

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES
Subsection: E. Policies Regarding Classified Employees

April 2002

1. Personnel Action Form

All employees of the Board who are subject to the Idaho classified personnel system or who are University of Idaho classified employees are appointed pursuant to a personnel action form. The rights of these employees to continuous employment, if any, are governed by Chapter 53, Title 67, Idaho Code, the rules of the Idaho Division of Human Resources and these policies where applicable, or with regard to the University of Idaho classified employees, by the policies of the University of Idaho and these policies.

2. Compensation

Compensation for classified employees shall be in accordance with Chapter 53, Title 67, Idaho Code. Compensation for University of Idaho classified employees shall be in accordance with the policies of the University of Idaho and these policies.

No classified or University of Idaho classified employee will receive an automobile or automobile allowance as part of his/her compensation.

3. Annual Leave

Classified employees accrue and use annual leave according to § 67-5334 and are subject to the maximum leave accruals in § 67-5335(2). University of Idaho policies concerning annual leave for classified employees shall parallel these provisions.

4. Performance Evaluation

Evaluation of classified employees must be as provided for in Chapter 53, Title 67, Idaho Code, and rules of the Division Human Resources. Evaluation of University of Idaho classified employees must be as provided for by the policies and procedures of the University of Idaho and these policies.

5. Termination or Dismissal

a. Dismissal or termination of classified employees shall be as provided for in Chapter 53, Title 67, Idaho Code, and rules of the State Division of Human Resources.

b. The University of Idaho must establish a written procedure for dismissal or termination of classified employees for adequate cause, in accordance with provisions provided in these policies, and which shall include, at a minimum, an internal opportunity to contest the reasons for dismissal or termination with the individual responsible for making the recommendation of dismissal or termination to the chief executive officer. This opportunity need not be in the nature of a grievance hearing but shall afford the employee notice of the reasons for termination or dismissal, the evidence supporting the decision, and an opportunity to present reasons and evidence.

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6. All other provisions regarding classified employees shall be governed by the laws and rules of the Idaho Division of Human Resources or, in the case of University of Idaho classified employees, by the policies and procedures of the University of Idaho and these policies.