

Certificated Staff Informal Review

The following events and circumstances create a right allowing the specified employees to request an Informal Review for the Board's decision to not reemploy or reissue an employment contract:

1. Non-reemployment of Category 3 contract teacher.
2. An administrative employee reassignment to a non-administrative position;
3. Non-reissuance of Supplemental Extra-Duty Contracts; and
4. Any other circumstance specified in Idaho law creating a right to request an informal review.

The parameters for the Informal Review will be determined by the Board.

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 to two (2) pages.

The District will use the following procedure:

1. The employee must request, in writing, an Informal Review within seven (7) calendar days of receiving notice of the events creating a right to Informal Review. The request must be submitted by hard copy to the Board Clerk/designee. Failure to request Informal Review within seven (7) days will result in the employee waiving the right to an Informal Review.
2. The employee will be given an opportunity to meet with the Board in executive session within fifteen (15) days of the date that the request for Informal Review is submitted to the Board, or alternately, at the next regularly scheduled Board meeting, as determined by the Board. The employee may explain why he or she disagrees with the Board's decision and, 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. The Administration shall have the right to be present during the Informal Review and may respond to the employee's presentation and/or respond to any inquiries by the Board. The Administration and the employee shall not have the right to cross-examine witnesses.
4. Either party may be accompanied by legal counsel. If either party is going to have legal counsel, that party should give sufficient notice to the other party of such representation.

5. The Board shall make a decision to uphold the earlier employment decision, or make some other decision regarding the issue(s) raised during the executive session. Such decision must be made by the Board in open session, identifying the employee by number or letter (i.e.: “Subsequent to the Informal Review, the Board upholds the prior employment decision regarding employee “A”).
6. The Board shall notify the employee, in writing, of its final decision on the matter within fifteen (15) days of the date of the Informal Review.

The employee does not have the right to, present evidence other than that detailed above, or present and/or cross-examine witnesses. The Board may elect to ask questions of the employee or administrator present at the Informal Review.

Cross Reference: 5105 Certificated Personnel Reemployment

Legal Reference	I.C. § 33-514	Issuance of Annual Contracts
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-515A	Supplemental Contracts

Policy History:

Adopted on: 11/2/15

Revised on: