

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 or renewable contract teachers; and;
2. An administrative employee reassignment; and
3. Non-reissuance of Supplemental Extra-Duty Contracts; and
4. Any other circumstances specified in Idaho law creating a right to request an informal review.
5. The parameters for the informal review will be determined by the district.

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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 pages.

The district will use the following procedure:

1. The employee must request, in writing, an informal review within ten calendar days of the date notice of 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 fifteen calendar 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 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.
4. 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").
5. 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.

Cross Reference: Policy 5105 Certificated Personnel Reemployment

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

Policy History:

Adopted on: November 9, 2009

Revised on: November 10, 2014