

**PERSONNEL**

**5800**

Classified Employment and Assignment

The board will annually review and determine its staffing needs for non-certificated employees. The board authorizes the superintendent or designee to hire employees to fill open, non-certificated positions in the district, as needed, and create new positions when an emergency arises. Non-certificated personnel will be hired based upon their qualifications for the position.

Classified employees are those non-certificated 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 specifically hired by the Board as holding a status of not at-will, 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 and related written documentation 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 documentation 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’s Board. The District reserves the right to change employment conditions affecting the employee’s duties, assignment, supervisor, or grade.

At the time of initial employment, and annually thereafter, all non-certificated employees will receive a letter of appointment. The letter of appointment does not alter the employee’s at-will employment status. The letter of appointment is intended to set forth relevant information, including, but not limited to, the non-certificated employee’s work schedule, rate of pay, and other benefits; notify the non-certificated employee of the district’s requirement that he/she comply with district policy; and notify the employee that the employment is at-will.

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 Idaho Code. Classified employees may file a written grievance alleging unfair treatment or a violation of current, written District approved policy, procedure, or employee handbook, a condition or

conditions that jeopardize the health or safety of the employee or another, or tasks assigned outside of the employee's essential job functions and for which the employee has no specialized training. However, neither the rate of pay nor the decision to terminate an employee during the initial one hundred and eighty (180) days of employment shall be regarded as a proper grievable matter.

### Hiring Procedure

The hiring procedure for School District No. 401 with respect to classified employees shall be as follows:

1. At such time as an opening occurs, the District will give notice of the fact that it is accepting applications for employment by posting a notice at the district office or school building or by advertising in the newspaper.
2. Application will be received by the District until the date described in the notice.
3. The applications shall be reviewed by the person primarily responsible for the supervision of the position being applied for and/or such other person(s) as the superintendent or his designee may direct. Such review shall determine which employees meet the criteria for the position and, in the case of receipt of numerous applications, which applicants appear to be most qualified and therefore entitled to attend the interviewing step of the hiring procedure. During this review step the persons responsible for reviewing shall check any references and/or make any background checks deemed appropriate.
4. The interview process shall take place within a reasonable period of time after the last day for receiving applications.
5. Upon completion of the interviews the responsible person(s) shall make a selection of a candidate for employment and shall notify the candidate of his or her selection and give instructions to the employee for reporting to the business or other administrative department of the District for purposes of being processed for employment.

Cross Reference: 5800P

Classified Employee Grievance Procedure

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: August 10, 2009

Revised on: October 13, 2014