

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; and
- 2) An administrative employee reassignment; and
- 3) Non-reissuance of Supplemental Extra Duty
- 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 pages.

The district will use the following procedure:

- 1) The employee must request, in writing, an Informal Review within seven (7) calendar days of the date notice of the events creating a right to Informal Review. The request must be submitted to the Board Clerk. Failure to request Informal Review within seven (7) calendar 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 fourteen (14) calendar 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. 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.
- 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 shall 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 other than that detailed above and 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.

Cross Reference:	5105	Certificated Personnel Reemployment
Legal Reference	I.C. § 33-514 I.C. § 33-515 I.C. § 33-515A	Issuance of Annual Contract Issuance of Renewable Contracts Supplemental Contracts

Policy History:

Adopted on: 02/28/2012  
Revised on: 06/25/2013  
Revised on: 03/17/2020