

The district will use the following procedure when a certificated employee, or group of employees, are entitled to an informal review procedure.

The employee or group of employees must request an informal review within ten (10) days of the date notice is mailed or hand delivered to the employee. The employee or group of employees will be given an opportunity to meet with the board in executive session at the next regularly scheduled board meeting and explain the disagreement with the board's decision. The employee or group of employees do not have the right to be represented by an attorney or a representative of the local or state teachers association, present evidence, and/or cross-examine witnesses unless specifically agreed to by the board. The board will notify the employee or group of employees, in writing, of its final decision in the matter within fifteen (15) days of the date of the informal review.



**LEGAL REFERENCE:**

Idaho Code Section

33-515(7)

33-515A

33-522

**ADOPTED: May 13, 2013**

**AMENDED:**