

The procedures for the Informal Review shall be as follows:

1. The Informal Review shall be held in executive session.
2. The Board, or its appointed Hearing Officer, shall preside over the Informal Review.
3. The Informal Review shall be orderly.
4. The purposes of the Informal Review is to provide the certificated employee with an opportunity to address the Board informally, to present to the Board the reasons why the certificated employee should be reissued a Supplemental Contract for the Extra Duty Assignment, or why the certificated employee's Supplemental Contract should not be terminated during the contract term, whatever the case may be, and for the Board to deliberate and re-evaluate its previous decision.
5. The certificated employee may not be represented by legal counsel, unless agreed to by the Board of Trustees.
6. The certificated employee may not have other persons address the Board on the certificated employee's behalf and/or submit documentation for the Board's review, unless agreed to by the Board of Trustees.
7. The administrative staff may, but is not required to, present witnesses, and/or submit documentation, and/or make rebuttal statements during the Informal Review.
8. The Board, or the administrative staff, may question the certificated employee about matters relating to the Supplemental Contract for an Extra Duty Assignment.
9. The Board shall notify the certificated employee in writing within fifteen (15) days following the Informal Review, of its final decision in the matter.



**LEGAL REFERENCE:**

Idaho Code Section

33-515(7)(9) – Issuance of Renewable Contracts

33-515A – Supplemental Contracts

33-522 – Financial Emergency

**ADOPTED:** October 19, 1999 (Extra-Duty Assignments)

Reviewed: May 9, 2005

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Reviewed: March 21, 2006

Revised: January 20, 2015

Reviewed: November 17, 2009

Revised: November 19, 2019