

**Vallivue School District #139**

The district will use the following procedure when a certificated employee is entitled to an informal review procedure.

**Procedure**

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.



**LEGAL REFERENCE:**

**Idaho Code Sections**

**33-514  
33-515  
33-515A**

**ADOPTED: 9/12/06 (New as separate policy – existing policy for certificated staff #403.1. and #405.9 for extra duty contracts)**

**AMENDED: 12/10/13**