

Policy for process and procedure to be followed in the event an administrative employee is assigned to a non-administrative position pursuant to Idaho Code. §33-515 or if the supplemental contract of an employee is not reissued pursuant to Idaho Code §33-515A:

1. In the event the Board of Trustees decides to reassign an administrative employee to a non-administrative position or to not reissue a supplemental contract, the Board of Trustees shall give written notice to the employee, which shall contain a statement of the reasons for the assignment or the decision not to reissue.
2. The employee may request an informal review by delivering a written request to the Clerk of the Board of Trustees or the clerk's designee within ten (10) calendar days of the employee's receipt of the written notice to reassign or the decision not to reissue from the Board. At the option of the Board, the employee may be permitted to provide the Board with documentation in support of the employee's position. The Board, in its discretion, may limit the amount of time allotted for presentation of any additional information by the employee during the Informal Review.
3. In the event the employee requests an informal review, such informal review shall be held within thirty (30) calendar days of the receipt by the Board's clerk of the employee's written request, unless both parties agree to extend the time for holding the informal review.
4. The informal review shall be held in Executive Session of the Board of Trustees unless otherwise agreed by the parties. The Superintendent or other duly authorized administrative officer and the employee may present any relevant evidence to the Board of Trustees.
5. The employee does not have the right to be represented by an attorney or a representative of the state teachers' association, present evident other than that detailed above, or present and/or cross-examine witnesses unless specifically agreed to by the Board. The Board may elect to ask questions of the employee or administrator present at the Informal Review, but this does not confer upon the employee the right to ask questions of the Board or the administration
6. Within fifteen (15) calendar days following the close of the informal review, the Board of Trustees will send notice to the employee or the employee's designee of its final decision regarding the reassignment or decision not to reissue.



LEGAL REFERENCE: Idaho Code 33-515, 33-515A

ADOPTED: July 21, 1999

AMENDED/REVISED: August 15, 1999; December 16, 2013; July 20, 2020