

The district will use the following procedure when a certificated employee is entitled to an informal review procedure, including, but not limited to, reassignment of an administrative employee, failure to rehire a Category 3 employee, and failure to reissue a supplemental contract.

The employee must request a hearing with the board within ten (10) days of the date notice of reassignment is mailed or hand delivered to the employee. The request for an informal review must be in writing and include a statement explaining the reasoning for disagreement with the board's decision. The statement must not exceed one page.

The district will use the following procedure:

1. *The employee must request, in writing, an informal review within ten (10) days of the date notice on non-reemployment is mailed or hand delivered to the employee. The request must be submitted to the board clerk.*
2. *The employee will be given an opportunity to meet with the board in executive session within ten (10) days of the date the request for informal review is filed and share a statement explaining their disagreement with the board's decision.*
3. *The board will notify the employee, in writing, of its final decision in the matter within fifteen (15) days of the date of the informal review.*

The employee does not have the right to be represented by an attorney or a representative of the state teachers association, present evidence and cross-examine witnesses unless specifically agreed to by the board. The board may elect to ask questions of the employee, but this does not confer upon the employee the right to ask questions of the board.



LEGAL REFERENCE:

Idaho Code Section
33-514
33-515
33-515A

ADOPTED: August 10, 2005

AMENDED: August 11, 2010

**Language in text set forth in italics is optional.*