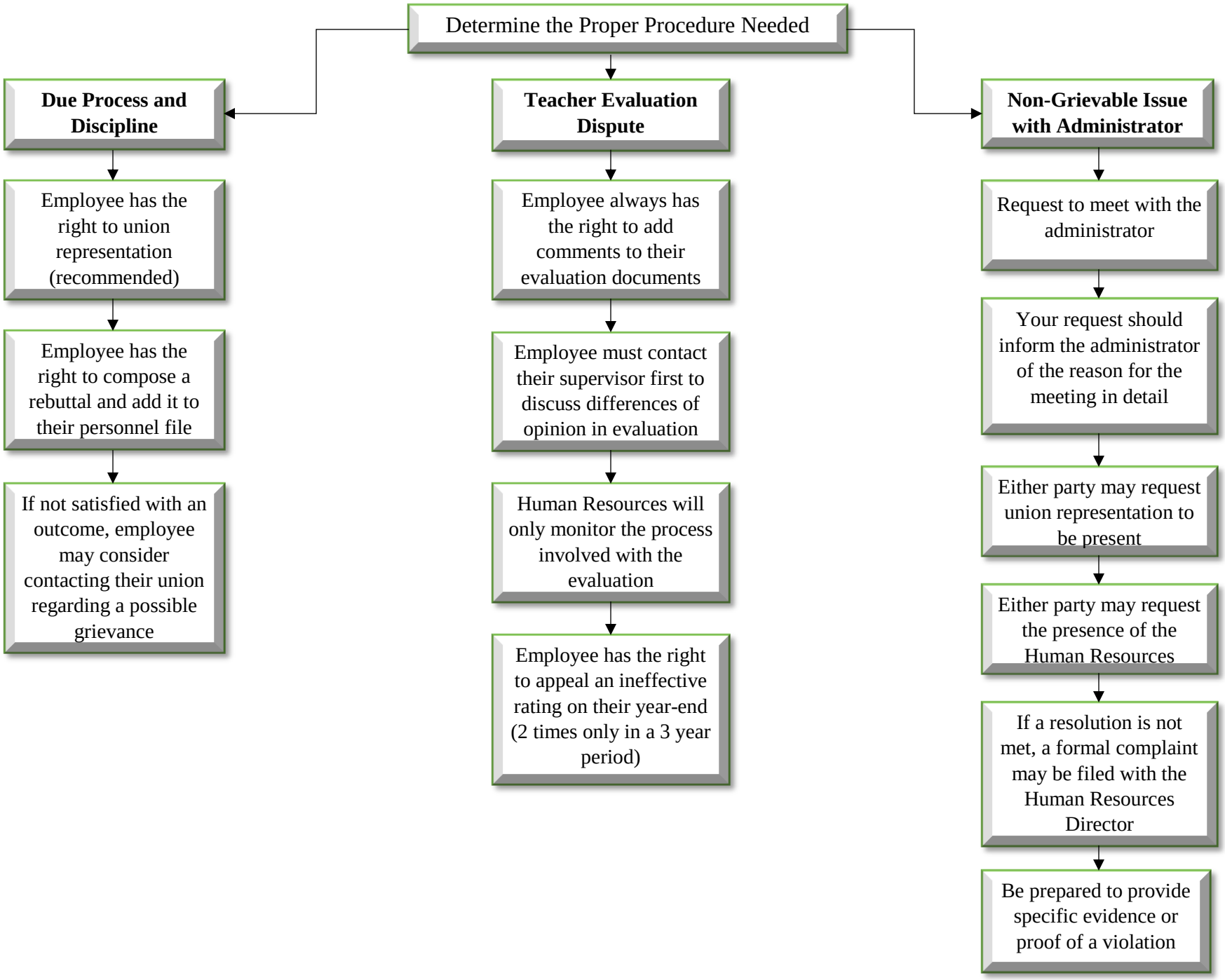
Determine the Proper Procedure Needed
Due Process and Discipline
Employee has the right to union representation (recommended)
Employee has the right to compose a rebuttal and add it to their personnel file
If not satisfied with an outcome, employee may consider contacting their union regarding a possible grievance
Teacher Evaluation Dispute
Employee always has the right to add comments to their evaluation documents
Employee must contact their supervisor first to discuss differences of opinion in evaluation
Human Resources will only monitor the process involved with the evaluation
Employee has the right to appeal an ineffective rating on their year-end (2 times only in a 3 year period)
Non-Grievable Issue with Administrator
Request to meet with the administrator
Your request should inform the administrator of the reason for the meeting in detail
Either party may request union representation to be present
Either party may request the presence of the Human Resources
If a resolution is not met, a formal complaint may be filed with the Human Resources Director
Be prepared to provide specific evidence or proof of a violation