



# ALTURAS

## INTERNATIONAL ACADEMY

151 N Ridge Avenue, Idaho Falls, ID 83402 | Office: 208-522-5145 | Fax: 208-522-5147  
Office@AlturasAcademy.org | AlturasAcademy.org

## PERSONNEL

5800

### Classified Employment, Assignment, and Grievance

Classified employees are those non-certificated employees who are employed by the Charter School 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 Charter School. 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 Charter School so long as the employment relationship continues.

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

The Board of Directors 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 Charter School 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.

Cross Reference: 5800P      Classified Employee Grievance Procedure

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

### Policy History:



151 N Ridge Avenue, Idaho Falls, ID 83402 | Office: 208-522-5145 | Fax: 208-522-5147  
Office@AlturasAcademy.org | AlturasAcademy.org

Adopted on: December 15, 2016  
Revised on: