

Teton School District No. 401

PERSONNEL

5341

Certificated Employee Informal Review Procedure

The district will use the following procedure when a certificated employee is entitled to an informal review procedure, including, but not limited to, reassignment of an administrative employee, failure to rehire a Category 3 employee, and failure to reissue a supplemental contract.

The employee must request an informal review within ten (10) days of the date notice of reassignment is mailed or hand delivered to the employee. The employee will be given an opportunity to meet with the board in executive session within fifteen (15) days of the date the request for informal review is filed and explain why he/she disagrees with the board's decision. The employee does not have the right to be represented by an attorney or a representative of the local or state teachers association, present evidence, and cross-examine witnesses unless specifically agreed to by the board. 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.

Policy History:

Adopted on: August 10, 2009

Revised on: May 17, 2010