

Classified Employment and Assignment

Classified employees are those noncertificated employees who are employed by the District or personnel hired in positions which do not require certification.

With the exception of those classified employees who are hired for a stated specified time, all classified employees shall be regarded as “at-will” employees and may be dismissed at the will of either party and the employment relationship may be terminated at any time for any or no reason (so long as the same does not violate public policy or violate any other provision of law). Such at-will designation will be included in all job descriptions as mandated by I.C. § 33-517 and in written contracts, should the same be implemented by the District. An employment period, as well as other terms and conditions of employment set forth in a job description and/or written contract shall not create a property right as such are included for the specific purpose only of providing notice to the employee of the service and expectations of the District so long as the employment relationship continues.

Classified employees shall have no expectation of continued employment, unless so expressly specified by the District. The District reserves the right to change employment conditions affecting the employee’s duties, assignment, supervisor or grade.

The Board shall determine the salary and wages for classified personnel.

The grievance procedure for classified employees shall be the procedure set forth in I.C. § 33-517. Classified employees may file a written grievance alleging unfair treatment or a violation of District policy. However, neither the rate of pay nor the decision to terminate an employee during the initial 180 days of employment shall be regarded as a proper grievable matter.

Recruitment and Selection

Recruitment and selection of noncertificated personnel shall be the responsibility of the administration. The Superintendent of Schools shall have the authority to delegate recruitment and selection responsibilities to staff members. Names shall be presented at the next meeting of the Board for approval.

Selection shall be based upon the merits of the candidates without regard to age, race, religion, sex, or marital status with consideration of military veteran status or other legal requirements.

Qualifications

Selection of staff personnel shall be determined by the following criteria:

1. Training, experience, and skill
2. Demonstrated competency
3. Suitability for the position
4. Personal characteristics
5. Compatibility with district education philosophy
6. Qualifications for state license as required and/or meeting all federal, state, and local guidelines, e.g. “highly qualified”.7. Ability to perform those duties and tasks outlined in the job description for the position to be filled.

Cross Reference:

Legal Reference: I.C. § 33-517      Noncertificated personnel  
I.C. § 33-1201      Certificate required  
Metcalf v. Intermountain Gas Co., 116 Idaho 622 (1989)

Policy History:

Adopted on: April 14, 2008

Revised on:

Also incorporates Article V, Sections B and C.