

St. Maries Joint School District No. 41 Board of Trustees may enter into a Supplemental Contract with a Certified Teacher to provide for an extra-duty assignment, which is any assignment that is not part of the Certified Teacher's regular teaching duties. A Supplemental Contract for an extra-duty assignment shall be separate and apart from the Certified Teacher's regular teaching contract, regardless of whether a Certified Teacher has an annual or renewable contract.

### **PROPERTY RIGHTS**

No Certified Teacher shall have property rights in an extra-duty assignment, regardless of the period of employment or the descriptions and terms set forth in the Supplemental Contract. The extra-duty assignment will be considered to be employment "at will" in all respects, subject to termination by the Board at any time with or without cause.

### **TERMINATION OF EXTRA-DUTY ASSIGNMENT**

If the Board decides to terminate the Certified Teacher's extra-duty assignment during the contract period or determines that it will not reissue a Supplemental Contract for an extra-duty assignment for the ensuing school year, the Board shall provide the Certified Teacher with written notice setting forth the reasons for such action.

1. Within five (5) days of receipt of such notice, the Certified Teacher may make a written request for an informal review before the Board.
2. The Board shall hold the informal review within a timeframe that is convenient for the administration, the Board, and the employee after receipt of the request. The administration shall inform the Certified Teacher of the date, time, and place of the review.
3. The procedure for the informal review shall be as follows:
  - A. The informal review shall be held in executive session.
  - B. A Certified Teacher may be accompanied by a representative if he/she chooses.
  - C. The Certified Teacher will be provided with the opportunity to address the Board informally, and to present to the Board the reasons why the Certified Teacher should be reissued a Supplemental Contract for the extra-duty assignment or why the Certified Teacher's Supplemental Contract should not be terminated during the contract term, whatever the case may be.

- D. The principal or Superintendent, or both, may comment to the Board on the matter.
- E. Discussion shall be informal, and may be limited to a reasonable time by the Chair of the Board.
- F. The Board shall then deliberate and reevaluate its previous decision.

Within fifteen (15) days following the informal review, the Board shall notify the Certified Teacher in writing of its final decision in the matter.

**Policy Cross Reference:**

**Legal Reference:**

Idaho Code §33-515A                      Supplemental Contracts

**Policy History:**

Reviewed:                                      05/12/2003  
Adopted:                                        07/14/2003  
Reviewed:                                      12/04/2008