

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

The certificated employee or group of certificated employees must request, in writing, an informal review within ten (10) days of the date notice is mailed or hand delivered to the certificated employee. The certificated employee or group of certificated 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 certificated employee or group of certificated employees do not have the right to be represented by an attorney, or a representative of the local or state teachers’ association, or present evidence, and/or cross-examine witnesses unless specifically agreed to by the Board. The Board will notify the certificated employee or group of certificated 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)(9) – Issuance of Renewable Contracts

33-515A – Supplemental Contracts

33-522 – Financial Emergency

**ADOPTED:** July 19, 2005  
Revised: November 15, 2011

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Revised: January 20, 2015

Reviewed: November 17, 2009  
Revised: November 19, 2019