

POLICY TITLE: CLASSIFIED EMPLOYMENT, ASSIGNMENT, AND GRIEVANCE

Classified employees are those non-certificated employees who are employed by the Agency 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 and related written documentation, should the same be implemented by the Agency. 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 Agency so long as the employment relationship continues.

Classified employees shall have no expectation of continued employment, unless so expressly specified by the Agency's Board. The Agency 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 Idaho Code. Classified employees may file a written grievance alleging a violation of current, written Agency 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 180 days of employment shall be regarded as a proper grievable matter.

Re-Employment and Termination

The Board of Trustees of the Canyon-Owyhee School Service Agency (COSSA) will annually review and determine its staffing needs for classified employees. The Board authorizes the COSSA Chief Executive Officer (CEO) or designee to recommend candidates for employment to fill open, classified positions in COSSA, and to recommend the creation of new positions when an emergency arises. Classified personnel will be hired by the Board based upon their qualifications for the position.

Classified personnel are at-will employees and are not entitled to any expectations of future employment with COSSA.

At the time of initial employment, and annually thereafter, all classified employees will receive an employee worksheet. The employee worksheet does not alter the employee's at-will employment status. The employee worksheet is intended to set forth the classified employee's rate of pay and other benefits; and notify the employee that the employment is at-will.

Candidates for re-employment will receive a completed copy of the employee worksheet.

LEGAL REFERENCE:

I.C. § 33-517 Non-Certificated Personnel
I.C. § 33-1201 Certificate Required
Metcalf v. Intermountain Gas Co., 116 Idaho 622 (Idaho 1989).

POLICY HISTORY:

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