

Gooding Joint School District No. 231

PERSONNEL

5800

Classified Employment, Assignment, and Grievance

Classified employees are those non-certificated employees who are employed by the District or personnel hired in positions which do not require certification.

With the exception of those classified employees specifically hired by the Board as holding a status of not at-will, all classified employees shall be regarded as “at-will” employees and may be dismissed at the will of either party and the employment relationship may be terminated at any time for any or no reason (so long as the same does not violate public policy or violate any other provision of law). Such at-will designation will be included in all job descriptions, as mandated by I.C. § 33-517, and related written documentation, should the same be implemented by the District. An employment period, as well as other terms and conditions of employment set forth in a job description and/or written documentation shall not create a property right as such are included for the specific purpose only of providing notice to the employee of the service and expectations of the District so long as the employment relationship continues. Some employees may elect to receive pay annualized over a twelve-month period, even though not working for the full twelve months. Taking the annualized pay is no guaranty that employment services will be required during each month of the year, nor a guaranty that the length of the employment will be for the full school year.

Classified employees shall have no expectation of continued employment, unless so expressly specified by the District’s Board. The District reserves the right to change employment conditions affecting the employee’s duties, assignment, supervisor or grade.

The Board shall determine the salary and wages for classified personnel.

The grievance procedure for classified employees shall be the procedure set forth in I.C. § 33-517. Classified employees may file a written grievance alleging a violation of current, written District approved policy, procedure, or employee handbook, a condition or conditions that jeopardize the health or safety of the employee or another, or tasks assigned outside of the employee's essential job functions and for which the employee has no specialized training. However, neither the rate of pay nor the decision to terminate an employee during the initial one hundred and eighty (180) days of employment shall be regarded as a proper subject for consideration under the grievance procedure.

Recruitment and Selection

Recruitment and selection of classified personnel shall be the responsibility of the administration. The Superintendent of Schools shall have the authority to delegate recruitment and selection responsibilities to staff members. Names and salaries to be paid shall be presented at the next meeting of the Board for approval.

Selection shall be based upon the merits of the candidate without regard to race, religion, sex, or marital status.

Selection of classified staff shall be determined on the following criteria:

1. Training, experience, and skill,
2. Demonstrated competency,
3. Suitability for the position,
4. Personal characteristics,
5. Compatibility with educational philosophy,
6. Qualifications for state license as required.

Cross Reference:	5205	Job Descriptions
	5220	Assignments, Reassignments, Transfers
	5800P	Classified Employee Grievance Procedure
	5815	Employee Compensation by Annualized Election

Legal Reference:	I.C. § 33-511	Maintenance of schools
	I.C. § 33-517	Non-certificated personnel
	I.C. § 33-1201	Certificate required
	<u>Metcalf v. Intermountain Gas Co.</u> , 116 Idaho 622 (1989)	

Policy History:

Adopted on: April 9, 2013

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