees shall be responsible to their immediate supervisors. The immediate supervisor shall make all assignment of duties and the employee shall make all requests to the supervisor.

Classified employees will keep informed of and comply with the policies, rules and regulations of the Board of Education.

Adopted	<u>July 10, 1978</u>
Revised	<u>May 11, 1987</u>
Revised	<u>December 14, 1998</u>
Reviewed	<u>December 11, 2006</u>
Reviewed	<u>January 9, 2012</u>
Revised	<u>January 8, 2018</u>