

1 Joint School District No. 2, Meridian

2
3 ADMINISTRATION

4
5 Series 300

6
7 Policy Title Reassignment of Administrative Employees Code No. 304

8
9
10 For the purpose of this policy, "administrative employees" are defined as all certificated
11 staff in administrative or supervisory positions within this district (i.e., principal, assistant
12 principal, director of special services, etc.). This definition does not include the
13 superintendent.

14
15 The board of trustees has the right to reassign administrative employees on a renewable
16 contract to non-administrative positions with appropriate reduction of salary from
17 preexisting salary levels. In the event the board of trustees reassigns an administrative
18 employee to a non-administrative position, the board will give the employee written
19 notice with a statement of the reasons for the reassignment. The employee, upon
20 written request to the board, will be entitled to an informal review of that decision. The
21 process and procedure for the informal review is set forth below.

22
23 INFORMAL REVIEW PROCEDURE FOR REASSIGNMENT OF ADMINISTRATIVE
24 EMPLOYEES

25
26 The employee must request an informal review within then (10) days of the date of
27 notice of reassignment is mailed or hand-delivered to the employee. The employee will
28 be given and opportunity to meet with the board of trustees in executive session within
29 fifteen (15) days of the date of the request for informal review is received by the clerk of
30 the board to explain why he/she disagrees with the board's decision. The employee
31 does not have the right to be represented by an attorney or a representative of the local
32 or state teachers association, present evidence and cross-examine witnesses unless
33 specifically agreed to by the board. The board will notify the employee, in writing, of its
34 final decision in the matter within fifteen (15) days of the date of the informal review.

35
36
37
38
39
40 Date of Adoption:
41 02/28/2000

Legal Reference: Code of Idaho
